 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA		<h1>Provincial Supply Chain Management</h1>								
		Request for Proposal			Page 1 of 4					
RFP NUMBER										
RFP DESCRIPTION										
CUSTOMER DEPARTMENT										
CUSTOMER INSTITUTION										
BRIEFING SESSION	Y		N		SESSION COMPULSORY		Y		N	
					SESSION HIGHLY RECOMMENDED		Y		N	
BRIEFING VENUE					DATE			TIME		
COMPULSORY SITE INSPECTION	Y		N		DATE			TIME		
INSPECTION ADDRESS										
TERM AGREEMENT CALLED FOR?	Y		N		TERM DURATION					
CLOSING DATE					CLOSING TIME					
TENDER BOX LOCATION										
GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions. The goods / services are therefore required by the Customer Department / Institution, as indicated on this form RFP 01.										

Notes:

- All bids / tenders must be deposited in the Tender Box at the following address:
Gauteng Provincial Treasury, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg
- Bids / tenders must be deposited in the Tender Box on or before the closing date and time.
- Bids / tenders submitted by fax will not be accepted.
- The GPT Tender Box is generally open 24 hours a day, 7 days a week.
- This bid is subject to the preferential procurement policy framework act, 2000 and the preferential procurement regulations, 2022, the general conditions of contract (gcc) 2010 and, if applicable, any other special conditions of contract.
- ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL GPG RFP FORMS – (NOT TO BE RE-TYPED)
- ALL REQUIRED INFORMATION MUST BE COMPLETED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED):

The Tendering System

The RFP Pack consists of two parts namely, Section 1 and Section 2. These two sections must be submitted separately, clearly marked with the Tender Number and the Section Number.

Training sessions

Non-compulsory "How to tender" workshops are held every Wednesday at 75 Fox Street from 10:00-13:00.



Provincial Supply Chain Management

Request for Proposal

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PART A INVITATION TO BID

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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



Provincial Supply Chain Management

Request for Proposal

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Tender documents can be obtained from <http://www.treasury.gpg.gov.za>

ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE	
E-MAIL ADDRESS	

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILIE	
E-MAIL ADDRESS	

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1 style="text-align: center;">Provincial Supply Chain Management</h1>	
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PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. <i>25 August 2023</i></p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

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

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



CONSENT FORM TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, NO. 4 OF 2013 (POPIA).

The purpose of the POPIA is to protect personal information of individuals and businesses and to give effect to their right of privacy as provided for in the Constitution.

By signing this form, you consent to your personal information to be processed by the Gauteng Department of Health and consent is effective immediately and will remain effective until such consent is withdrawn.

APPLICATION FOR THE CONSENT OF A DATA SUBJECT FOR THE PROCESSING OF PERSONAL INFORMATION FOR THE PURPOSE OF BIDS

Name & Surname/Company: _____

Residential/Postal or Business Address: _____

Contact number (s): _____

Email address: _____

1. In the furtherance of the Gauteng Department of Health's (**The Department**) operational requirements and for purposes of complying with its policies, procedures and privacy laws, we may be required to disclose, process and/or further process your personal information provided to us and/or made available by virtue of submission of this bid.
2. For purposes contemplated in paragraph 1, the Department, hereby requests your consent and/or authorisation for the disclosure, processing and/or further processing of any and/or all your personal information as may be necessary for reasons provided in paragraph 1.
3. By signing this Personal Information Processing Consent Form, you hereby grant the Department permission, consent and/or authorisation to disclose, process and further process your personal information within our records, as may be required and/or necessary from time to time.

I, the undersigned, _____ (*INSERT FULL NAME AND SURNAME*) with Identity Number _____, in my personal capacity or acting on behalf of _____
_____ (Name of **Company**), confirm that:

4. I have read and understood the contents of this Personal Information Processing Consent form, the details of which have been explained to me and furthermore I understand my right to privacy and the right to have my personal information processed in accordance with the conditions for the lawful processing of personal information.
5. I declare that all my personal information supplied to the Department is accurate, up to date, not misleading and that it is complete in all respects and will be held and/ or stored securely for the purpose for which it was collected and that I will immediately advise the Department of any changes to my Personal Information should any of these details change.
6. I also understand that I have the right to request that my personal information be corrected or deleted, if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully or that the personal information or record be destroyed or deleted if the Department is no longer authorised to retain it.
7. I declare that my personal/the Company's information and/or data may be disclosed, processed and/or further processed by the Department (including its employees, agents, contractors and representatives) and such other third parties contracted with the Department involved in the processing, verification and management of my and/or Company's Personal Information in accordance with the requirements set out in paragraph 1;
8. I accept the data security and protection measures adopted and/or applied by the Department in their retention, disclosure, processing, and further processing of my and/or Company's personal information/data.
9. I accept that the Department may retain any of my personal/the Company information/data as may be required for purposes contemplated in paragraph 1.

10. With my signature below, do hereby give my or the Company's irrevocable consent, and/or authorisation for purposes required and/or detailed in this *Personal Information Processing Consent* form.

Signed at this day of20.....

.....

Name of data subject/ designated person

.....

Signature

.....

Name/Surname/Dept of Responsible Party

.....

Signature

Date:



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management

RFP Point System

Page 1 of 1

RFP NUMBER		CLOSING DATE	
VALIDITY OF RFP		CLOSING TIME	

In case of queries, please contact the GPT Contact Centre at tel: 0860 011 000

*GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions.

The goods / services are required by the Customer Department / Institution, as indicated on RFP 01.

The Gauteng Provincial Government requests your bid on the goods and/or services listed on the attached forms. Please furnish all information as requested and return your bid on the date stipulated. Late bids will not be accepted for consideration.

This RFP will be evaluated on the basis of the under noted point system, as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000).

Point System

Points SHALL be allocated as follows:

Points for

Points for

TYPE OF CONTRACT (COMPLETED BY PROJECT MANAGER)

VALUE BASED

SERVICE BASED	Y		N		SERVICE BASED	Y		N		VALUE BASED	Y		N	
VALUE BASED	Y		N											
QUANTITY BASED	Y		N											
TERM BASED	Y		N											



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management

Instructions to Bidders

Page 1 of 2

1. The RFP (Request for Proposal) Pack is drawn up so that certain essential information should be furnished in a specific manner. Any additional particulars shall be furnished in a separate annexure. *25 August 2023*
2. The RFP forms should not be retyped or redrafted, but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question or on other forms obtainable from the relevant Department or Institution advertising this RFP. Additional offers made in any other manner may be disregarded.
3. Should the RFP forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated.
5. The forms RFP 04 to RFP 09 and PREF documents shall be completed, signed and submitted with the bid. RFP 10 (National Industrial Participation Programme Form) will only be added to the RFP pack to be completed by bidders when an imported component in excess of US \$ 10 million is expected.
6. A separate RFP 06 form (RFP Price Schedule per item) shall be completed in respect of each item. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this RFP (not applicable for Pre-qualification of Bidders).
7. Firm delivery periods and prices are preferred. Consequently bidders shall clearly state whether delivery periods and prices will remain firm or not for the duration of any contract, which may result from this RFP, by completing RFP 06 (RFP Price Schedule per item) and RFP 07 (Non-Firm Prices per item) (not applicable for Pre-qualification of Bidders).
8. If non-firm prices are offered bidders must ensure that a separate RFP 07 (Non-Firm Prices per item) is completed in respect of each item for which a non-firm price is offered. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this RFP (not applicable for Pre-qualification of Bidders).
9. Where items are specified in detail, the specifications form an integral part of the RFP document (see the attached specification) and bidders shall indicate in the space provided whether the items offered are to specification or not (not applicable for Pre-qualification of Bidders).
10. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified" (see the attached specification) (not applicable for Pre-qualification of Bidders).
11. In cases where the items are not to specification, the deviations from the specifications shall be indicated (see the attached specification).
12. In instances where the bidder is not the manufacturer of the items offered, the bidder must as per RFP 06 (RFP Price Schedule per item) submit a Letter of Supply from the relevant manufacturer or his supplier (not applicable for Pre-qualification of Bidders).
13. The offered prices shall be given in the units shown in the attached specification, as well as in RFP 06 (RFP Price Schedule per item) (not applicable for Pre-qualification of Bidders).
14. With the exception of imported goods, where required, all prices shall be quoted in South African currency. Where bids are submitted for imported goods, foreign currency information must be supplied by completing the relevant portions of RFP 06 (RFP Price Schedule per item) and RFP 07 (Non-Firm Prices per item) (not applicable for Pre-qualification of Bidders).
15. Unless otherwise indicated, the costs of packaging materials (if applicable) are for the account of the bidder and must be included in the bid price on RFP 06 (RFP Price Schedule per item) (not applicable for Pre-qualification of Bidders).
16. Delivery basis (not applicable for Pre-qualification of Bidders):
 - (a) Supplies which are held in stock or are in transit or on order from South African manufacturers at the date of offer shall be offered on a basis of delivery into consignee's store or on his site within the free delivery area of the bidder's centre, or carriage paid consignee's station, if the goods are required elsewhere.
 - (b) Notwithstanding the provisions of paragraph 16(a), offered prices for supplies in respect of which installation / erection / assembly is a requirement, shall include ALL costs on a "delivered on site" basis, as specified on RFP 06 (RFP Price Schedule per item).
17. Unless specifically provided for in the RFP document, no bids transmitted by facsimile or email shall be considered.
18. Failure on the part of the bidder to sign any of the forms RFP 04 to RFP 10 and PREF documents and thus to acknowledge and accept the conditions in writing or to complete the attached RFP forms, Preference documents, questionnaires and specifications in all respects, may invalidate the bid.
19. Bids should preferably not be qualified by the bidder's own conditions of bid. Failure to comply with these requirements (i.e. full



Provincial Supply Chain Management

Instructions to Bidders

Page 2 of 2

acceptance of the General Conditions of Contract or to renounce specifically the bidder's own conditions of bid, when called upon to do so, may invalidate the bid.

20. In case of samples being called for together with the bid (refer to RFP 05 in this regard), the successful bidder may be required to submit **pre-production samples** to the South African Bureau of Standards (SABS) or such testing authority as designated at the request of the relevant Department concerned. Unless the relevant Department decides otherwise, pre-production samples must be submitted within thirty (30) days of the date on which the successful bidder was requested to do so. Mass production may commence only after both the relevant Department and the successful bidder have been advised by the SABS that the pre-production samples have been approved.
21. Should the pre-production samples pass the inspections / tests at the first attempt, the costs associated with the inspections / tests will be for the account of the relevant Department. If the SABS or such testing authority as designated do not approve the pre-production samples, but requires corrections / improvements, the costs of the inspections / tests must be paid by the successful bidder and samples which are acceptable in all respects must then reach the SABS or such testing authority as designated within twenty-one (21) days of the date on which the findings of the SABS or such testing authority as designated were received by the successful bidder. Failure to deliver samples within the specified time and to the required standards may lead to the cancellation of the intended contract.
22. In case of samples being called for together with the bid (refer to RFP 05 in this regard), the samples must be submitted together with the bid before the closing time and date of the RFP, unless specifically indicated otherwise. Failure to submit the requested sample(s) before the closing time and date of the RFP may invalidate the bid.
23. In cases where large quantities of a product are called for, it may be necessary for the relevant item to be shared among two (2) or more suppliers.
24. In cases where the relevant Department or Institution advertising this RFP may deem it necessary, a formal contract may be entered into with the successful bidder, in addition to a Letter of Acceptance and / or purchase order being issued.
25. If any of the conditions on the RFP forms are in conflict with any special conditions, stipulations or provisions incorporated in the bid invitation, such special conditions, stipulations or provisions shall apply.
26. This RFP is subject to the General Conditions of Contract and re-issues thereof. Copies of these conditions are obtainable from any office of the Gauteng Provincial Government (GPG).
27. Each bid must be submitted in a separate, sealed envelope on which the following must be clearly indicated:
 - NAME AND ADDRESS OF THE BIDDER;
 - THE BID (RFP) NUMBER; AND
 - THE CLOSING DATE.

The bid must be deposited or posted;

 - posted to Gauteng Provincial Treasury and to reach the destination not later than the closing time and date; OR
 - deposited in the tender box of the Gauteng Provincial Treasury before the closing time and date.
28. The Gauteng Provincial Government has become a member and as such a key sponsor of the Proudly South African Campaign. GPG therefore would like to procure local products of a high quality, produced through the practise of sound labour relations and in an environment where high environmental standards are maintained. In terms of the Proudly South African Campaign South African companies are encouraged to submit interesting and innovative achievements in the manufacturing field (if relevant to this RFP) – including information on new products, export achievements, new partnerships and successes and milestones.
29. **Compulsory GPG Contract:** It is a mandatory requirement that successful bidder/s (to whom a tender is awarded) sign a GPG Contract upon award of any given contract.

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>	
	Bid Commitment and Declaration of Interest	Page 1 of 3

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

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

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

Full Name	Identity Number	Name of State institution

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.

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>	
	Bid Commitment and Declaration of Interest	Page 2 of 3

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

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

- 2.2.1 If so, furnish particulars:

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

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

- 2.3.1 If so, furnish particulars:

3. DECLARATION

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

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
 Filename: RFP4GPT (SBD4)

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>	
	Bid Commitment and Declaration of Interest	Page 3 of 3

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

Signature		Date	
Position		Name of Bidder	

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>		
	Briefing Session		Page 1 of 1

BRIEFING SESSION - DECLARATION OF ATTENDANCE

RFP NUMBER			
RFP DESCRIPTION			
RFP CLOSING DATE		CLOSING TIME	

*GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions. The goods / services are therefore required by the Customer Department / Institution, as indicated on form RFP 01.

CUSTOMER DEPARTMENT								
CUSTOMER INSTITUTION								
BRIEFING SESSION	Y		N		DATE		TIME	
VENUE								

I/We hereby declare that I/we attended the compulsory briefing session to understand the requirements of the Gauteng Provincial Government to supply all or any of the supplies and/or to render all or any of the services described in the attached RFP documents, on the terms and conditions and in accordance with the specifications stipulated in the bid documents.

I, THE UNDERSIGNED (NAME)

--

CERTIFY THAT THE INFORMATION FURNISHED AT THE SITE INSPECTION WAS UNDERSTOOD.

BIDDER OR ASSIGNEE(S) NAME		POSITION		SIGN		DATE	
-----------------------------------	--	-----------------	--	-------------	--	-------------	--

FULL COMPANY NAME							
--------------------------	--	--	--	--	--	--	--

GPG OFFICIAL NAME		POSITION		SIGN		DATE	
--------------------------	--	-----------------	--	-------------	--	-------------	--

<p>END USER STAMP</p>



GAUTENG PROVINCE
 PROVINCIAL TREASURY
 REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management


Special Conditions

Page 1 of 3

RFP NUMBER	
RFP DESCRIPTION	
CUSTOMER DEPARTMENT	
CUSTOMER INSTITUTION	

THE FOLLOWING MUST ACCOMPANY YOUR BID, IF INDICATED BY "✓"

Samples	SABS /Equivalent Certificate May not be older than one (1) year, the cost of which will be for the account of the bidder.	Bidders Briefing Session
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 <p>GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA</p>	Provincial Supply Chain Management	
	Special Conditions	Page 2 of 3

EVALUATION METHODOLOGY

Bidders must complete Compulsory documents and attach it to their tender document, failing which the tender shall not be considered for Stage 1 evaluation.

Points will be awarded in accordance with the Preferential Procurement Policy Framework Act (PPPFA)

Stage 1

Criteria for Functionality	Points
TOTAL	

NOTE: Bidders who fail to meet the above minimum requirements (Stage 1) shall be automatically eliminated


Stage 2

Criteria for Price and Specific Goals	Points
Bid Price	
Specific Goals	
TOTAL	100

Bidders are required to use the two envelope bidding system, whereby the Technical Proposal (Stage 1); Pricing and Specific Goals(Stage 2) be placed in two separate sealed envelopes marked:

- Stage One–

- Stage Two–

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>	
	Special Conditions	Page 3 of 3

SUPPLIER JOB CREATION ANALYSIS

Company Name		Date Est.	
--------------	--	-----------	--

	Permanent	Temp	SA Citizens	Other	Comments
Staff compliment at Establishment of Enterprise					
Current staff compliment					
Number of jobs to be created if Bid is successful					

- The successful bidder may be audited during the course of the contract to verify the above information.

Comments to include:

- If Job Creation is direct (by your own company) or indirect (by your supplier)
- Where the jobs created for employees that were in existing positions or unemployed? (Net Job Creation)

NOTE: Job Creation should adhere to all applicable RSA Legislation and Regulations.

=====

THIS SECTION IS FOR OFFICE USE ONLY!						
Observations	Initial Job Count	Job Creation Potential	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Year 1						
Year 2						
Year 3						
Year 4						
Year 5						



GAUTENG PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

SPECIAL CONDITIONS FOR THE TENDER GT/GDH/054/2023: THE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF LASER CO² AND ALL TISSUE LASER MACHINES TO VARIOUS GAUTENG DEPARTMENT OF HEALTH INSTITUTIONS FOR THE PERIOD OF THREE YEARS

ABBREVIATIONS

B-BBEE:	Broad Based Black Economic Empowerment
B-BBEE Controlled:	A juristic person, having shareholding or similar members interest, in which black Company participants, enjoy a right to Exercisable Voting Rights that is at least 51% of the total such rights measured using the Flow-Through Principle.
B-BBEE Owned:	A juristic person having shareholding or similar members interest, that is BEE Company controlled, in which black participants enjoy a right to Economic interest that is at least 51% of the total such rights measured using the Flow-Through Principle.
BEC:	Bid Evaluation Committee
BSC:	Bid Specification Committee
GCC:	General Conditions of Contract
GPG:	Gauteng Provincial Government
GPT:	Gauteng Provincial Treasury
POPI:	Protection of Personal Information Act
PPPFA:	Preferential Procurement Policy Framework Act
QC:	Quality Control
RFP:	Request for Proposal
SABS:	South African Bureau of Standards
SANAS:	South African National Accreditation System
SANS:	South African National Standard
SAHPRA:	South African Health Product Regulatory Authority
SCC:	Special Conditions of Contract
VAT:	Value- Added Tax
GDoH:	Gauteng Department of Health and
NT:	National Treasury



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1. COPYRIGHT

This document may be reproduced and distributed under the strict condition that the content hereof is not altered, unless the alteration has been done by authorized personnel stipulated by the GDH and the normal GDOH document control procedures are followed.

2. THE PURPOSE

The purpose of this tender is to appoint a service provider for the supply, delivery, installation, commissioning and maintenance of Laser Co² and All Tissue Laser Machines to various Gauteng Health institutions for a period on three years.

3. THE BACKGROUND

The CO₂ laser is a versatile medical tool known for its precision and effectiveness in various medical procedures. CO₂ lasers are widely used in the field of otolaryngology, specifically in Ear, Nose, and Throat surgeries. The high-power output and precise tissue interaction of CO₂ lasers make them valuable tools in various ENT procedures. Here are some common applications of CO₂ lasers in ENT:

- **Laryngeal Surgery:** CO₂ lasers are frequently employed in laryngeal surgeries, such as vocal cord polyp or nodule removal. The laser's focused beam can precisely ablate or vaporize abnormal tissue while minimizing damage to surrounding healthy tissue.
- **Otologic Surgery:** CO₂ lasers find use in otologic procedures, particularly in the treatment of benign lesions in the ear canal. For example, the removal of exostoses or osteomas (bony growths) from the ear canal is often performed using a CO₂ laser. The laser can carefully remove unwanted bony growths while preserving delicate structures.
- **Endoscopic Sinus Surgery:** CO₂ lasers are utilised in endoscopic sinus surgery to treat conditions like nasal polyps, chronic sinusitis, or nasal tumours. The laser can be used to precisely remove or vaporize diseased tissue, facilitating improved visualization and access during the procedure.
- **Tonsillectomy and Adenoidectomy:** In paediatric ENT surgeries, CO₂ lasers are employed in tonsillectomy (removal of tonsils) and adenoidectomy (removal of adenoids). The laser's ability to simultaneously cut and coagulate tissue helps minimize bleeding and reduce postoperative complications.



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- Snoring and Sleep Apnoea Treatment: CO₂ lasers can be used in certain procedures aimed at reducing snoring or treating sleep apnoea. Laser-assisted uvulopalatoplasty (LAUP) is one such technique where the laser is used to remove or reshape excess tissue in the throat, including the uvula and soft palate.

The all-tissue laser will be used in Maxillofacial and Oral Surgery (MFOS). Laser surgery bears several advantages over conventional surgery and is often synonymous with the term “bloodless surgery” as laser procedures often result in less blood loss when compared to the traditional surgical techniques. Lasers are also used for resection of premalignant lesions of the oral mucosa. There is ample evidence in the literature illustrating reduction of pain, edema, and trismus that accompany the postoperative extraction of third molars. Therefore, laser osteotomy could be an elegant alternative to conventional osteotomies using drills and hand pieces in orthognathic surgery, temporomandibular joint surgery and ablative tumour surgery. The healing of tissues and postoperative scarring will be improved. Low-intensity laser therapy acts through different mechanisms to promote analgesic and anti-inflammatory effects. The continuous threat of resistant bacteria to our patients will be reduced as lasers have antibacterial properties.

4. LEGISLATIVE AND REGULATORY FRAMEWORK

4.1. The General Conditions of Contract (GCC):

This bid and all contracts emanating from this tender will be subject to the General Conditions of Contract (GCC), as issued by National Treasury in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The general conditions are available on the National Treasury website (www.treasury.gov.za).

4.2. The Special Conditions of Contract (SCC):

The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where the Special Conditions of Contract conflict with the General Conditions of Contract, the Special Conditions of Contract shall prevail.

4.3. Applicable legal prescripts:

- a. The Constitution of SA, Section 217
- b. Broad-Based Black Economic Empowerment Act, 2003 (Act. No. 53 of 2003)
- c. Public Finance Management Act, 1999 (Act No. 1 of 1999)
- d. Preferential Procurement Policy Framework Act no. 5 OF 2000
- e. Preferential Procurement Regulations, 2022
- f. Open Tender Framework
- g. Gauteng Finance Management Supplementary Amendment Act 6 of 2019
- h. Protection of Information Act, 1982 (Act no 84 of 1982)
- i. Promotion of Access to Information Act, 2000 (Act no 2 of 2000)
- j. Promotion of Administrative Justice Act, 2000 (Act no 3 of 2000)



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- k. Occupational Health and Safety Act, 1993 (Act no 85 of 1993)
- l. Protection of Personal Information Act, 2013 (Act no 4 of 2013)
- m. Gauteng Department of Health Preferential Procurement Policy of 2022

4.4. Applicable National Standards

- a) Certification: Compliance with the acceptable international electrical safety standard IEC-60601 for medical equipment.
- b) South African Health Product Regulatory Authority (SAHPRA) Licence / Certificate: Compliance as proof of registration with South African Health Product Regulatory Authority.

5. THE FORMAT OF THE BID DOCUMENT

The bidders must submit the bid in a lever arch file in the format, as per Table 1 below.

Table 1: The Bid Format

Part of Bid Submission	Required documents
Part 1	<p>Section 1: Technical Proposal of the tender</p> <p>All the documents included in Section 1 must be read, completed, signed where applicable and submitted. Product information documents (e.g. catalogues, operating manuals, instruction leaflets, etc.), in English language.</p> <ol style="list-style-type: none"> 1. SBD 1: Invitation to Bid 2. SBD 4: Bidder's Disclosure 3. <u>Quality Standards Certifications:</u> Products supplied to the Gauteng Department of Health must conform to the quality standards and international device regulations. The bidders must submit the following certification together with the bid documents before the closing date and time of the bid: <ul style="list-style-type: none"> 3.1 <u>South African Health Product Regulatory Authority (SAHPRA) Licence/Certificate</u> A valid copy of the signed Licence/Certificate of compliance as proof of registration with South African Health Product Regulatory Authority. 4. <u>Product Brochure and Technical Data Sheets:</u> Bidders must submit the fully comprehensive product brochures and a copy of the technical data sheets that includes the technical specifications of the items tendered for. Bidders that do not submit it will be disqualified.



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	<p>5. <u>Manufacturing Certificate:</u> A valid copy of the Product Manufacturer Certificate, if the bidder is the original product manufacturer; or If the bidder is not the original product manufacturer, a valid copy of the Manufacturing Certificate as well as a valid copy of the letter from the original product manufacturer, reseller or wholesale supplier that authorises the bidder to resell the product.</p> <p>6. <u>Compulsory Briefing Session certificate</u> The bidders are requested to attend a compulsory briefing session to address and clarify any misunderstanding or ambiguity prior to the proposal submission closing date. If a bidder does not attend the compulsory briefing session the bidder shall be regarded as non-responsive and will be disqualified. The bidders must sign the Briefing Session Attendance Register. Minutes of all proceedings during the compulsory briefing session shall be recorded and be binding. Bidders must submit the signed briefing session certificate issued at the briefing session with the bid documents before the closing date.</p> <p>7. <u>Tax Compliance Requirements:</u> A printout via SARS e-Filing of the valid Tax Compliance Status (TCS) PIN, must be submitted with the bid documents at the closing date and time of the bid. In bids where consortia, joint ventures and sub-contractors are involved, each party must submit a separate PIN. The PIN, which is issued by the South African Revenue Services, can be used by third parties to verify the compliance status of the bidder online via SARS e-Filing.</p> <p>8. Copy of Central Supplier Database (CSD) Registration Summary Report Bidder must be registered with CSD and provide the Supplier Master Registration Number (MAAA number)</p>
Part 2	<p>Bidders to submit all the supporting documents required for the Technical Evaluation:</p> <ol style="list-style-type: none"> Organizational structure showing the technicians and the CV's of the technicians. Company profile. A valid copy of the accreditation issued by the South African National Accreditation System (SANAS) to the Inspection Body affiliated with the bidders for the Acceptance Quality Assurance Test and commissioning of the equipment offered. The bidders are required to submit a valid copy of the Registration as an importer with the <u>South African Revenue Service (SARS)</u> together with the Import Permit (where applicable) obtained from the <u>International Trade Administration Commission (ITAC)</u>.



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Part 3	<p>Section 2: Financial Proposal of the tender.</p> <p>Completed Price Schedule document, referred to as Annexure B of the tender pack as well as an electronic copy in Excel format (not PDF), captured and saved on a memory stick.</p> <ol style="list-style-type: none"> 1. SBD 3.2: Pricing Schedule - Non-Firm Prices (Purchases) 2. Annexure B: price schedule (total cost of ownership model for Laser Co² and All Tissue Laser Machines) 3. SBD 6.1: Preference Points Claim
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6. EVALUATION METHODOLOGY

The evaluation of the bids will be done in accordance with the requirements of the Preferential Procurement Policy Framework Act (Act 5 of 2000), the Preferential Procurement Regulations of 2022 and Gauteng Department of Health Preferential Procurement Policy of 2022, in two stages:

Stage 1A: Mandatory Administrative Compliance Evaluation

Stage 1B: Technical Evaluation

Stage 2: Price and Preference Point claim

The 80/20 preference point system, which is applicable to bids with a Rand value equal to, or below R 50 million (all applicable taxes included), shall be applied, where a maximum of 80 points will be allocated for price and maximum of 20 for specific goals in terms of the requirements of the Preferential Procurement Policy Framework Act (Act 5 of 2000), Preferential Procurement Regulations of 2022 and the Gauteng Department of Health Preferential Procurement Policy of 2022.

STAGE 1A: MANDATORY ADMINISTRATIVE COMPLIANCE

Bidders will be evaluated for the Mandatory Administrative Compliance Evaluation, Stage 1 A as follows.

Table. 2 Returnable Requirements (Documents)

Item No.	Returnable Requirements (Documents)	Submitted (Yes/No)
1.	SBD 1: Invitation to Bid	
2.	SBD 3.2: Pricing Schedule - Non-Firm Prices (Purchases)	
3.	Annexure-B: Pricing Schedule	
4.	SBD 4: Bidder's Disclosure	
5.	<p><u>Quality Standards Certifications:</u></p> <p>Products supplied to the Gauteng Department of Health must conform to the quality standards and international device regulations. The bidders must submit the following certifications together with the bid documents before the closing date and time of the bid:</p>	



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	<p>5.1 South African Health Product Regulatory Authority (SAHPRA) Licence/Certificate A valid copy of the Licence/certificate of compliance as proof of registration with South African Health Product Regulatory Authority.</p>	
6.	<p>Product Brochure and Technical Data Sheets: Bidders must submit the copies of fully comprehensive product brochures and the copy of the technical data sheets that include the technical specifications of the items tendered for.</p>	
7.	<p>Manufacturing Certificate: A valid copy of the Product Manufacturer Certificate, if the bidder is the original product manufacturer; or If the bidder is not the original product manufacturer, a valid copy of the Manufacturing Certificate as well as a valid copy of the letter from the original product manufacturer, reseller or wholesale supplier that authorises the bidder to resell the product.</p>	
8.	<p>Compulsory Briefing Session Certificate: The bidders are requested to attend a compulsory briefing session to address and clarify any misunderstanding or ambiguity prior to the proposal submission closing date. If a bidder does not attend the compulsory briefing session the bidder shall be regarded as non-responsive and will be disqualified. The bidders must sign the Briefing Session Attendance Register. Minutes of all proceedings during the compulsory briefing session shall be recorded and be binding. Bidders must submit the signed briefing session certificate issued at the briefing session with the bid documents before the closing date.</p>	

If a bidder does not meet the mandatory requirements as stated above the bid will be disqualified.

STAGE 1B: TECHNICAL EVALUATION

Only bidders who have complied with the Mandatory Administrative Compliance Evaluation will be evaluated for the Technical Evaluation.

Bidders must observe and refer to the technical specifications namely;

- Item 1: The Supply, Delivery, Installation, Commissioning and maintenance of Laser Co² Machines to various Gauteng Health Institutions for the period of three years.



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Item 2: The Supply, Delivery, Installation, Commissioning and maintenance of All Tissue Laser Machines to various Gauteng Health Institutions for the period of three years. **See attached annexure A. (Technical Specification).**

The bidders are required to complete the Technical Specification as follows:

- a. The original Technical Tender Specification must be submitted.
- b. The Technical Tender Specification in MS Excel format Annexure - A, must be completed in order to submit it in original (in both excel and hard copy).
- c. The bidders must ensure that there are no discrepancies between the electronic (soft-copy) and the original hard copy submissions of the annexure-A. If any discrepancies are detected, the hard copy document will take precedence over the electronic copy.
- d. Each response to the line item will be verified in the brochures, technical data sheets, user and technical manuals submitted by the bidders. Should the information required not be stated in the brochures, technical data sheets, user and technical manuals, the bidder should then supply a letter from the manufacturer to verify the response. *25 August 2023*
- e. Bidders must indicate where applicable on column "F" (of Annexure A-Technical specifications), the page number and paragraph of each line item on the brochure for ease reference by the evaluators.
- f. The bidders should refer to column "D" in the Microsoft Excel to indicate the compliance with the technical tender specification:

If a bidder does not meet the requirements on technical evaluation, the bid will be disqualified.

STAGE 2: PRICE AND PREFERENCE POINT EVALUATION

The 80/20 preference point system, which is applicable to bids with a Rand value equal to, or below R 50 million (all applicable taxes included), shall be applied, where a maximum of 80 points will be allocated for price and maximum of 20 for specific goals in terms of the requirements of the Preferential Procurement Policy Framework Act (Act 5 of 2000), Preferential Procurement Regulations of 2022 and the Gauteng Department of Health Preferential Procurement Policy of 2022.

Bidders are referred to:

- The SBD 3.2 Non-firm prices (Purchases)
- Annexure-B for pricing schedule and
- The SBD 6.1 preference point claim.

For this tender the Gauteng department of health will promote the Gauteng Based enterprise/s/companies in support of the RDP goals, the specific goal (2) (e) The promotion of the enterprises located in a specific province for work to be done or services to be rendered in that province, of the GDoH Preferential Procurement Policy of 2022.



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Table 3. The maximum points for this tender are allocated as follows:

PRICE AND SPECIFIC GOAL REQUIREMENTS	POINTS	DOCUMENTARY PROOF
POINTS FOR PRICE	80	SBD 3.2 and Annexure B (Pricing Schedule)
POINTS FOR SPECIFIC GOAL: RDP goal 3.3 (2) (e) Promotion of enterprise/s/companies located in Gauteng Province	20	Bidder must submit a valid copy of the lease agreement or a valid copy of current municipal bill or a valid copy of title deed (submitted evidence must be in the bidder's name)
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100	

Bidder to submit proof as stated on table 3. Failure by the bidder not to submit proof or documentation required in terms of this tender, will forfeit preference points for specific goals.

The GDOH reserves the right, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required.

NB: Certified Copies must be in line with the Justices of the Peace and Commissioners of Oaths Act, No.16 of 1963.

7. BRIEFING SESSION

The bidders are required to attend a compulsory briefing session to address and clarify any misunderstanding or ambiguity prior to the proposal submission closing date. If a bidder does not attend the compulsory briefing session the bidder shall be regarded as non-responsive and will be disqualified. Minutes of all proceedings during the compulsory briefing session shall be recorded and be binding. The bidders must ensure that they sign the Briefing Session Attendance Register.

8. GENERAL AND SAFETY CONDITIONS

a. Licenses:

All electro-medical devices must be approved and licensed by (SAHPRA) SOUTH AFRICAN HEALTH PRODUCT REGULATORY AUTHORITY. The successful bidders must -



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- 1) Grant licenses and access to third party supplier, as per written agreement at no extra cost, for connectivity of their systems to the equipment offered.
- 2) Grant licenses and access to third party supplier, as per written agreement at no extra cost, for connectivity of their systems to the replacement (loan) equipment, new software (for example PACS / RIS / HIS).
- 3) Submit the installation and user license application form (RC Dealer Form) of the equipment to Radiation Control Directorate.
- 4) The import / product licence must be registered under the bidders name or a letter of joint venture must be submitted by the license holder where the license is not in the name of the bidder. Authorisation must be obtained from the OEM (Original Equipment Manufacturer).
- 5) A copy of a valid import / product licence or permit issued by the Directorate Radiation Control/ SAHPRA in terms of the Hazardous Substance Act 15 of 1973 and associated Regulations, must be submitted.
- 6) State all the same or other similar products installed and the reference sites where such equipment is currently in operation in RSA or elsewhere since 2000.

b. Acceptance Tests:

The successful bidder must -

- 1) Ensure that the required Acceptance Tests are performed immediately after installation.
- 2) Must submit the acceptance test results to Radiation Control Directorate / SAHPRA to obtain approval for functionality of the unit by the user.

c. Electrical power supply:

The successful bidder must -

- 1) Verify that adequate electrical power supply is available for the optimal functionality of the equipment.
- 2) If electrical power supply is found to be not adequate, then an upgrade that meets the institution's Certificate of Compliance must be provided.
- 3) The power input must be 220-250V, 50Hz AC offered, where applicable. Bidders must ensure that the product quoted for is fitted appropriately with a red top 15 Amp SABS approved mains plug with a shaved earth pin.
- 4) The equipment tendered for must not overload and trip the Hospital power in the area where it is installed.
- 5) The mains cable of the unit tendered for must be SABS color coded. State details.
- 6) The plugs must be surge protected with a shaved earth pin.
- 7) UPS systems must be provided to support all electrical hardware covered in this tender.
- 8) The equipment quoted for must be protected against electromagnetic interference (IEC 60601-1-2). Details of measures that will be taken to protect the unit against electromagnetic interference must be stated.



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d. Radiation Protection

The successful bidder must -

- 1) Provide all Quality Control Test Tools for basic testing of the applicable Systems.

f. Technology

- 1) No product or part thereof shall be second hand or refurbished.
- 2) The bidder must be able to upgrade the software at no cost during the contract period. The system must be upgradeable to enhance functionality.
- 3) The offered product must comprise of the latest technology. The technology and the date of initial manufacture of the technology range must be stated.

g. Manuals and documentation

- 1) The bidders must submit an original hard copy or an electronic copy of all the brochures that includes the brand and complete technical specification as follows: correct.
 - a. The printout copy of original brochures.
 - b. The marketing brochure as well as the technical product data sheets.
- 2) The successful bidders must submit the complete service / repair and user manual book as follows:
 - a. Original manuals must be supplied.
 - b. The service / repair and user manual book must include the following information:
 - i. Fault finding guide
 - ii. Circuit diagrams / schematics
 - iii. Circuit descriptions and PCB layouts
 - iv. Calibration guide
 - v. Part numbers and exploded diagram of mechanical parts / panels
 - c. An electronic copy of the manuals and documentation in English must be supplied.
 - d. The following must be submitted in English:
 - i. Complete operator /user manuals
 - ii. DICOM conformance statements
 - iii. HIS and RIS/PACS conformance statements
 - iv. Quality assurance manuals
 - v. Service manuals with full maintenance procedures, parts list, system diagrams and electrical, mechanical and pneumatic schematics.
 - vi. Log book with instructions for daily, weekly, monthly and quarterly maintenance checklists.
 - vii. Certificate of calibration and inspection from factory.
 - viii. The vendor shall provide updates and revisions of the manuals at no extra charge for the lifetime of the equipment.



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h. Warranty/Guarantee, Maintenance and Quality Control Testing

- 1) The three-year warranty/guarantee will commence after formal acceptance and handover of the equipment.
- 2) The three-year warranty/guarantee must be provided for all the equipment in the tender document.
- 3) The annual QC tests are mandatory on Laser units.
- 4) Scheduled Services by Technical Staff and Annual QC tests by Inspection Bodies, must be performed during normal working hours, from 08h00 to 17h00 during week days or as per arrangement.
- 5) Bidders must supply a three-year warranty/guarantee against poor workmanship and latent defects and parts, as follows:
 - a. The warranty/guarantee must include all materials used and all workmanship.
 - b. All software updates must be included in the warranty/guarantee at no extra costs.
 - c. Spares and traveling time cost to be included in the warranty/guarantee. Spares should be available within two to five working days.
 - d. A callout and backup service for urgent service requests must be available daily for 24 hours and be included in the warranty/guarantee. The response time must be within two hours.
- 6) The successful bidder must arrange with both the respective Hospital / Institution and the Health Technology Services / Clinical Engineering - HOD of Maxilo Facial and Oral Health Surgery / Medical Physicist before commissioning the equipment at the respective hospital / institution.
- 7) Software changes to the equipment that are corrective in nature and initiated due to software errors, regulatory requirements or safety reasons, shall be delivered and installed at no charge for the life span of the equipment.
- 8) If movable equipment is taken away to the service and repair facility for repair and maintenance during the warranty/guarantee and maintenance periods, a loan set must be supplied for use by the institution.
- 9) If the equipment supplied as per the specification and cannot be repaired during the warranty/guarantee period, it must be replaced and the institution must be furnished with new equipment.
- 10) The up-time of the unit must comply as follows:
 - a. The up-time of the unit must be better than 98%, excluding scheduled preventative maintenance and software upgrades, measured on a quarterly basis.
 - b. The percentage lower than 98% will be added to the warranty/guarantee period.
 - c. A sliding scale penalty clause will form part of the service contract. This will result in the maintenance payment being reduced by a pro rata amount that the up-time is less than 98%. Up-Time is defined as follows: 24/7; i.e. 365 days, times 24 hours = 8760 Hours. A down time of 2% relates to 175 hours per annum.



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- 11) The Seven-year full preventative maintenance plan, service and repair contract will commence after the three-year warranty/guarantee period has expired, as follows:
 - a. This contract should cover, but not be limited to the following: labour, travelling, accommodation, service and maintenance.
 - b. Specify the total cost per year and the cumulative cost for the seven-year all-inclusive service contract.
 - c. The contract must cover, but not be limited to the following: All parts including, where appropriate, consumables.
 - d. The Seven-year maintenance plan must also include all quality checks and quality assurance requirements (including Annual QA-tests by SANAS accredited inspection bodies) and also all required calibrations.
 - e. All software updates must be included in the seven-year maintenance plan.
 - f. A Technical Report outlining the functional status of each unit must be submitted to the Head of the Department on an annual basis. (not to be confused with Annual QC Test Results issued by the Inspection Bodies)
 - g. For each and every repair, service and maintenance and all other services (upgrades, updates, etcetera) a job card must be furnished.
- 12) The lifespan and end of support date of the equipment offered must be indicated.
- 13) Spare parts must be guaranteed available for the specified life of the equipment, with a minimum of ten years.
- 14) Spare part kits should specify all spare parts that will be included and stored on-site.

i. Commissioning of the equipment

The equipment and accessories ordered shall be delivered, installed, tested and commissioned at the expense of the bidders prior to acceptance.

j. User and Technical Training

- 1) Upon commissioning the system, the application specialist must be immediately available to provide the training of staff.
- 2) On-site training on new equipment to be included in the price.
 General laser equipment and safety training: One working day per week, for the first 2 weeks per application. On site user training sessions on the operation of the equipment must be provided for three days per week for the first 2 weeks at no additional cost to the final bid price to ensure the correct application of the unit. State the training that will be provided and by whom.
- 3) Optional training for three days for clinical engineers, medical physicist and clinical technologists must be provided.
- 4) The application specialist must provide repetitive and refresher training for one day every six months for the duration of the warranty/guarantee and maintenance, as requested by the users in order to demonstrate and train all staff on all aspects of the equipment.



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- 5) Quality Control training for three days must be provided by the supplier's technician / Inspection Body is mandatory within the first-year and must be included in the tender price (not included in other training).
- 6) All other further training must be available on request.
- 7) Bidders must note that dedicated test equipment, spare parts and any special tooling required for the maintenance of equipment quoted on must be made available and a dedicated workshop must be arranged. The Department has the right to visit and validate the workshop.

9. PAYMENT TERMS

Section 38 (1) (f) of the PFMA and Treasury Regulation 8.2.3 regulates the payment to suppliers within 30 days of invoice receipt. In support of this it is compulsory for the successful bidder/s, on award, to register for GPT Electronic Invoice Submission and Tracking.

10. THE CONDITIONS OF THE BID AWARD

1. The Gauteng Department of Health reserves the right to award or not to award the tender.
2. The bid will be awarded to the bidder whose bid scored the highest combined price and specific goals points out of 100.
3. The successful bidder must be tax compliant at the awarding of the tender.
4. Bidder must be registered with CSD and provide the Supplier Master Registration Number (MAAA number).
5. The successful bidder will be required to submit valid copy/s of competency certificates of each technician/s employed by the bidder relevant to the equipment offered on the installation, commissioning, calibration and maintenance of the item/s tendered for.

11. TRAVEL

The Gauteng Department of Health will not be liable for any travel costs incurred by the bidder in preparation of the tender.

12. AUTHORIZATION DECLARATION

1. Any bidder who is sourcing goods or services from a third party must compile an "Authorization Declaration" in full for all relevant goods or services, sign it and submit it together with the bid documents at the closing date and time of the bid.
2. The Gauteng Department of Health reserves the right to verify any information supplied by the bidder in the Authorization Declaration and should the information be found to be false or incorrect, the Gauteng Department of Health will exercise any of the remedies available to it in the bid documents.
3. The bidder must ensure that all financial and supply arrangements for goods or services have been mutually agreed upon between the bidder and the third party. No agreement between the bidder and the third party will be binding on the Gauteng Department of Health.



GAUTENG PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

SPECIAL CONDITIONS FOR THE TENDER GT/GDH/054/2023: THE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF LASER CO² AND ALL TISSUE LASER MACHINES TO VARIOUS GAUTENG DEPARTMENT OF HEALTH INSTITUTIONS FOR THE PERIOD OF THREE YEARS

13. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

14. FRONTING

- a. The Gauteng Department of Health supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the National Treasury condemns any form of fronting.
- b. The Gauteng Department of Health, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents.
- c. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist.
- d. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder/contractor concerned.

15. CONTRACT PERIOD

The contract shall be for a period of three years.

16. VALIDITY PERIOD

The estimated validity period for this tender shall be 90 days.

17. MERGERS, TAKE OVERS AND CHANGES IN SUPPLIER DETAIL

1. Where a contracted supplier merges with or is taken over by another, the contracted supplier must inform the Department of Health in writing immediately (within 7 days) of relevant details.
2. The Department of Health reserves the right to agree to the transfer of contractual obligations to the new supplier under the prevailing conditions of contract or to cancel the contract.
3. A contracted supplier must inform the Department of Health within 7 days of any changes of address, name or banking details.



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SPECIAL CONDITIONS FOR THE TENDER GT/GDH/054/2023: THE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF LASER CO² AND ALL TISSUE LASER MACHINES TO VARIOUS GAUTENG DEPARTMENT OF HEALTH INSTITUTIONS FOR THE PERIOD OF THREE YEARS

18. THIRD PARTIES

1. Participating authorities will not make a payment to or consult regarding orders with a third party.
2. No third party is entitled to put an account on hold.

19. PRICE SCHEDULE (ANNEXURE B)

The bidders must complete the Price Schedule as follows:

- a. The SBD 3.2 - Non-Firm Prices (Purchases) and Annexure-B Pricing Schedule must be submitted in excel, as well as an electronic copy in Excel format (not PDF), captured and saved on a memory stick.
- b. Hard Copy Format:
The original (hard copy) must be written clearly and legibly.
- c. Soft Copy Format:
The electronically (soft copy) must be submitted on a memory stick to the Gauteng Provincial Treasury Tender Office. The memory stick must be clearly marked with the Company Name and tender number. The electronic copy in Excel format will be used by the BEC to compile the evaluation worksheets of the bids.
- d. The Price Schedule in MS Excel format that is attached must be completed in order to submit it in original.
- e. The bidders must also retype the Price Schedule in MS Excel format and complete it electronically.
- f. The bidders must ensure that there are no discrepancies between the electronic (soft-copy) saved on a memory stick and the original hard copy submissions of the Price Schedule. If any discrepancies are detected, the hard copy document will take precedence over the electronic copy. The Gauteng Department of Health may contact the bidder, but shall not be obliged to do so, for clarification regarding any discrepancies found.
- g. Each original bid with the memory stick must be submitted in a separate, sealed envelope to Gauteng Provincial Treasury, Tender Box before the closing date and time. The name and address of the bidder, the bid number and the closing date must be clearly endorsed on the sealed envelope.
- h. Tender Price
The tender price must be clearly broken down into all the items that are included and the prices per item. All bidders must indicate whether an optional item in a brochure is required to meet the specification and if it is included in the tender price. The breakdown of the prices also assists if part payments have to be made. The following prices must be submitted and indicated separately:
 - 1) A detailed quotation that indicates what items are included and showing the breakdown of prices.
 - 2) The three-year warranty/guarantee must be included in the unit price of the equipment.
 - 3) The purchase pricing schedule must be completed in full.



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SPECIAL CONDITIONS FOR THE TENDER GT/GDH/054/2023: THE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF LASER CO² AND ALL TISSUE LASER MACHINES TO VARIOUS GAUTENG DEPARTMENT OF HEALTH INSTITUTIONS FOR THE PERIOD OF THREE YEARS

- 4) The tender price must specify the standard items included in the equipment offered as well as the optional items not included.
- i. The bidder must clearly distinguish the cost of the standard and the optional items (e.g. consumables) in the pricing schedule, as follows.
 - 1) The price of the unit.
 - 2) Optional items separately.
 - 3) The warranty/guarantee of three years. Details must be stated.
 - 4) The maintenance plan of seven years. Details must be stated.
 - 5) The required consumables to operate the product.

20. ENQUIRIES

Technical enquiries:

Prof Steven Rikhotso

Email: Risimati.Rikhotso@wits.ac.za

Administrative enquiries:

Acquisition Management

E-mail: masoto.malele@gauteng.gov.za



ANNEXURE A. : TECHNICAL SPECIFICATION

ITEM 1

GT/GDH/054/2023:THE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF LASER Co2 MACHINE TO VARIOUS GAUTENG HEALTH INSTITUTIONS FOR A PERIOD OF THREE YEARS

TECHNICAL SPECIFICATION FOR LASER Co2 MACHINE

Technical Specification

Note:

1. Technical Compliance

(a) All Equipment tendered must comply with all the specifications with a # weight

(b)All equipment tendered for must score 3 or higher technically compliant to qualify for consideration for an award

2. Scoring of the bids

2a. Weight: Each specification will have a weight of 1 or a hash (#), which indicates the level of importance, as follows:

1 - A specification with a standard level of importance that must be complied with.,

- Indicates a specification with a essential level of importance, where the bid offer will be disqualified, if the specification is not complied with.

2b. Score: The Bid Evaluation Committee will assign a score of 0 or1 for each specification, which indicates the level of compliance, as follows:

0 - The specification does not comply. 1 - The specification is fully compliant.

2c. Weighted and Total Score: The score will be multiplied by the weight to give the total score for each specification and be added up.

2d. A score of 3 or higher compliance: In order to be considered for an award, the bidders must comply as follows with the specification:

i. The bidders must comply with all the specifications (line items) with a # weight.

ii. The bidders must obtain a minimum score of 3 or higher out of the total score of 5 points in respect of specifications (line) with a weight of 1.

A.	LASER Co2 MACHINE	Weight	Comply (Yes/No)	Details of Bid Offer (Provide your answers in this Colum. You are advised to be straight to the point)	Reference to Brochure / Technical Sheet (verification) / Supporting Doc
A.1	It must be a medical carbon dioxide laser with a wavelength 10600 micro meters, far infrared.	#			
A.2	The maximum must not be less than 60 watts power, and the power must be adjustable from 1 watt to a maximum.	#			
A.3	It must have minimum of 3mw red diode aiming beam, 635nm, adjustable intensity.	#			
A.4	It must be microprocessor based.	#			
A.5	it must have a radio frequency (RF) sealed co2 or direct current (DC) excited laser source.	#			
A.6	It must have continuous, single pulse and repeat pulse tissue exposure modes.	#			
A.7	it must have an average continuous power of 01 Up to 60 watts.	#			
A.8	the beam delivery must be through a joint, counter Weight or spring balanced arm, with 360 deg rotation.	#			
A.9	The laser arm must be long enough not to compromise the microscope's movement and not to put strain on the laser arm.	#			
A.10	Articulated arm must be protected during storage. Please indicate how this is done.	#			

A.11	It Must Have A Timed Exposure Of Following Durations:				
A.11.1	On time (single pulse) between 0.01 – 1 . 00 sec.	#			
A.11.2	On time (repeat pulse) between 0.01 – 1.00 sec.	#			
A.11.3	it must have a repeat delay, off time, 0.1 to 5.0 sec	#			
A.11.4	it should have at least 100 user defined memory settings	1			
A.11.5	it must have the possibility of saving a limited number of favourite user setting with fast recall	#			
A.11.6	it must include handpiece sets x2 and include all other handpiece sets	#			
A.11.7	it must include a complete co2 endoscopic endonasal surgery set	#			
A.11.8	a bacterial limiting smoke evacuator must be included in the offer	#			
A.11.9	it must come with a minimum of ten laser safety glasses	#			
A.11.10	it must have the function of equipping scanners with preset recommendations for parameters for different applications	#			
A.11.11	it must have a lcd multi –colour high resolution touch screen control panel up to 10.4" inches	1			
A.11.12	it must have a graphic display that provide in settings step by step operating instructions	#			
A.11.13	it must have a self-contained closed loop cooling system	#			
B	Accessories:				
B.1	micromanipulator for microlaryngeal laser surgery with the following features:				
B.1.1	the system must be able to fully reduce thermal damage to surrounding tissue to promote quicker healing	#			
B.1.2	it must have an optical design to assure perfect coincidence of the aiming beam diode and co2 beams even at highest microsurgical magnifications	#			
B.1.3	it must be easily adjustable and must have variable working distance from 200mm to 400mm	1			
B.1.4	it must have continuously variable defocus with a user adjustable defocus limiter	#			
B.1.5	its joystick must be able to rotate scanning shapes, modify their dimension, and having the possibility of Passing from scan-on/scan-off function, without surgeons needing to take their eyes off the microscope oculars	#			
B.1.6	it must be user selectable for left and right hand controls	#			
B.1.7	it should have a minimum spot size of 250 microns at 400mm effective focus length (efl).	1			
B.2	The machine must have a scanning “robotic” laser Microsurgery system to reduce operating time, Simplify procedures and enable uniform incision or ablation in a single laser scan, with following Requirements:				
B.2.1	it must have different beam scan shapes: i.e				
B.2.1.1	A). Linear & curved incisions for cutting	#			
B.2.1.2	B). Hexagon and circle for ablation: 0.2mm to 6.3 mm in max scanning dimension (user defined).	#			
B.2.1.3	C). Circular shape dedicated to one shot laser d)stapedotomy: dimensions from 0,3mm to 1,1mm (user defined) with database parameters	#			
B.2.2	it must have a penetration depth of 0.2 mm up to 2 mm. (user defined).	1			

C	The offer must include the following:				
C.1	built in second laser source up to 50 watt (diode 980nm or 940nm wavelength) with electronically Control switching between diode fibre and free beam With led illuminated indication of active part	#			
C.2	fibres must be available in different diameters: I.e. 300, 400, 500, 600 micron sterile, single / multiple use	#			
C.3	rigid hand piece kit with bendable autoclavable Cannulas	#			
C.4	stripping and cutting tools to reuse fiber	#			
C.5	database parameters for diode one shot Stapedotomy	#			
C.6	the laser system must include a co2 fibre beam delivery	#			
D.1	TOTAL WEIGHTED SCORE	5			



GAUTENG PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

ANNEXURE A.: TECHNICAL SPECIFICATION

ITEM 2

GT/GDH/054/2023:THE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF ALL TISSUE LASER MACHINE TO VARIOUS GAUTENG HEALTH INSTITUTIONS FOR A PERIOD OF THREE YEARS

TECHNICAL SPECIFICATION FOR ALL TISSUE LASER

Technical Specification

Note:

1. Technical Compliance

- (a) All Equipment tendered must comply with all the specifications with a # weight
(b)All equipment tendered for must score 28 or higher technically compliant to qualify for consideration for an award

2. Scoring of the bids

2a. Weight: Each specification will have a weight of 1 or a hash (#), which indicates the level of importance, as follows:

- 1 - A specification with a standard level of importance that must be complied with.,
- Indicates a specification with a essential level of importance, where the bid offer will be disqualified, if the specification is not complied with.

2b. Score: The Bid Evaluation Committee will assign a score of 0 or1 for each specification, which indicates the level of compliance, as follows:

- 0 - The specification does not comply. 1 - The specification is fully compliant.

2c. Weighted and Total Score: The score will be multiplied by the weight to give the total score for each specification and be added up.

2d. A score of 28 or higher compliance: In order to be considered for an award, the bidders must comply as follows with the specification:

- i. The bidders must comply with all the specifications (line items) with a # weight.
ii. The bidders must obtain a minimum score of 28 or higher out of the total scoreof 32 points in respect of specifications (line) with a weight of 1.

A.	ALL TISSUE LASER	Weight	Comply (Yes/No)	Details of Bid Offer (Provide your answers in this Colum. You are advised to be straight to the point)	Reference to Brochure / Technical Data Sheet (verification) / Supporting Document
A.1	All tisue laser for dissection of all types of tissues during Maxillofacial oral surgical procedures.	#			
A.2	Consumables must be available after implementation of the systems for atleast 10 years or the lifespan of the machine	#			
A.3	Components:				
A.3.1	All tissue: A unit with components for diifferent tissue cutting specifications (Bone, dental hard tissue and soft tissue)	#			
A.3.2	Measuring and analysis software including power data tools, calibration programs, and report generator must be included	#			
A.3.3	Transducer type piezo resistive; range 5-100Hz	#			
A.4	Performance features:				
A.4.1	State of the art Bluetooth technology	1			
A.4.2	Comprehensive standard equipment: (laser unit, display covers, trunk fiber and fiber support, yellow air tube, protective laser eyeware x3, handpieces x2 and fractional handpiece, fiber tip starter kit(all inclusive tips), tip holder, tip cleaning kit, water filter unit, power cord, footswitch, laser warning signs x3.	#			
A.4.3	The all-inclusive test program will last no longer than one or two minutes	#			

A.5	Dimensions:				
A.5.1	Trolley with swivel mounted desktop screen	1			
B	Calibration:				
B.1	Automatic / manual or machine set calibrations	1			
B.2	Measurement programs	1			
B.3	Main control: circuit breaker	1			
B.4	on/off control : Key switch	1			
B.5	Water type : Distilled or de-ionised only	1			
B.6	External Air source : 80-120psi (5.5-8.2 bar)	1			
B.7	Interaction zone :0.5 - 5.0mm from hadpiece tip to target	1			
B.8	Laser classification: IV (4)μ	#			
B.9	Medium : 2.780nm, Er,Cr:YSGG	#			
B.10	Frequency : 5-100 hz	1			
B.11	Average power : .01 -10.0 W	1			
B.12	Pulse energy: 0 -600mJ	1			
B.13	Pulse duration for "H" mode: 60 μs	1			
B.14	Pulse duration for "S" Mode: 700μs	#			
B.15	Mode: Multimode	#			
B.16	Tip diameter : 200 - 1200 μm	1			
B.17	Administrative Programs/Software	1			
B.18	Data Base:				
B.18.1	Data base tools	1			
B.18.2	Screen and Printer report	1			
B.18.3	Interpretation	1			
B.18.4	Off-line entry	1			
B.18.5	On-line Data transfer (e.g. Hz and tissue type)	1			
B.18.6	Report Designer	1			
B.18.7	Predicted Value generation	1			
B.18.8	Language maker	1			
B.18.9	User parameters	1			
B.18.10	User predicted values	1			
B.18.11	Network data base	1			
B.18.12	Interface	1			

B.19	Components:				
B.19.1	Operator guidance including quality control	1			
B.19.2	Clearly arranged examination results	1			
B.19.3	System concept	1			
B.19.4	Highest level of patient safety and measurement accuracy ensured through build-in, automated feedback.	1			
B.19.5	Should be suitable for use in all age groups	1			
C.1	TOTAL WEIGHTED SCORE	32			



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management

Registered Supplier Confirmation

Page 1 of 1

THIS FORM IS TO BE COMPLETED BY REGISTERED SUPPLIERS ONLY

PLEASE NOTE:

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

For confirmation of your supplier number and/or any assistance please call the GPT Call Centre on **0860 011 000**.

Registered Suppliers to ensure that all details completed below are CURRENT.

MANDATORY SUPPLIER DETAILS			
GPT Supplier number			
Company name (Legal & Trade as)			
Company registration No.			
Tax Number			
VAT number (If applicable)			
COIDA certificate No.			
UIF reference No.			
Street Address		Postal Address	
CONTACT DETAILS			
Contact Person		Telephone Number	
Fax Number		Cell Number	
e-mail address		Principal's Id number	
BANKING DETAILS (in the name of the Company)			
Bank Name		Branch Code	
Account Number		Type of Account	

I HEREBY CERTIFY THAT THIS INFORMATION IS CORRECT.

Name(s) & Signature(s) of Bidder(s)

DATE:



Provincial Supply Chain Management

Financial Statements

Page 1 of 1

Submission of Financial Statements

The latest financial statements for the last two years are required (except if it is a new or a dormant entity)

- a) Financial statements must be signed by the auditor (in the case of companies) or the accounting officer (in the case of close corporations) the owner (in case of sole proprietors). Signatures must be on the accounting officer's / auditors report on the auditor's /accounting officer's letterhead.
- b) Financial statements must be signed by the member/s (in the case of close corporations) or by the director/s (in the case of companies.)
- c) In bids where consortia/joint ventures/sub-contractors and partnerships are involved, all bidders must submit their financial statements.
- d) If it is a new or dormant entity an opening set of financial statements must be submitted with the tender document. A letter from the auditor (in the case of companies) or the accounting officer (in the case of close corporations) stating that the entity has not yet traded must be attached.
- e) In cases where an entity has operated for a period less than a year the Management Accounts Report for the period in operation must be submitted signed accordingly as stated in paragraph (a) and (b) of this document.
- f) In cases where the entity has operated for a period more than a year but less than two years, then the financial statement for the first year of operation signed accordingly as per paragraph (a) and (b) of this document must be submitted.



SERVICE DESCRIPTION

AGREEMENT ENTERED INTO BY AND BETWEEN THE GAUTENG PROVINCIAL GOVERNMENT IN ITS _____

AND HEREIN REPRESENTED BY _____ IN HIS /
HER CAPACITY AS _____ AND AS SUCH DULY
AUTHORISED ("THE END USER")

AND

_____ A COMPANY WITH LIMITED
LIABILITY AND DULY INCORPORATED IN TERMS OF THE COMPANY
LAWS OF THE REPUBLIC SOUTH AFRICA, WITH COMPANY
REGISTRATION NO _____ AND PRINCIPAL PLACE
OF BUSINESS AT _____ AND HEREIN REPRESENTED
BY _____ IN HIS / HER CAPACITY AS
_____ AND AS SUCH DULY AUTHORISED
("THE SUPPLIER").

AND WHEREAS

The Supplier is the preferred supplier for the supply, delivery, installation, commissioning and maintenance of office equipment and labour saving devices ("equipment") in terms of the contract.

AND WHEREAS

The End user is, from time to time, desirous of hiring from the supplier one or more equipment, and the Supplier is in turn desirous of renting such equipment to the End user

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1 NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1.1 Rules of interpretation. In this Agreement:-

1.1.1 clause headings are for convenience and are not to be used in its interpretation;

1.1.2 unless the context indicates a contrary intention an expression which denotes:-

1.1.2.1 any gender shall include the other genders;

1.1.2.2 a natural person shall include a juristic person and vice versa;

1.1.2.3 the singular shall include the plural and vice versa; and

1.1.2.4 references to clauses, schedules, parts and sections are, unless otherwise provided, references to clauses, schedules, parts and sections of this Agreement.

1.2 Meanings of expressions and words. In this Agreement the following expressions and words have the meanings assigned to them below and derivative expressions and words will have a corresponding meaning: -

1.2.1 **Agreement** means this agreement read together with the General and Special Conditions of Contract of Contract RT3-2009R which form an integral part of this Agreement

1.2.2 **Copy Charges** means the consideration, where applicable, (or, as the context may require, part thereof) payable by the End-user to the Supplier for the maintenance to be provided by the Supplier in terms hereof, which is the amount payable for each black and white or colour copy (as the case may be) that is produced by the equipment at the rate as set out in Addendum 1 of this Agreement, and which is calculated by multiplying the total black and white or colour copies (as the case may be) so produced during a copy period by the charge payable for each black and white or colour copy (as the case may be) as stipulated in Addendum 1 of this Agreement.

1.2.3 **Copy Period** means a period of one calendar month, each month commencing on the 1st day of each month (except the first period, which will be the period from Commencement Date until the last day of that calendar month). Copy Period means the period during which copies are made, calculated by means of an opening and closing meter reading, on a monthly basis.

1.2.4 **End-user** means the government institution described on

page one hereof.

- 1.2.5 **Equipment** means all or any, as the context may require, of the equipment which is/are or will be the subject matter of this Agreement and which are more fully described in Addendum 1 of this Agreement.
- 1.2.6 **Initial Period** means the period of 36 (thirty six) months from the Commencement Date.
- 1.2.7 **Maintenance** means the obligation assumed by the Supplier to maintain the relevant equipment in proper and efficient operating condition on the terms as set out herein and in accordance with the specifications applicable to the relevant equipment.
- 1.2.8 **Rental** means the consideration payable by the End-user to the Supplier for the use of the equipment in the amounts as stipulated in Addendum 1 of this Agreement.
- 1.2.9 **Working day** means days on which business is generally conducted, i.e. Saturdays, Sundays and official public holidays excluded.
- 1.2.10 **Commencement date** means the date on which the installation and commissioning of equipment is completed.
- 1.2.11 **Material breach** means an event that goes to the root of this agreement.
- 1.2.12 **Month** means calendar month.
- 1.2.14 **Termination date** means 36 months after the commencement date.

2. DURATION AND TERMINATION

- 2.1 This agreement shall commence upon the commencement and shall endure for a period of 36 months and automatically terminate on the termination date by effluxion of time, unless terminated earlier or extended in terms of the provisions of this contract;
- 2.2 This agreement, may at the sole discretion of the End user, be extended in writing for a maximum period of twenty four months on the same terms and conditions except for the rental which shall be reduced by 75% (seventy five percent) of the rental specified herein.

3. OBLIGATIONS OF THE SUPPLIER

3.1 DELIVERY AND INSTALLATION

3.1.1 The Supplier undertakes to:

- 3.1.1.1 deliver the equipment conforming exactly to the description of the equipment as specified in addendum 1 of this agreement;
- 3.1.1.2 deliver and install new and unused equipment at the location selected by the End-user;
- 3.1.1.3 ensure that the equipment is delivered and installed in good condition and working order;

3.2 MAINTENANCE

The Supplier undertakes to:

- 3.2.1 ensure that the equipment performs in accordance with the manufacturer's specifications;
- 3.2.2 keep and maintain the equipment rented by the End-user in good and proper condition and working order and in such manner that the End-user will have the use thereof in an efficient operating condition, and to take such reasonable preventative action as may be necessary or open to it in order to limit the incidence and frequency of breakdowns of equipment to a minimum.
- 3.2.3 for this purpose The Supplier shall ensure that a qualified technician responds promptly to any notification of the End user of a breakdown or malfunction of any equipment.
The response time on such notification shall be as follows:
- 3.2.4 forthwith provide temporary loan equipment to the End-user if the fault in the equipment cannot be repaired, or is not expected to be reasonably repaired, within the period as set out in of this Agreement.

- 3.2.5 the availability of an adequate number of qualified technicians and personnel on a full-time basis to perform the maintenance required under this Agreement;
- 3.2.6 to make available the services of a fully qualified technician from 08h30 to 16h30 each working day to carry out preventative maintenance on the equipment;
- 3.2.7 to supply the quantities of spare parts, toner, developer, fuser oil and other consumables necessary to keep the equipment in proper operating condition;
- 3.2.8 to make available of full coverage maintenance, including preventive maintenance, all service calls and replacement all defectives or worn parts including expandable parts, and all consumable supplies. Should the Supplier fail to provide any of the consumables, or repair or replace with an equivalent unit, any equipment as required, then the Rental Copy Charges for the relevant month in respect of such equipment shall be forfeited by the Supplier and accordingly the End-user shall not be required to pay such rental and copy charges. Should the Supplier not have remedied the failure within 10 (ten) working days of notice from the Enduser then the End-user shall be entitled on written notice to the Supplier to immediately terminate the Agreement in respect of the relevant equipment at no additional cost or penalty to the End-user and the Supplier shall be obliged to remove the relevant equipment listed in the Agreement at is sole cost and expense;
- 3.2.9 remove the equipment from location of the End-user on termination of this Agreement at no additional charge;
- 3.2.10 perform all the services in terms of this contract with due care skill, efficiency and diligence in accordance with the best professional practice;

3.3 **PRODUCT SUPPORT**

- 3.3.1 The Supplier will from time to time and to the extent that is reasonably necessary or required by the End-user for the proper utilisation of the equipment, provide advice and assistance to the End-user and to provide such reports and data relevant to the usage of the equipment as may reasonably be required by the End-user.
- 3.3.2 Without limiting the generality of its obligations under clause
- 3.3.1 The Supplier hereby authorises the End-user to install access key control devices on the relevant equipment and will provide all necessary assistance to ensure the proper integration of the access key control devices with the equipment. The Supplier shall also assist the End-user in the installation of any copy control devices and copy management devices on the equipment as may be reasonably required by the End-user.
- 3.3.3 Where The Supplier or any of its employees, agents or independent contractors ("Representatives") accesses the premises of the End-

user, under or pursuant to, the terms of this Agreement, The Supplier and its representatives shall abide by and comply with the safety, health and environmental policies and procedures and other lawful directions of the End-user.

3.4 TRAINING

- 3.4.1 On installation of the equipment, The Supplier shall provide adequate training to the personnel of the End-user at no additional charge.
- 3.4.2 Instruction manuals shall also be provided by the Supplier free of charge for all equipment rented in terms of this agreement. The instruction manuals shall contain, but not be limited to, the following information:
 - 3.4.2.1 Defining the capabilities of the equipment (specification).
 - 3.4.2.2 Describing the technical operations of the equipment.
 - 3.4.2.3 Describing the use criteria of the equipment.
- 3.4.3 The Supplier shall also provide such further training may be required by the End User from time to time.

3.5 INDEMNITY AND INSURANCE

The Supplier hereby:

- 3.5.1 Undertakes, at its own expense, to indemnify, protect and defend the End User from and against all actions, claims, losses or damages arising from any negligent act or omission by the Supplier including but not limited to all damages or loss which may be payable or arise as a result of any claim or proceedings in respect of the death, injury to any person and the loss or damage to any property which may arise out of or in consequence of the execution of any obligations in terms of this agreement;
- 3.5.2 at its expense take out and keep in force in respect of the indemnity given by it in terms of this agreement a public liability insurance policy providing cover with a limit of not less than R 3 000 000-00 (three million rand) for any one occurrence of an insured peril in any year and unlimited as to cumulative amount in respect of more than one such occurrence in any year;

3.6 SUBCONTRACTING

It is recorded that:

- 3.6.1 The Supplier will be entitled to appoint suitably qualified subcontractors who satisfy the eligibility criteria applicable to the award of the contract to perform all or any of its obligations arising from this Agreement;

- 3.6.2 No sub-contract can create contractual relations between any subcontractor and End- User;
- 3.6.3 The Supplier shall be responsible for all the acts, defaults and negligence of its subcontractors and their experts, agents or employees as if they were acts, defaults or negligence of the Supplier shall not be absolved from its responsibility from under this clause on the basis that such person was acting outside the scope of its engagement by The Supplier.
- 3.6.4 The Supplier will provide the End user with a list (regularly updated for the duration of this agreement) of all the subcontractors that it intends using to perform all or any of its functions in terms of this agreement.

3.7 **CONFIDENTIALITY**

- 3.7.1 The Supplier shall treat all documents and information received in connection with this agreement as private and confidential, and shall not, save in so far as may be necessary for the purposes of performance thereof, publish or disclose any particulars without the prior written consent of the End user.

4. **OBLIGATIONS OF THE END - USER**

- 4.1 The End - user undertakes to:
 - 4.1.1 Use the equipment for the purpose that it is intended and in accordance with any reasonable manufacturers' instructions and user manual as to the use thereof;
 - 4.1.2 Keep the equipment in its possession and custody and control at its premises in accordance with the same policies and procedures that the End user applies in respect of its own assets and equipment;
 - 4.1.3 Advise the supplier prior to relocation equipment.
 - 4.1.4 Allow the supplier or its representatives reasonable access to the inspection of the equipment on prior written notice;
 - 4.1.5 Undertakes to ensure that the installation area, access ways, electrical supply and where relevant, the IT configuration of its premises and other equipment or any network are suitable for the installation, passage and electrical/or electronic connection of the equipment when it is delivered for installation and thereafter.

5. **BREACH**

- 5.1 Either party commits a breach of contract where it fails to discharge any of its obligations in terms of this agreement;
- 5.2 Should either party commit a material breach of this agreement ("the defaulting party") and fail to remedy such breach within ten (10) days of written demand from the other party ("the aggrieved party") then the aggrieved party may, in addition to any other rights and remedies that it may have, including the right to claim damages:-
 - 5.2.1 Claim specific performance ;

- 5.2.2 or Terminate this agreement, such termination to be effective immediately upon receipt by the defaulting party of written notice to that effect
- 5.3 In any case where the End – User is entitled to damages, then the End-user may claim such damages from the Supplier;
- 5.4 This agreement shall automatically and without notice terminate upon occurrence of the following events:
- 5.4.1 a receiver, liquidator or administrator is appointed over any of the property or assets of that the Supplier;
- 5.4.2 the Supplier makes any voluntary arrangement with its creditors by reason of financial difficulty or becomes subject to an administration order, or provisional or final liquidation or insolvency order;
- 5.4.3 the Supplier goes into liquidation or is declared insolvent;
- or
- 5.4.4 that the Supplier ceases, or threatens to cease, to carry on business.

6. PAYMENT

The End – User shall pay the Supplier:

- 6.1 the rental applicable to the contract at the time of signing this agreement which rental shall be fixed for the entire initial rental period of 36 months. In the event of the extension of the contract, the rental shall reduce by 75% of the original rental The first Rental Charge shall be paid after the Commencement Date of the Agreement, within 30 days of the date of the original copy of statement or tax invoice to the Enduser and shall thereafter be payable monthly in arrear within 30 days of the last day of the month in which The Supplier delivers an original copy of statement and tax invoice to the End-user.
- 6.2 Copy Charges, applicable on the contract at the time of signing this Agreement will apply and would thereafter be adjusted on the thirteenth month and twenty-fifth month of the contract period.
- 6.3 The first of the Copy Charges shall be paid within thirty (30) days in which the original copy of statement and tax invoice in respect thereof is rendered, and shall thereafter be payable monthly in arrears on the first day of the month following the month in respect whereof the Copy Charge has arisen or within 30 days of the last day of the month in which the original copy of statement and tax invoice is delivered to the End-user, whichever is the later.
- 6.4 Payment shall be paid by electronic means into bank account :
Name :
Bank :
Branch :
Account number :
- 6.5 No other charges other than those set out herein will be payable for any other service rendered unless specifically agreed to in writing by the parties

7. NOTICES AND DOMICILIA

7.1 The parties select as their respective domicile citandi et executandi the following addresses:

7.1.1 End User
Physical address
Postal Address
Telephone No.
Fax No.
Email
Contact person

7.1.2 Supplier
Physical address
Postal Address
Telephone no
Fax No
Email
Contact person

Or such other address, telefax or telephone number as may be substituted by notice as herein required

7.2 Any notice addressed to a party at its physical or postal address shall be sent by prepaid registered post or delivered by hand or sent by telefax.

7.3 Any notice shall be deemed to have been given:

7.3.1 if posted 14 calendar days after the date of posting;

7.3.2 if hand delivered, on the day of the delivery; The parties may communicate by electronic means.

7.4.3 if sent by telefax, on the date and time of sending, which telefax, is evidenced by a fax confirmation print out.

8. GENERAL

8.1 **Whole Agreement.** This Agreement constitutes the entire Agreement between the Parties in respect of the subject matter hereof and neither Party shall be bound by any undertakings, representations, warranties or promises not recorded in this Agreement.

8.2 **No Variation.** This agreement together with General Conditions of Contract, Special Conditions of the contract and all Standard Bidding Documents constitutes the entire agreement between the parties. No variation or consensual cancellation of this Agreement and no addition to this Agreement shall be of any force or effect unless reduced to writing and signed by the Parties or their duly authorised representatives.

8.3 **Waiver.** No waiver of any of the terms and conditions of this Agreement will be binding or effectual for any purpose unless expressed in writing and signed by the Party hereto giving the same, and any such waiver will be

effective only in the specific instance and for the purpose given. No failure or delay on the part of either Party hereto in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

- 8.4 **Severability.** Should any of the terms and conditions of this Agreement be held to be invalid, unlawful or unenforceable, such terms and conditions will be severable from the remaining terms and conditions which will continue to be valid and enforceable. If any term or condition held to be invalid is capable of amendment to render it valid, the Parties agree to negotiate an amendment to remove the invalidity.
- 8.5 **Applicable Law.** This Agreement will be governed by and construed in accordance with the law of the Republic of South Africa and all disputes, actions and other matters relating thereto will be determined in accordance with such law.
- 8.6 **Jurisdiction.** The Parties hereto hereby consent and submit to the jurisdiction of such High Court of South Africa, in any dispute arising from or in connection with this Agreement.
- 8.7 **Survival.** Notwithstanding termination of this Agreement, any clause which, from the context, contemplates ongoing rights and obligations of the parties, shall survive such termination and continue to be of full force and effect.

SIGNED AT _____ ON THIS _____ DAY OF _____ 2023.

END USER

WITNESSES

1. _____

2. _____

SIGNED AT _____ ON THIS _____ DAY OF _____ 2023.

SUPPLIER

WITNESSES

1. _____

2. _____

Annexure A

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT July 2010

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

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

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

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,

security

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the

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

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

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

- provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

may have against the supplier under the contract.

16. Payment

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

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

available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of liability

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

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

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

Js General Conditions of Contract (revised July 2010)