



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION PRICE QUOTATIONS: **RFQ593/2025**

INSTRUCTIONS:

- All Request for Quotations (RFQ) responses **MUST** be accompanied by the attached **SBD 1, SBD 3.1, SBD 4, SBD 6.1 & POPIA** consent form fully completed and signed. **(Only the attached SBD Forms must be returned)**.
- Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation (where applicable), and thereafter 80/20-points scoring basis. 80 points price and 20 points for specific goals.
- Bidders who wish to claim points for specific goals applicable for this **RFQ**, must ensure that the SBD 6.1 claim form is completed. Proof or evidence for claiming points for specific goals as **stipulated on the SBD 6.1**.
- For local production and content as determined by DTI, suppliers should submit completed and signed SBD 6.2 as well as **annexure C**.
- **Quotation should be dated and signed on the company's letterhead.**
- Quotations should be valid for a minimum period of 90 days from the date of the quotation.
- All prices quoted must be VAT inclusive, service providers who are not registered for VAT must indicate this clearly on their quotation.
- For construction/maintenance/alterations related services submit proof of **CIDB registration**.
- **No late responses/submissions will be considered.**
- **All Quotation responses MUST be submitted via email below.**

DETAILS OF SUPPLIER			
SUPPLIER NAME:			
TEL. NO:		FAX NO:	
ATTENTION:			
DATE:	11 March 2026		

SUBMIT QUOTATION TO:			
NAME & SURNAME:			
TEL NO:		EMAIL:	Quotation@dhet.gov.za
CLOSING DATE FOR QUOTATION(S):		20 March 2026	
CLOSING TIME FOR QUOTATION(S):		11h00	
DELIVERY ADDRESS FOR GOODS /SERVICES		117-123 Francis Baard Street – Dept of Higher Education and Training – Pretoria	
COMPULSORY BRIEFING SESSION		N/A	TIME: N/A
BRIEFING SESSION VENUE		N/A	
QUOTATION VALIDITY PERIOD		90 DAYS	

PLEASE QUOTE ON THE FOLLOWING ITEM(S)		
NO.	DESCRIPTION OF ITEM(S) REQUIRED	QUANTITY OF ITEM(S)

TERMS OF REFERENCE TO APPOINT A SERVICE PROVIDER TO DEVELOP AN ENVIRONMENTAL SCAN OF CAREER SERVICES IN THE POST SCHOOL EDUCATION AND TRAINING		
01	SEE TERMS OF REFERENCE ATTACHED	

- **Please put the RFQ number on the subject line when sending the quotation and required documents.**
- **Please make sure you attach your signature, date and validity period on the quotation.**
- **The Department reserves the right to verify the information provided by the bidders and also confirming the financial capacity and the ability of the shortlisted bidders.**
- **Bidders MUST quote all items on the request form, failure to do so may lead to disqualification.**
- **The Department reserves the right to cancel or extend the RFQ as and when the need arises without consulting the bidders.**
- **By submission of proposal or response, bidders confirms that they are bound by the General Conditions of Contracts attached.**

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING					
BID NUMBER:	RFQ593/2025	CLOSING DATE:	20 March 2026	CLOSING TIME:	11:00
DESCRIPTION	TERMS OF REFERENCE TO APPOINT A SERVICE PROVIDER TO DEVELOP AN ENVIRONMENTAL SCAN OF CAREER SERVICES IN THE POST SCHOOL EDUCATION AND TRAINING				
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO: quotation@dhet.gov.za					
Only Bid Proposals received from the above e-mail will be accepted.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	David Ntuli		CONTACT PERSON	David Ntuli	
ENQUIRIES DUE	17 March 2026 @ 11:00		ENQUIRIES DUE	17 March 2026 @ 11:00	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	quotation@dhet.gov.za		E-MAIL ADDRESS	quotation@dhet.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES 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.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER:

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

DATE:



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE TO APPOINT A SERVICE PROVIDER TO DEVELOP AN ENVIRONMENTAL SCAN OF CAREER SERVICES IN THE POST SCHOOL EDUCATION AND TRAINING

1. BACKGROUND AND RATIONALE FOR THE STUDY

In 2008, the South African Qualifications Authority (SAQA) commissioned '*An Environmental Scan of the Career Guidance Field in South Africa*'¹ The study investigated tools available to learners, workers, and work-seekers and those who help them construct work and study paths for sustainable and meaningful livelihoods. The study recognised that Career Guidance is characteristically cross-sectoral, and stakeholders and partners are needed to join in policy and service provision to create a seamless service for the individual. Findings revealed that while students in universities have access to Student Support Services, Life Orientation teachers in schools and community outreach services have limited access to career development resources.

A follow up environmental scan, also commissioned by SAQA under the title the Environmental Scan of Career Advice Services in South Africa was conducted in 2012. The purpose of this scan was to:

- a) To determine and describe how South Africa organises, manages, and provides career guidance information and services as a country;
- b) To provide inputs to a framework for cooperation on the management and provision of career guidance information and services in South Africa; and
- c) To determine the perceived key challenges in improving the management and delivery offer guidance information and services (implementation of the framework).

¹ Flederman P. 2008. *Navigational tools for learners, really? What is available, what are the challenges and what should be done? An Environmental Scan of the Career Guidance Field in South Africa*, Report for SAQA.

These studies highlighted the lack of coordination and quality information as the key voids in the provision of career guidance in South Africa. The raised a need for strategic leadership and coordination; comprehensive, national, independent, and accessible information for all linked to support services; and harnessing new technology to provide innovative services that increase accessibility dramatically. These studies informed the development and publication of the Framework for *Cooperation in the Implementation of Career Development Services South Africa* in 2014 and in 2017, the 'National Policy for an Integrated Career Development System for South Africa' (the Policy). The Policy directs the implementation of career development services in all spheres of government. It provides guidelines on the establishment of structures, services standards, processes, and procedures for the provision of quality career development services for the country.

Since the establishment of CDS and gazetting of the Policy, significant work has been done to address fragmentation, gaps and duplication as revealed by the environmental scan studies in 2008 and 2012. Further to this, the public service environment has experienced several changes that may have implications on the services and responsibilities of key departments and agencies in the provision of career development services. While the 2012 environmental scan, spoke to the status of career services at Universities, TVETs and SETAs, the assessment was brief and at the surface.

No environmental scan to assess the status of the provision of career services in the PSET sector has ever been conducted. In its envisioning of the single and coordinate system, the White Paper for the PSET (2013), notes as the importance of ensuring that both schools and the post-school system support all young people in the latter years of schooling (and those in their early years of post-school education) receive appropriate and adequate career guidance and advice.

The Policy notes that in the Post-School Education and Training (PSET) sector there is general lack of career development services provision for students studying in the system. Policy further identifies the following as important areas needing attention in the delivery of career development services in the PSET;

- a. making career counselling "an integral component of the PSET system as whole;
- b. improving career development services at college level to ensure that students can make appropriate learning pathway and career decisions;
- c. ensuring that, as CET colleges develop, they establish learner support services focusing on areas such as career and programme advice; counselling and guidance; orientation; extra-curricular activities; financial aid; labour market information; community information; links with placement agencies; and

- d. ameliorating the situation at universities where many types of support programmes, such as mentoring, counselling and career development are not evenly distributed across the university system and are often lacking in poorer institutions where students need them most.

These imperatives, as identified by the Policy, needs to be evaluated and addressed in a targeted way.

2. PURPOSE OF THE STUDY

The purpose of the study is to conduct an environmental scan on services and status of services offered in the provision of career development services in the PSET system. This will include mechanism for coordination and cooperation among all PSET entities. The environment scan will also make recommendations for taking career development services forward in the PSET sector.

3. SCOPE OF THE STUDY

The DHET seeks a Service Provider to conduct a study on types and accessibility of students to quality career services provision in the PSET system. The key focus areas study will include:

- a) Evaluation DHET's PSET mandate;
- b) Range of services and status of provision of career services in the Skills Sector (SETAs and NAMB);
- c) Range of services and status of the provision of career services and psycho-social support in the TVET sector;
- d) Range of services and status of the provision of career services and psycho-social support in the CET sector;
- e) Range of services and status of provision of career services and psycho-social support in the University sector;
- f) Assessment of digital platforms and resources made available to students, CDPs and Lecturers.
- g) Evaluation and assessment of training, capacity, and professionalism of the career service in the PSET sector;
- h) Evaluation and assessment of quality, types and accessibility of career and psycho-social services in the PSET sector;
- i) Evaluation of needs of students at all levels (entry to exit) and how the PSET system and individual institutions meet these needs; and
- j) To make recommendations towards improving career provision in the PSET system collectively and individually.

4. KEY DELIVERABLES

- a) An inception report with an updated study design and methodology.
- b) The following reports are to be submitted: Literature review report, first draft of the PSET Career Development Environmental Scan and second draft of the PSET Career Development Environmental Scan.
- c) Stakeholder consultations: Presentation of first draft of the PSET Career Development Environmental Scan and second draft of the PSET Career Development Environmental Scan. These presentations will include findings and recommendations.
- d) Stakeholder consultation meetings inputs summary reports.
- e) Final PSET Career Development Environmental Scan with recommendations must be proofread, edited and layout professionally.
- f) A close-out report will be presented to the DHET Team, along with all datasets, metadata, and survey documentation (including interviews).

5. COMPETENCES AND SKILLS SET REQUIRED

The Service Provider should specify the Project Team members, their academic qualifications, areas of expertise and respective responsibilities in the study and contactable references. The project team should include research and education experts with proven experience.

It is important that Service Providers have the following expertise and experience:

- a. **Knowledge:** Strong understanding and knowledge of the Post-School Education and Training (PSET) sector.
- b. **Research Experience:** Experience in conducting research in the public education field. Experience in conducting research in career development will be an added advantage.
- c. **Career Development:** Strong understanding of the career development services environment in South Africa.
- d. **Research practice:** Design specific research methods and tools that address the research purpose and questions. This may include qualitative, quantitative, or mixed methods. Systematically gather, analyse, and synthesise relevant evidence, data, and information from a range of sources, identifying relevant material, assessing its quality, recognising gaps, and drawing appropriate findings and recommendations.
- e. **Project Management:** Lead and manage the research project team effectively and efficiently and manage the project effectively to completion in a way which delivers high quality research output and builds trust of stakeholders.
- f. **Report writing and communication:** Write clear, concise, and focused reports that are credible, useful, and actionable.

6. DISQUALIFICATION CRITERIA

The service provider must provide a proposal that indicates the following : (**failure to provide this will lead to disqualification**):

- a. Approach, design and methodology for the research (e.g. literature and documentation review, data collection tools, sample);
- b. Competence (including a list of related projects undertaken by the main contractor and subcontractors, making clear who did what, and contact people for references);
- c. Team (team members, roles, and level of effort of each person involved in the project and profile summary of each outlining educational levels and experience relevant for the project);
- d. Reporting (indicating when and how will reporting be done);
- e. Risks/mitigation measures;
- f. The following attachments:
 - i. References for related research undertaken by the service providers;
 - ii. CVs of personnel to work on the project;
 - iii. Certified copies of qualifications for the Team Leader and the Project Team;
 - iv. 3 Contactable references for each Project Team member.

7. TIME FRAME FOR THE PROJECT

It is envisaged that the project will take no more than 6 months from the project commencement date.

8. MONITORING AND REPORTING

The service provider will report to the Director: **Career Development Services**. Reporting will be based on the approved project plan and governed by a signed Service Level Agreement (SLA).

The service provider will submit a monthly report and meet with the Director: CDS and team monthly and as and when needed.

9. EVALUATION PHASES

Pre-qualification Criteria (Phase 0)	Technical Evaluation Criteria (Phase 1)	Price and Specific goals Evaluation (Phase 2)
Bidders must submit all documents as outlined in paragraph 1 Table 1 below. Only bids that comply with ALL these criteria will proceed to Phase 1.	Bidders are required to achieve a minimum of 70 points out of 100 points on functionality and Practical demonstration evaluation phase to proceed to Phase 2 (Price and specific goals).	Bidders will be evaluated out of 100 points and Phase 2 will only apply to bidders who have met and/or exceeded the threshold of 80 points .

9.1. Phase 0: Pre-Qualification Criteria

9.1.1. Without any limitation in respect of the Department’s other critical requirements relevant to this Bid, prospective bidders must submit all the documents listed in **the table** below:

Table 1: Documents to be submitted for pre-qualification must be submitted for bidder [each legal persona of consortium/JV] and each subcontractor:

Document that must be submitted for bidder, [each legal persona of consortium/JV] and each subcontractor	YES/NO	Non-submission/non-compliance shall result in disqualification
Permission in terms of POPI Act to utilise information contained in documents for procurement purpose		Complete and sign the attached <i>pro-forma</i> document
Invitation to Bid – SBD 1		Complete and sign the attached <i>pro-forma</i> document
Tax Status		i. Written confirmation that SARS may on an ongoing basis during the period of the contract disclose the bidders tax compliance status. ii. In the event where the bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence. Pin number may be provided for tax verification status
Declaration of Interest – SBD 4		<i>NOTE! Care must be taken to list ALL “other related companies” (SBD 4, par. 2.3). Failure to comply may lead to disqualification. Should the bidder have more enterprises to declare, such information can be provided on a separate sheet.</i>
Preferential Points Claim Form SBD 6.1		Complete and sign the attached <i>pro-forma</i> document. Supporting documents requested on this form MUST be submitted as evidence.
Registration on the Central Supplier Database (CSD report)		i. The bidder must be registered as a service provider on the Central Supplier Database (CSD). If not registered proceed with completing the company registration prior to submission of the proposal. Visit https://secure.csd.gov.za/ to obtain a vendor number. ii. Submit proof of registration.

Pricing Schedule (Bidder only)	Submit full details of the pricing proposal with the bid documents.
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- 9.1.2. Each document must be completed and signed by the duly authorised representative on behalf of the prospective bidding company.
- 9.1.3. During this phase bid responses will be evaluated with emphasis placed on documentary compliance with the listed administrative and mandatory bid requirements.
- 9.1.4. Bidders' proposal shall be disqualified because of non- submission.
- 9.1.5. Bidders' proposal may be disqualified as a result of non-completion **of the listed documents.**

9.2. Phase 1: Technical Evaluation Criteria = 100 points:

- 9.2.1. All bidding companies are required to fully adhere to the technical evaluation criteria scorecard and compliance checklist.
- 9.2.2. Only bidders that have fully met the Pre-qualification criteria in phase (0) zero will accordingly be evaluated in Phase 1 for determination of functionality.
- 9.2.3. Bidding companies will be evaluated on an overall score of 100 points.
- 9.2.4. Bidders are required to score a minimum of 70 points to proceed to Phase 2: valuation of pricing and specific goals.
- 9.2.5. Phase 1: Technical Evaluation Criteria: The bidders' information will be scored according to the points determination system.

9.3. Phase 2: Price and specific goals Evaluation (80 + 20) = 100 points:

- 9.3.1. Only prospective bidders that have attained the 70-points on phase 01 will go further for phase 02 evaluation.
- 9.3.2. threshold in phase 1 will subsequently progress for evaluation in phase 2 in relation to pricing options and specific goals qualification criteria.
- 9.3.3. The following formula must be used to calculate the points out of 80
- 9.3.4. For price in respect of a quotation with a rand-value equal to or below 50 million rands, inclusive of all applicable taxes:

9.3.4.1. Stage 1 - Price Evaluation (80 Points):

Criteria	Points
Price Evaluation <i>P_s =80</i>	80

9.3.5. Stage 2 – specific goals (20 Points):

- 9.3.6. A maximum of 20 points may be allocated to a bidder for specific goals specified in the quotation.

9.3.7. The points scored for specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

9.3.8. The table below provides the specific goals, its criteria of measurement and the proof to be offered by bidder to qualify for 20 points:

9.3.9. A Bidder must submit proof or evidence for claiming points for specific goals as indicated above. A bidder must also complete preference form (SBD 6.1) in detail to claim points for specific goals.

9.3.10. A Bidder failing to submit proof or evidence on points claimed may not be disqualified but:

9.3.11. May only score points out of 80 for price; and

9.3.12. Scores 0 points out of 20 for specific goals.

9.3.13. The points scored by a bidder for specific goals must be added to the points scored for price for total points.

9.3.14. The points scored must be rounded off to the nearest TWO decimal place.

APPLICATION OF SPECIFIC GOALS IN THE WHITE PAPER ON RDP; & THE CODE OF GOOD PRACTICE IN B-BBEE: DHET PREFERENTIAL PROCUREMENT												
NO	SPECIFIC GOAL	REFEREN CE	CRITERIA	80/20		CLAIM	90/10		CLAIM	EVIDENCE		
				Specific Goal Contribution	Points Claimed	Bidder must tick (x) next to points claimed	Specific Goal Contribution	Points Claimed	Bidder must tick (x) next to points claimed	PROOF/ EVIDENCE	Indicate if evidence is provided, & specify	
1	Person historically disadvantaged on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65,00	7,20		65,00	3,60		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD	Y	N
			75%-99% black owned	50,00	5,54		50,00	2,77			specify	
			60%-74% black owned	40,00	4,43		40,00	2,22				
			51%-59% black owned	30,00	3,32		30,00	1,66				
			0-50% black owned	10,00	1,11		10,00	0,55				
	None		0,00	0,00		0,00	0,00					
2	Persons historically disadvantaged on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	100% women owned	40,00	4,43		40,00	2,22		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of	Y	N
			75%-99% women owned	30,00	3,32		30,00	1,66			specify	
			60%-74% women owned	20,00	2,22		20,00	1,11				
			51%-59% women owned	10,00	1,11		10,00	0,55				
			0-50% women owned	5,00	0,55		5,00	0,28				
	None		0,00	0,00		0,00	0,00					
3	Persons historically disadvantaged on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0,50	0,06		0,50	0,03		Certified medical certificate or substantive proof.	Y	N
			75%-99% owned by persons with disabilities	0,30	0,03		0,30	0,02			specify	
			60%-74% owned by persons with disabilities	0,20	0,02		0,20	0,01				
			0-59% owned by persons with disabilities	0,10	0,01		0,10	0,01				
			None	0,00	0,00		0,00	0,00				
4	Development of Youth	RDP 1.4.6; 7.7	100% youth owned	25,00	2,77		25,00	1,39		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of	Y	N
			75%-99% youth owned	15,00	1,66		15,00	0,83			specify	
			60%-74% youth owned	10,00	1,11		10,00	0,55				
			51%-59% youth owned	5,00	0,55		5,00	0,28				
			0-50% youth owned	2,50	0,28		2,50	0,14				
	None		0,00	0,00		0,00	0,00					
5	Development of SMMEs	RDP 3.1.0; 3.1.4	EME	50,00	5,54		50,00	2,77		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	Y	N
			QSE	20,00	2,22		20,00	1,11			specify	
			GEN	0,00	0,00		0,00	0,00				
			None	0,00	0,00			0,00				
TOTAL				180,50	20,00		180,50	10				
LEGEND	Specific goal	If additional specific goals are selected, then total points must be adjusted to equal 20										
	Points selection	The sub-category for points may vary as approved as long as the total point do not exceed 20										
	Criteria	For SMME, the number of employees & turn-over as approved by Dept: Small Business Development applies										
	Proof/ evidence	Other or additional criteria may be approved										

Bidders are requested to submit the supporting documents as proof /evidence of the points claimed on SBD6.1 as per the above table.

Bidders must claim points they qualify for otherwise they will forfeit them even if the supporting proof documents are attached.

Person historically disadvantaged on the basis of race	<ul style="list-style-type: none"> • Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Person historically disadvantaged on the basis of gender	<ul style="list-style-type: none"> • Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Persons historically disadvantaged on the basis of disability	<ul style="list-style-type: none"> • Certified medical certificate or substantive proof.
Development of Youth	<ul style="list-style-type: none"> • Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger
Development of SMMEs	<ul style="list-style-type: none"> • BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.

9.4. Functionality Evaluation Table

In terms of technical detail, the following will be taken into consideration when evaluating the quotations:

CRITERIA	WEIGHT
Knowledge of PSET and relevant qualifications	10
The service provider/lead researcher needs to have qualifications in Psychology, Education, Development Studies, or related fields.	
A PhD or equivalent	10
A master's degree or equivalent	5
Experience in conducting research in the PSET	40
The suitable service provider will be awarded points based on experience in conducting research in the PSET as indicated below:	
More than 10 years' experience	30
Between 5 – 10 years' experience	20
Between 1– 5 years' experience	10
Experience in conducting research in career development services	20

The suitable service provider will be awarded points based on experiences/number of relevant career development projects conducted.	
More than 6 career development services projects	20
Between 3 – 5 career development services projects	15
Between 1– 2 career development services projects	10
Methodology and implementation plan	20
The service provider will provide a detailed project plan, methodology and milestones.	10
Additional points will be allocated for:	5
Detailed identification risks and risk mitigation plan	5
Clear and comprehensive methodology	
Contactable references from previous clients	10
The following points will be awarded for contactable references	
3 or more contactable references	10
1 to 2 contactable references	5
TOTAL	100

NOTE: Bidders **MUST** obtain a minimum of **70 Points** to be evaluated further on pricing and specific goals.

COSTING / PRICING

1. The price must include all training, facilitation, travel, venue costs, materials, PoE support, and summative assessments.
2. All costs must be VAT-inclusive (if applicable) and fixed for the duration of the contract.

ENQUIRIES

Enquiries regarding this tender should be addressed to:
 Directorate: Supply Chain Management
 Department of Higher Education and Training
 Email: Quotation@dhet.gov.za

SUBMISSION

Bidding documents are to be submitted electronically via quotation@dhet.gov.za on or before the closing date and time as stipulated on the RFQ document.

Closing Time and Date: **Please refer to the RFQ document.**

Proposals received after the closing date and time will not be considered.



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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	<i>Select (x) the correct box</i>
<input type="checkbox"/>	<input type="checkbox"/>	

- 2.1.1 If yes, 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 institution	State

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the Department of Higher Education & Training?

YES	NO

Select (x) the correct box

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 related² enterprise whether or not they are bidding for this contract?

YES	NO

Select (x) the correct box

Information not stated but found on CSD, CIPC or any other system may lead to disqualification of a bid.

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 consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in

the drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature	Date
.....
Position	Name of bidder

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

² "related" as referred to in the Companies Act 2008, Act No 71 of 2008, section 2(1)(a)-(c). The Department reserves the right to access the Central Supplier Database (CSD), Companies Intellectual Property Commission (CIPC) or any other system to verify information

³ 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.



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the

1.2.1 80/20 preference point system;

1.2.2 90/10 preference point system.

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

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

1.4 The maximum points for this tender are allocated as follows:

	80/20	90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and SPECIFIC GOALS	100	100

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

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

preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“Consortium or joint venture”** means an association of individuals, companies, or organisations for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity to respond to a tender and participating in common activity of execution through concluding a contract or written agreement stipulating their roles and responsibilities.
- (b) **“tender or bid”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (c) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“Sub-contracting”** means the primary contractor’s assigning or leasing or making out work to or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- (f) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (g) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. Points awarded for price.

3.1.1 The 80/20 or 90/10 Preference Point Systems

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. Formulae for disposal or leasing Of State Assets and Income Generating

Procurement

3.2.1. Points awarded for Price

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 - (c) then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: The table below provides the specific goals, its criteria of measurement for a tenderer to qualify for a maximum of 20 points (80/20) OR 10 points (90/10) based on the proof submitted. Please complete the table selecting the relevant 80/20 OR 90/10 as advertised:

APPLICATION OF SPECIFIC GOALS IN THE WHITE PAPER ON RDP; & THE CODE OF GOOD PRACTICE IN B-BBEE: DHET PREFERENTIAL PROCUREMENT

NO	SPECIFIC GOAL	REFERENCE	CRITERIA	80/20		CLAIM	EVIDENCE		
				Specific Goal Contribution	Points Claimed	Bidder must tick (x) next to points claimed	PROOF/ EVIDENCE	Indicate if evidence is provided, & specify	
1	Person historically disadvantaged on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65.00	7.20		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Y	N
			75%-99% black owned	50.00	5.54			specify	
			60%-74% black owned	40.00	4.43				
			51%-59% black owned	30.00	3.32				
			0-50% black owned	10.00	1.11				
			None	0.00	0.00				
2	Persons historically disadvantaged on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	100% women owned	40.00	4.43		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Y	N
			75%-99% women owned	30.00	3.32			specify	
			60%-74% women owned	20.00	2.22				
			51%-59% women owned	10.00	1.11				
			0-50% women owned	5.00	0.55				
			None	0.00	0.00				
3	Persons historically disadvantaged on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0.50	0.06		Certified medical certificate or substantive proof.	Y	N
			75%-99% owned by persons with disabilities	0.30	0.03			specify	
			60%-74% owned by persons with disabilities	0.20	0.02				
			0-59% owned by persons with disabilities	0.10	0.01				
			None	0.00	0.00				
4	Development of Youth	RDP 1.4.6; 7.7	100% youth owned	25.00	2.77		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger	Y	N
			75%-99% youth owned	15.00	1.66			specify	
			60%-74% youth owned	10.00	1.11				
			51%-59% youth owned	5.00	0.55				
			0-50% youth owned	2.50	0.28				
			None	0.00	0.00				
5	Development of SMMEs	RDP 3.10; 3.1.4	EME	50.00	5.54		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	Y	N
			QSE	20.00	2.22			specify	
			GEN	0.00	0.00				
			None	0.00	0.00				
TOTAL				180.50	20.00				

***LEGEND FOR CLAIMING POINT IN TABLE 1**

- **Tenderer may claim points in respect of the five (5) specific goals in the table;**
- **The evidence provided will be verified by the Department, who reserves the right to amend or ignore points claimed if incorrect or no/irrelevant evidence provided.**
- **Points claimed- must be valid at the time of closing date of tender (excluding tax information that must be valid at the date of award);**
- **A tenderer that fails to claim points for specific goals as per Table 1 will not be disqualified but will not qualify points for specific goals;**
- **The following as a minimum requirement of valid evidence is to be submitted:**

Person historically disadvantaged on the basis of race	<ul style="list-style-type: none">• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Person historically disadvantaged on the basis of gender	<ul style="list-style-type: none">• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Persons historically disadvantaged on the basis of disability	<ul style="list-style-type: none">• Certified medical certificate or substantive proof.
Development of Youth	<ul style="list-style-type: none">• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger
Development of SMMEs	<ul style="list-style-type: none">• BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.

5. ADJUDICATION USING A POINT SYSTEM

- 5.1. The tenderer obtaining the highest number of points will be awarded the contract.
- 5.2. Preference points shall be calculated after prices have been brought to a comparative basis.
- 5.3. Points scored will be rounded off to 2 decimal places.

6. POINTS AWARDED FOR BLACK PEOPLE, YOUTH, WOMEN, SMMEs AND PEOPLE WITH DISABILITIES

- 6.1. Points for Black people, Youth, Women, SMME and People with Disabilities are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed:

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with disabilities.

NOP = The maximum number of points awarded for equity ownership by Black people, Youth, Women, SMME and People with disabilities in that specific category.

EP = The percentage of equity ownership by Black people, Youth, Women, SMME and People with disabilities within the enterprise or business.

In case of sub-contracting, points will be awarded to the main contractor based on ownership.

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1. Name of firm :.....

7.2. VAT registration number :.....

7.3. Company registration number :.....

7.4. Type of company/ firm

- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

7.4.1. Describe principal business activities.

.....

.....

.....

.....

.....

7.4.2. Company classification

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

7.4.3. **Total number of years the firm has been in business?**

.....

7.5. **Consortium / Joint Venture**

7.5.1 A consortium or joint venture will qualify for points on evaluation of their specific goals as a legal entity, provided that the entity submits the requisite documents.

7.5.2 A consortium or joint venture will qualify for points on evaluation of their specific goals as an unincorporated entity, provided that each entity submits their requisite, information regarding points claimed.

7.5.3 Points for Black people, Youth, Women, SMME and People with Disabilities are calculated based on the percentage of the contract value managed or executed by their Black people, Youth, Women, SMME and People with disabilities. The following formula is prescribed:

$$NEP = NOP \times CVM/100$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities

NOP = The maximum number of points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities in that specific category

CVM = The percentage of the contract value managed by JV partner.

8. BID DECLARATION

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) **If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –**
 - (a) **disqualify the person from the tendering process;**
 - (b) **recover costs, losses or damages it has incurred or suffered**

as a result of that person's conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

COMPULSORY DOCUMENT (PLEASE COMPLETE AND SIGN)

TO BE SUBMITTED WITH THE RFQ/BID RESPONSE.

PERMISSION BY BIDDER:

On behalf of:

_____ (Company name)

I, Prof/Dr/Mr/Ms _____ (duly authorized),

hereby grant permission, in terms of the **Protection of Personal Information Act, 2013 (Act 4 of 2013)**, (POPI Act), to the Department of Higher Education and Training, to utilise all information contained in the Bid documents and Quotation submitted to the Department of Higher Education and Training , for purposes of procurement.

Designation: _____

Signed: _____

Date: _____

NB: Bidder may be disqualified if completed form is not submitted with Bid Documents

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

1. Definitions
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6. Patent rights
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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 security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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

**8. Inspections,
tests and
analyses**

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

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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