

**EMPLOYEE HEALTH AND WELLNESS SERVICES CHECKLIST OF DOCUMENTS TO BE SUBMITTED -
NCPT/01/2026/27**

CHECKLIST FOR BIDDERS		TICK	
		Yes	No
COMPLIANCE WITH MANDATORY REQUIREMENTS			
All forms completed, duly signed			
SBD 1: Invitation to Bid and Total Bid Price			
Registration on Central Supplier Database (CSD)			
Name & Proof of accreditation, affiliation and certification with a recognised professional body e.g HPCSA and SACSSP			
Valid registration certificate with EAPA-SA			
Pricing Schedule (Annexure A)			
COMPLIANCE WITH OTHER REQUIREMENTS			
SBD 4: Declaration of interest		Yes	No
SBD 6.1: Preference Points Claim form		N/A	
SBD 7.2 : Contract Form			
Tax Status or SARS Pin			
FUNCTIONALITY CRITERIA REQUIREMENTS			
Experience of the organisation in EH&W			
Culturally diverse counselling team (including psychologists, social workers and counselors			
Footprint across districts in the Northern Cape			
Comprehensive and responsive proposal outlining in detail all the services required in the ToR, as indicated in Section 15			
Account Manager's experience in managing accounts			
Professional team of specialists with qualifications and valid professional registrations (where relevant) consisting of the categories as set out in Section 15			
Reports: Assess sample reports in terms of comprehensiveness of the reports for employee wellness services (i.e. outline of findings, utilisation rate, issues addressed, recommendations)			
NAME OF BIDDER		SIGNATURE	

Request for Proposal for the Provision of Employee Health and Wellness Services to the Northern Cape Provincial Treasury for the period of 3 years



NCPT

Northern Cape Provincial Government
PROVINCIAL TREASURY

Request for Proposals for the Provision of Employee Health and Wellness Services to the Northern Cape Provincial Treasury for the period of 3 years

NCPT/01/2026/27

Closing date and time:
19 June 2026 at 11:00

Validity Period: 90 days
Submission of tenders
E-Submission only on
Website: <https://www.etenders.gov.za>

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1. INTRODUCTION

The Northern Cape Provincial Treasury (NCPT) was established in terms of section 17(1) of the Public Finance Management Act, 1999 (Act No. 1 of 1999). NCPT seeks to appoint a service provider for the provision of Employee Health and Wellness Services to the Northern Cape Provincial Treasury for a period of three (3) years.

2. PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

The purpose of this Request for Proposal (RFP) is to solicit proposals from potential bidders for the provision of Employee Health and Wellness Services to the Northern Cape Provincial Treasury for a period of three (3) years.

This RFP sets out, as far as possible, the scope of work, deliverables, and responsibilities required from prospective bidders for the provision of Employee Health and Wellness Services to NCPT.

NCPT reserves the right to accept the whole or any part of a proposal submitted by a prospective bidder.

3. LEGISLATIVE FRAMEWORK OF THE BID

This RFP has been prepared in accordance with the Public Finance Management Act, 1999 (Act No. 1 of 1999), the applicable Treasury Regulations, and all other relevant procurement legislation. In the event of any inconsistency between this RFP and applicable legislation, the legislation will prevail.

3.1 Tax Legislation

- 3.1.1 Bidders must be tax compliant at the time of award. It is a condition of this bid that the tax affairs of the successful bidder be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 3.1.2 The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 3.1.3 It is a requirement of this bid that, by submitting a bid, the bidder is deemed to have granted written consent for SARS to disclose its tax compliance status to NCPT, on an ongoing basis, for the duration of the contract.
- 3.1.4 Bidders must be registered on the Central Supplier Database (CSD), and NCPT will verify the bidder's tax compliance status through the CSD and, where applicable, the SARS Tax Compliance Status (TCS) PIN.
- 3.1.5 Where consortia, joint ventures, or sub-contractors are involved, each party must be registered on the Central Supplier Database, and each party's tax compliance status may be verified through the CSD and/or SARS.

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3.2 Procurement Legislation

3.2.1 NCPT has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under section 76 of the Public Finance Management Act, 1999 (Act No. 1 of 1999), the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the Preferential Procurement Regulations, 2022, the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003), and the Reconstruction and Development Programme (RDP) as published in Government Gazette No. 16085 dated 23 November 1994.

3.2.2 In line with the Preferential Procurement Regulations, 2022, NCPT will apply specific goals determined by the Department to advance its procurement objectives. All tenders will be evaluated in accordance with the applicable specific goals.

3.3 Technical Legislation and/or Standards

Bidders should be cognisant of the legislation and/or standards specifically applicable to the services to be rendered.

4. BRIEFING SESSION

No briefing session will be held for this tender, as the specifications are sufficiently detailed and do not require a briefing session.

5. ACCESSING AND SUBMITTING BID DOCUMENTS

All documents should be downloaded from **www.ncpt.gov.za** or **www.etenders.gov.za**. The Department further requests that all prospective bidders who download the tender documents from the website send an email to **ehwtender@ncpt.gov.za** confirming receipt of the document. This is essential for compiling a register of prospective bidders. The register will also be used to circulate responses to clarification questions received from prospective bidders. Failure to indicate that you have downloaded or received the tender document may result in you not receiving communication on questions raised.

Clarification questions relating to the bid may be submitted in writing to ehwtender@ncpt.gov.za from 29 May 2026 to 09 June 2026. Written responses to all questions will be circulated to all prospective bidders by **11 June 2026**.

Failure to indicate that you have downloaded or received the tender document will result in no communication on questions raised.

6. TIMELINE OF THE BID PROCESS

The period for which tenders shall remain valid, and during which offers may not be withdrawn after the closing date and time, is 90 days.

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The project timeframes of this bid are set out below:

Activity	Due Date
Advertisement of bid on print media and www.ncpt.gov.za	29 May 2026
Clarity seeking questions	29 May 2026 to 09 June 2026
Answers to clarity seeking questions	11 June 2026
Bid closing date	19 June 2026
Bid Functionality Committee	30 June 2026
Bid Evaluation Committee	14 July 2026
Bid Adjudication Committee	28 July 2026

All dates and times in this bid are South African standard time.

Any time or date in this bid is subject to change at NCPT's discretion. The establishment of a time or date in this bid does not create an obligation on the part of NCPT to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if NCPT extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

7. CONTACT AND COMMUNICATION

A nominated official of the bidder may submit enquiries in writing to ehwtender@ncpg.gov.za. The delegated official of NCPT may communicate with bidders where clarification is required in respect of a bid proposal.

7.1 Any communication with an official or a person acting in an advisory capacity for NCPT in respect of the bid between the closing date and the award of the Bidder(s) is prohibited.

7.2 All communication between the Bidder(s) and NCPT must be done in writing.

7.3 Whilst all due care has been taken in connection with the preparation of this bid, NCPT makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. NCPT and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.

7.4 If a bidder finds, or reasonably believes that it has found, any discrepancy, ambiguity, error, or inconsistency in this bid or any other information provided by NCPT (other than minor clerical matters), the bidder must promptly notify NCPT in writing in order to afford NCPT an opportunity to consider what corrective action, if any, is necessary.

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7.5 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by NCPT will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.

7.6 All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this bid.

8. LATE BIDS

Bids received after the closing date and time will not be accepted for consideration.

9. COUNTER CONDITIONS

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

10. FRONTING

10.1 Government 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 Government condemn any form of fronting.

10.2 The Government, 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. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. 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 NCPT may have against the Bidder / contractor concerned.

11. SUPPLIER DUE DILIGENCE

NCPT will conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

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12. SUBMISSION OF PROPOSALS

- 12.1 All bid documents must be submitted electronically by uploading them to the eTender Portal at <https://www.etenders.gov.za>. **<https://www.etenders.gov.za>**
- 12.2 Should more than one submission be received from a bidder, only the latest submission received before the closing date and time will be considered by the Department.
- 12.3 Where applicable, bidders are required to initial each page of the tender document at the bottom right-hand corner.

The documents should be labelled and submitted in the following format:

FILE
1. Mandatory requirements (Gate 1)
2. Administrative requirements
3. Functionality evaluation criteria (Gate 2)
4. Price and specific goal evaluation (Gate 3)

^

13. PRESENTATION / DEMONSTRATION

The NCPT reserves the right to request presentations/demonstrations from the short-listed bidder(s) as part of the bid evaluation process.

14. DURATION OF THE CONTRACT

The successful bidder will be appointed for a period of three (3) years.

15. SCOPE OF WORK

15.1 The Northern Cape Provincial Treasury (NCPT) is a people-centred institution. It is therefore essential that the employer creates a safe and conducive work environment and provides the required psychological support structures to ensure that employees remain healthy, resilient, and productive.

15.2 NCPT has a staff complement of approximately 426 officials. The Department has employees situated in Kimberley and across the (5) district offices. The Department is currently reviewing its organisational structures; accordingly, the district configuration and the number of employees per district may change. The employee headcount may also increase or decrease from time to time due to staff movements and new appointments. The district offices are as follows:

- Namakwa (Springbok office)
- Pixley Ka Seme (De Aar office)
- ZF Mgcawu (Upington office)
- John Taolo Gaetsewe (Kuruman office)
- Frances Baard (Kimberley – Main office)

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- 15.3 The appointed service provider will be required to provide a comprehensive Employee Health and Wellness Service to NCPT employees and their respective immediate family members. For this purpose, an immediate family member is defined as a spouse, child, and/or any person permanently residing in the employee's household. Should a child or spouse reside outside the areas listed above, such persons will only have access to telephonic support services.
- 15.4 The service provider must make the services available to all NCPT employees based in the five regions listed above.
- 15.5 The service provider will be expected to render the services described below:

Primary Services (fixed monthly fee)	Secondary Services (rate per service)
<ul style="list-style-type: none"> • Management and administration • 24/7/365 telephonic counselling • Electronic Health Management (employee portal) • Reporting and monitoring 	<ul style="list-style-type: none"> • Face-to-face counselling • Trauma and critical incident counselling • Psychosocial support sessions • Occupational therapy services • Disability awareness • Communication and marketing services

16. DETAILED REQUIREMENTS PER SERVICE

PRIMARY SERVICES (ONE FIXED MONTHLY RATE)	
16.1	MANAGEMENT AND ADMINISTRATION
	<ul style="list-style-type: none"> • The service provider must provide administration and management services that comply with the following requirements: • Provide a dedicated account manager responsible for the contract. • Attend monthly meetings to discuss themes identified in the monthly and quarterly reports. • Develop an integrated project plan aligned with NCPT objectives and trends identified in collaboration with the Employee Health and Wellness (EHW) team. • Provide one (1) hour awareness sessions on wellness services during the launch. • Build and maintain sound working relationships with NCPT's EHW team.
16.2	24/7/365 DAYS TELEPHONIC COUNSELLING
	<p>a) Provide a professional, dedicated support-line service for NCPT through a call centre available 24 hours a day on a toll-free number.</p> <ul style="list-style-type: none"> • The telephone service must be available daily (365 days a year), including weekends and public holidays. • The service must be multilingual and rendered by experienced, fully qualified professionals registered with the relevant professional bodies, such as the Health Professions Council of South Africa (HPCSA) or the South African Council for Social Service Professions (SACSSP). • Incoming calls should be answered within 30 seconds. • The toll-free counselling line must be accessible irrespective of whether the employee is calling from a mobile phone and has airtime available. • This service must include a call-back service and/or USSD code.

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- Employees should be referred for face-to-face counselling where necessary.
- b) Provide access to telephonic life-management services, including the following:
 - (i) Legal issues: assessment, information, and advice on a range of legal matters.
 - (ii) Financial well-being: assistance to employees experiencing financial challenges or debt through assessment, guidance, and information.
 - (iii) Family-care support: information and guidance on family-related issues such as parental guidance, dependent care, child support, alternative work arrangements, vocational guidance, special-needs placement, immigration and expatriate adjustment, residential facilities, pre-school programmes, caregiving guidance, domestic violence support, and substance-abuse support.
- c) Provide telephonic managerial support to managers on personal and work-related matters relating to employee management, such as conflict management, diversity, workplace relationships, and formal referrals.

16.3 ELECTRONIC HEALTH MANAGEMENT SERVICES

- a) The EHW service provider must provide access to an online health programme that includes the following services:
 - (i) The latest health trends, wellness news, medical research, and EHW topics addressing nutrition, mental, financial, and physical well-being.
 - (ii) Personalised health assessments for employees completing wellness assessments on the portal.
 - (iii) Interactive health tools, for example health calculators, trackers, and wellness quizzes.
 - (iv) A secure platform through which employees can log in and access personal information.
- b) Create awareness by providing twelve (12) monthly desk drops/newsletters per year. Topics must align with the National Health Calendar.
- c) Provide a short video on EHW services on a quarterly basis (one per quarter).
- d) Provide an information desk demonstrating Electronic Health Management services during wellness/GEMS Day twice a year.

16.4 REPORTING AND MONITORING

- a) Provide twelve (12) monthly utilisation reports. The reports must include the following:
 - Biographical information (gender, occupational groups, etc.)
 - Utilisation rate
 - Presenting issues
 - Managerial services
 - High-risk cases
 - Psychosocial support sessions
 - Call answer rate
 - Recommendations
 - Reports must be submitted within seven (7) working days after the last day of

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the calendar month.

b) Provide quarterly and annual reports (four quarterly reports and one annual report). The reports must include the following:

- Biographical information (gender, occupational groups, etc.)
- Utilisation rate
- Telephonic and face-to-face counselling
- High-risk reported cases
- Presenting issues
- Individual and group interventions
- Trauma and critical incidents
- Psychosocial support sessions conducted
- Awareness-raising/marketing sessions conducted
- Sick leave/absenteeism analysis, including the directorates involved and absenteeism trends
- Call answer rate
- Electronic Health Management service utilisation
- Downloaded articles
- Comparative statistics on the above items
- Recommendations
- These reports must be submitted within fifteen (15) working days after the last calendar day of the reporting period.

c) Provide biannual reporting feedback to senior managers.

16.5 FACE-FACE COUNSELLING

a) Provide up to six (6) face-to-face counselling sessions per issue per year for each employee at a location close to the employee's residence or place of work (preferably within 10 kilometres). All sessions must be provided by fully qualified and registered professionals.

b) This service must be provided by a registered multidisciplinary team with a minimum of five (5) years' practical experience in case management.

c) If an employee is referred to an institution outside the scope of these services, and the employee will incur additional costs (for example a psychiatric institution or rehabilitation centre), the service provider must formally inform the employee accordingly and report this to the EHW Manager.

d) In cases of formal referral, reports must be provided to the referrer within ten (10) working days after completion of the case.

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f) Provide one-hour feedback sessions to the manager and team.

g) Provide one-hour medical talks to equip managers and employees with the necessary knowledge on specific topics such as:

- Mental health
- Women's health
- Men's health
- Weight management
- Menopause
- Andropause
- Eczema
- Chronic and lifestyle diseases (hypertension, diabetes, etc.)

These talks aim to empower employees with knowledge, address common health concerns and myths, support healthy lifestyle choices, and promote a healthy work environment.

16.8 OCCUPATIONAL THERAPY SERVICE

The Service Provider must provide occupational therapy services that comply with the following standards:

a) Provide registered occupational therapists (HPCSA) to conduct functional workplace assessments for employees impacted by injury, mental, physical, or medical conditions affecting job performance where reasonable accommodation is necessary. Services include:

- Review of documents such as job descriptions, medical reports, and sick leave records
- Interpretation of medical information and reports
- Telephonic consultations with the employer, employee, and treating medical practitioners, where required
- Advice on disability cases regarding reasonable accommodation
- Referral to an independent occupational therapist for assessment to determine assistive device required
- A report with recommendations after assessment
- Workplace assessments to determine the accommodations or modifications necessary to promote accessibility and productivity
- Information resources and professional guidance on managing disability matters in the workplace
- Occupational advice on the reintegration of employees with medical or chronic challenges into the work environment
- A written report with recommendations for reasonable accommodation within seven (7) days after assessment
- Telephonic or face-to-face meetings to discuss recommendations

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16.9	DISABILITY AWARENESS
	<p>a) Provide a 1.5-hour disability awareness training session for officials, focusing on:</p> <ul style="list-style-type: none"> • Creating a supportive environment that encourages disability disclosure • Strategies for promoting an inclusive workplace culture • Best practices for retaining employees with disabilities • Understanding reasonable accommodation and support needs
16.10	COMMUNICATION AND MARKETING SERVICES
	<p>a) Develop and supply one (1) promotional item in the first year and one (1) promotional item in the second year of the contract, such as a mouse pad, fridge magnet, or wallet card, in consultation with NCPT. The promotional material should feature both the Departmental and Service Provider logos.</p> <p>b) Promotional materials must be developed and supplied based on the total headcount of the Department.</p> <p>c) Develop and provide a managerial guidebook/booklet to support line managers in addressing personal and work-related challenges that affect employee performance and overall well-being. This resource must equip managers with practical strategies and tools to support their team members effectively.</p>

17. INDEMNITY

The Northern Cape Provincial Treasury shall not be liable for any injury, loss of life, damage to property, or loss suffered by employees, representatives, agents, or affiliates of the preferred bidder while on NCPT premises during the contract period, except where such loss arises from NCPT's gross negligence or wilful misconduct.

18. TRANSFER AND CESSION

The preferred bidder shall render Employee Health and Wellness Services to NCPT. The use of sub-contractors will not be permitted after award of the tender without the prior written approval of NCPT. The successful bidder shall not cede, transfer, assign, sell, or otherwise alienate any rights or obligations arising from Bid NCPT/01/2026/27, or any part thereof, without NCPT's prior written consent.

19. CONFIDENTIALITY IN RENDERING OF SERVICES

Confidentiality is a cornerstone of the Employee Health and Wellness Programme. The service provider must at all times comply with the relevant professional codes of ethics and standards prescribed by the applicable professional bodies. Personal information, including presenting issues and information shared during counselling sessions or formal referrals, may not be disclosed unless the individual concerned has provided written

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Documents that must be submitted	Non-submission will result to disqualification	
Invitation to Bid – SBD 1	YES	<ul style="list-style-type: none"> • Complete and sign the supplied pro forma document.
Registration on Central Supplier Database (CSD)	YES	<ul style="list-style-type: none"> • Bidder(s) must be registered as a service provider on the CSD. • If a bidder is not registered, proceed to complete the registration of your company prior to submitting your proposal. • Visit https://secure.csd.gov.za/ to obtain your vendor number. • Submit proof of registration and CSD Master Registration Number (MAAA...)
<p>Information on affiliates to provide services:</p> <ul style="list-style-type: none"> • Name • Proof of accreditation, affiliation and certification with a recognised body 	YES	<ul style="list-style-type: none"> • Professionals must be accredited and registered with the relevant professional bodies (for example HPCSA and SACSSP). • Proof of credentials for specialised services (for example financial and legal support) must be provided.
Valid registration certificate with EAPA-SA	YES	<ul style="list-style-type: none"> • Bidders must be registered with EAPA-SA.
Pricing Schedule	YES	<ul style="list-style-type: none"> • Submit full details of the pricing proposal as per Annexure A

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The criteria that will be considered for determining functionality include:

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHTS
<p>1. Experience of the company in EH&W</p>	<ul style="list-style-type: none"> • Company profile to prove experience of the service provides to undertake the scope of work involved • Minimum of 5 (five) years' experience. • Minimum 3 (three) written references on relevant work conducted (not older than 5 (five) years 	<p>20</p>
<p>2. Culturally diverse counselling team (including psychologists, social workers and counselors)</p>	<ul style="list-style-type: none"> • Ability to provide services in the languages relevant to the province (Afrikaans, English, Setswana and isiXhosa) 	<p>3</p>
<p>3. Footprint across districts in the Northern Cape</p>	<ul style="list-style-type: none"> • Ability to provide services across all 5 districts • Affiliation agreement/ lists 	<p>2</p>
<p>4. Comprehensive and responsive proposal outlining in detail all the services required in the ToR, as indicated in Section 15</p>	<ul style="list-style-type: none"> • Outlines all primary and secondary services, including the approach and response time followed in delivering the services (primary and secondary) 	<p>20</p>
<p>5. Account Manager's experience in managing accounts</p>	<ul style="list-style-type: none"> • Updated CV showing years and details of experience 	<p>5</p>

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<p>6. Professional team of specialists with qualifications and valid professional registrations (where relevant), consisting of the categories as set out in Section 15</p>	<ul style="list-style-type: none"> Professional qualifications 	<p>30</p>
<p>7. Reports: Assess sample reports in terms of comprehensiveness of the reports for employee wellness services (i.e. outline of findings, utilisation rate, issues addressed, recommendations)</p>	<ul style="list-style-type: none"> Reporting methodology <ul style="list-style-type: none"> Sample reports for all required reports Report structure 	<p>20</p>
<p>TOTAL</p>		<p>100</p>

21.3 Gate 3: Evaluation of price (80) points and Specific Goal (20)

Only bidders that have met the 70-point threshold for functionality will be evaluated on price and specific goals.

SPECIFIC GOAL	PERCENTAGE	SCORE
<p>RACE</p>	<p>100% BLACK-OWNED COMPANY</p>	<p>8</p>
	<p>76%-99% BLACK OWNED COMPANY</p>	<p>6</p>
	<p>50%-75% BLACK OWNED COMPANY</p>	<p>4</p>
	<p>LESS THAN 50% BLACK OWNED COMPANY</p>	<p>0</p>
<p>GENDER</p>	<p>100% FEMALE-OWNED COMPANY</p>	<p>5</p>
	<p>76%-99% FEMALE OWNED COMPANY</p>	<p>3</p>

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	50%-75% FEMALE OWNED COMPANY	2
	LESS THAN 50% FEMALE OWNED COMPANY	0
YOUTH (18-35 years)	100% YOUTH-OWNED COMPANY	4
	76%-99% YOUTH OWNED COMPANY	3
	50%-75% YOUTH OWNED COMPANY	2
	LESS THAN 50% YOUTH OWNED COMPANY	0
DISABILITY	100% DISABILITY-OWNED COMPANY	3
	76%-99% DISABILITY OWNED COMPANY	2
	50%-75% DISABILITY OWNED COMPANY	1
	LESS THAN 50% DISABILITY OWNED COMPANY	0

Stage 1 – Price Evaluation (80 Points)

Criteria	Specific Goal Allocation
Price Evaluation	
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	Price points allocation

The following formula will be used to calculate the points for price: $P_s = 80 \times [1 - (P_t - P_{min}) / P_{min}]$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

Stage 2 – Specific Goal (20 Points)

Specific Goal Points allocation

A maximum of 20 points may be allocated to a bidder for meeting the applicable specific goals in accordance with the table above.

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Specific-goal points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form (SBD 6.1);
- Medical Report issued by the Specialist where disability ownership is claimed; and
- CSD will be used to confirm and allocate other points for specific points.

22. GENERAL CONDITIONS OF CONTRACT

Any award made to a bidder under this bid is conditional, amongst others, upon:

- a) The bidder accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which NCPT is prepared to contract with the successful bidder.
- b) The bidder submitting the General Conditions of Contract to NCPT together with its bid, duly signed by an authorised representative of the bidder.

23. CONTRACT PRICE ADJUSTMENT

Contract price adjustments will be considered annually on the anniversary of the contract start date and will be subject to the approved escalation mechanism set out in the contract and/or Service Level Agreement. Unless otherwise agreed, any adjustment may not exceed CPI.

24. SERVICE LEVEL AGREEMENT

Upon award, NCPT and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services procured by NCPT.

25. SPECIAL CONDITIONS OF THIS BID

NCPT reserves the right:

- a) To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA, 2000 (Act No. 5 of 2000).
- b) To negotiate with one or more preferred bidders identified in the evaluation process regarding any terms and conditions, including price, without offering the same opportunity to any other bidder that has not been identified as a preferred bidder.
- c) To accept part of a tender rather than the whole tender.
- d) To carry out site inspections, product evaluations, or explanatory meetings in order to verify the nature and quality of the services offered by bidders, whether before or after adjudication of the bid.
- e) To correct any mistakes at any stage of the tender process that may have occurred in the bid documents or during the tender process.
- f) To cancel and/or terminate the tender process at any stage, including after the closing date, after presentations have been made, after tenders have been evaluated, and/or after preferred bidders have been notified of their status as such.

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- g) To award to multiple bidders based on size, functionality, geographic considerations, or operational requirements, where justified.

26. NCPT REQUIRES BIDDER(S) TO DECLARE

In the bidder's technical response, bidders are required to declare the following:

The bidder confirms that it will:

- a) Act honestly, fairly, and with due skill, care, and diligence in the interests of NCPT;
- b) Have and effectively employ the resources, procedures, and appropriate technological systems required for the proper performance of the services;
- c) Act with circumspection and treat NCPT fairly in situations of conflicting interests;
- d) Comply with all applicable statutory and common-law requirements relevant to the conduct of its business;
- e) Make adequate disclosure of relevant material information, including actual or potential conflicts of interest, in relation to dealings with NCPT;
- f) Avoid fraudulent or misleading advertising, canvassing, and marketing;
- g) Conduct its business activities transparently and consistently uphold the interests and needs of NCPT as a client; and
- h) Ensure that any information acquired from NCPT will not be used or disclosed unless NCPT's prior written consent has been obtained, unless disclosure is required by law.

27. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

NCPT reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of NCPT or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- a) engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b) seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c) makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of NCPT's officers, directors, employees, advisors or other representatives;
- d) makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

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- e) accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- f) pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- g) has in the past engaged in any matter referred to above; or
- h) has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

28. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

The bidder should note that the terms of its proposal will be incorporated in the proposed contract by reference and that NCPT relies upon the bidder's proposal as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

It follows therefore that misrepresentations in a proposal may give rise to service termination and a claim by NCPT against the bidder notwithstanding the conclusion of the Service Level Agreement between NCPT and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

29. PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing NCPT, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

30. INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, NCPT incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds NCPT harmless from any and all such costs which NCPT may incur and for any damages or losses NCPT may suffer.

Request for Proposal for the Provision of Employee Health and Wellness Services to the Northern Cape Provincial Treasury for the period of 3 years

31. PRECEDENCE

This document will prevail over any information provided during any briefing session, whether oral or written, unless such written information expressly amends this document by reference.

32. LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. NCPT shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

33. TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. NCPT reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to NCPT, or whose verification against the Central Supplier Database (CSD) proves non-compliant. NCPT further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

34. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. NCPT reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

35. GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

36. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that NCPT allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and NCPT will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

Request for Proposal for the Provision of Employee Health and Wellness Services to the Northern Cape Provincial Treasury for the period of 3 years

37. CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with NCPT's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored, or transmitted, in any form or by any means, including electronic, photocopying, recording, or otherwise, in whole or in part, except for the purpose of preparing a tender. This bid and any other documents supplied by NCPT remain proprietary to NCPT and must be promptly returned to NCPT upon request, together with all copies, electronic versions, excerpts, summaries, or derivative work.

Throughout this bid process and thereafter, bidder(s) must secure NCPT's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.


38. NCPT PROPRIETARY INFORMATION


The bidder must, in its bid cover letter, declare that it did not have access to any NCPT proprietary information or any other matter that may have unfairly placed that bidder in a preferential position relative to any other bidder.

39. AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities arising from this bid (NCPT/01/2026/27), NCPT may, at its discretion, terminate the Agreement or temporarily suspend all or part of the services by written notice to the successful bidder. The successful bidder shall immediately make arrangements to stop performance of the affected services and minimise further expenditure. Provided that the successful bidder shall be entitled to payment in full for services properly rendered up to the date of cancellation or suspension.

Approved by:


Dr. M Gasela
Head of Department
Date: 27/01/2026

Initial 

Northern Cape Provincial Government



NCPT

NORTHERN CAPE PROVINCIAL TREASURY

NOORD KAAP PROVINSIALE TESOURIE

LEFAPHA LA MATLOTLO LA KAPA BOKONE

ISEBE LEZEMALI LOMNTLA KOLONI

Metlife Towers Building
Private Bag X5054
KIMBERLEY
8300
Tel: 053 - 830 8200

Metlife Towers Building
Cnr. Knight & Stead Street
Market Square
KIMBERLEY
8300

PRICING SCHEDULE FORM - ANNEXURE A

NB: Use ink, preferably black, to fill in the information applicable to the specific required Pricing Schedule

CLOSING DATE & TIME: 19 JUNE 2026 AT 11H00

BID NO: NCPT/01/2026/27: REQUEST FOR PROPOSALS FOR THE PROVISION OF EMPLOYEE HEALTH AND WELLNESS SERVICES TO THE NORTHERN CAPE PROVINCIAL TREASURY FOR THE PERIOD OF 3 YEARS

DESCRIPTION	FREQUENCY	ESTIMATED VOLUME
Primary services		
Management and Administration	Per annum	
24/7/365 days Telephonic counselling	Per annum	100 Individual calls
Electronic Health Management Services	Per annum	200 Registered users
Reporting and Monitoring	Per annum	17 Reports
Secondary services		
Face to Face counselling (6 session model per case)	Per annum	45 Cases
Trauma and Critical Incident Counselling (per case)	Per annum	06 Cases
Occupational Therapy services (per case)	Per annum	02 Cases
Psychosocial support session (1.5-hour session)	Per annum	06 Sessions
Disability awareness (1 hour session)	Per annum	02 Sessions
Emotional Impact Assessment (2-hour session)	Per annum	06 Sessions
Medical Talks (1 hour session)	Per annum	05 Sessions
Marketing materials	Year 1 & 2	426 Items
Managerial booklets	Year 1 only	300 Items

No	Description	Minimum requirement	Costs per month for YEAR 1 (Prices must be VAT incl)	Costs per month for YEAR 2 (Prices must be VAT incl)	Costs per month for YEAR 3 (Prices must be VAT incl)
1.	Management and Administration	Fixed rate per month			
2.	24/7/365 days Telephonic counselling	Fixed rate per month			
3.	Electronic Health Management Services	Fixed rate per month			
4.	Reporting and Monitoring	Fixed rate per month			
5.	Face to Face counselling	Per hour session			
6.	Trauma and Critical Incident Counselling	Per hour session			
7.	Educational & Awareness services				
7.1	Psychosocial support session	Per 1.5-hour session			
7.2	Emotional Impact Assessment (EIA)	Per 2-hour session			
7.3	Medical Talks	Per hour session			
8.	Occupational Therapy services	Per case			
9.	Disability awareness	Per 1 hour session			
10.	Communication and Marketing services				
10.1	Marketing materials	426 officials			
10.2	Managerial booklets	300 officials			
11.	TOTAL BID PRICE FOR 3 YEARS		R		

NB: BIDDERS MUST NOTE THAT PRICES WILL REMAIN FIXED FOR THE FIRST TWELVE (12) MONTHS OF THE CONTRACT. FOR COMPARATIVE PRICING PURPOSES, BIDDERS MUST APPLY AN ANNUAL ESCALATION FACTOR OF 3.5% FOR YEARS TWO AND THREE.

BIDDER'S DETAILS	
COMPANY NAME	
ADDRESS	
PRINT NAME & SURNAME OF BIDDER	
SIGNATURE	

- **Delivery basis:**
 - (i) Is the delivery period firm? ***YES NO**
 - (ii) Period required for delivery after receipt of order
.....
- Is the price (inclusive of VAT) firm? ***YES / NO**
- Discount offered (conditional/unconditional):
.....
- Is offer strictly to specification/terms of reference, if attached? ***YES / NO**
If not to specification/terms of reference, state deviation(s)
.....
.....

(1) Name of bidder
.....

(2) Identification Document number

(3) Trade name:
.....

(4) Company/Close Corporation registration number

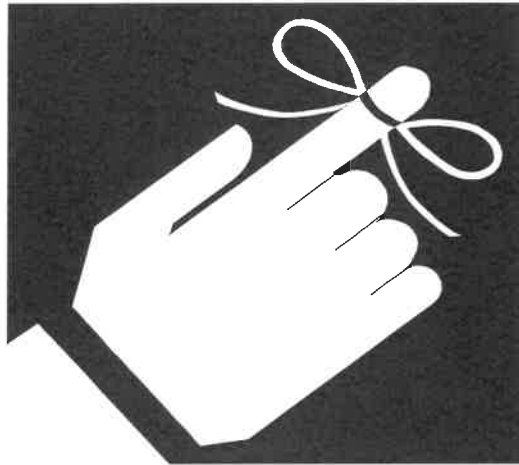
(5) Income tax reference number:
(Original of Income Tax Clearance Certificate to be attached)

(6) VAT registration number (if applicable):

(7) PAYE employer's registration number (if applicable)

IMPORTANT NOTICE

NOTE 1



PLEASE NOTE THAT THIS BID CLOSES ON

THE 19 JUNE 2026 @ 11:00

**Submission of tenders is on E-Submission
ONLY ON**

Website: <https://www.etenders.gov.za>

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NORTHERN CAPE PROVINCIAL TREASURY					
BID NUMBER:	NCPT/01/2026/27	CLOSING DATE:	19 JUNE 2026	CLOSING TIME:	11H00
DESCRIPTION	Request for Proposals for the Provision of Employee Health and Wellness Services to the Northern Cape Provincial Treasury for the period of 3 years				
SUBMISSION OF TENDERS: E SUBMISSION ONLY ON:					
Website: https://www.etenders.gov.za					
BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO					
E-MAIL ADDRESS	ehwtender@ncpt.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 SUBMITTED BY THE STIPULATED TIME TO https://www.etenders.gov.za 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 WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2.	TAX COMPLIANCE REQUIREMENTS
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; 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)

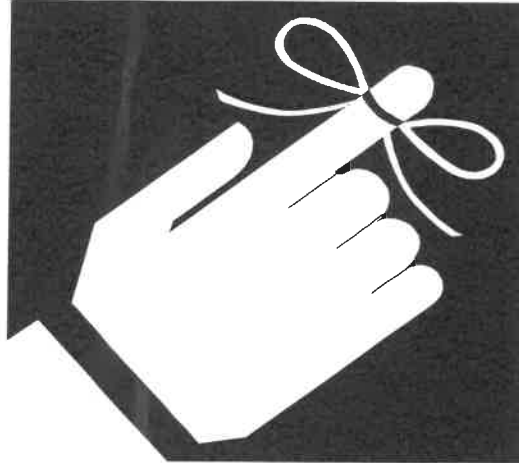
.....

DATE:

.....

IMPORTANT NOTICE

NOTE 2



PLEASE NOTE THE FOLLOWING:
WITH REFERENCE TO THE ATTACHED
SBD 4:

1. Should You Be Involved In A Joint Venture,
Both Parties Must Fully Declare Interest And
Complete SBD 4.
2. Please Ensure That You Are Aware Of All
Interested Persons Who Should Declare Interest.
3. This Request Is Made For The Sake Of
Transparency And The Timeous Conclusion Of
Bids

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

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

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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.

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

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in 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 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 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 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

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

(Note to organs of state: 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
RACE		
100 %Black Owned Company	8	
76%-99% Black Owned Company	6	
50%-75% Black Owned Company	4	
Less Than 50% Black Owned Company	0	
GENDER		
100 % Female Owned Company	5	
76%-99% Female Owned Company	3	
50%-75% Female Owned Company	2	
Less Than 50% Female Owned Company	0	
YOUTH		
100 % Youth Owned Company	4	
76%-99% Youth Owned Company	3	
50%-75% Youth Owned Company	2	
Less Than 50% Youth Owned Company	0	
DISABILITY (Medical report issued by a Specialist to be submitted)		
100 % Disabled Owned Company	3	
76%-99% % Disabled Owned Company	2	
50-75% % Disabled Owned Company	1	
Less Than 50 % Disabled Owned Company	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

CONTRACT FORM - RENDERING OF SERVICES

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

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)**Northern Cape Provincial Treasury** in accordance with the requirements and task directives / proposals specifications stipulated in RFP Number **NCPT/01/2026/27** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder’s Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

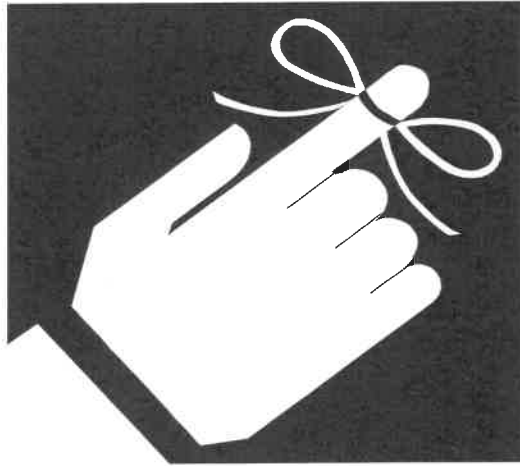
NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:

IMPORTANT NOTICE

NOTE 3



CLARITY SEEKING QUESTIONS

**CLARITY SEEKING QUESTIONS TO BE SENT IN WRITING BY
BIDDERS TO : ehwtender@ncpt.gov.za**

DATE: 29 MAY 2026 TO 09 JUNE 2026

**WRITTEN RESPONSES TO ALL PROSPECTIVE BIDDERS
WILL BE CIRCULATED TO ALL PROSPECTIVE BIDDERS ON:
11 JUNE 2026**

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

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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.
- 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.