

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	Provincial Supply Chain Management	
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RFP NUMBER	
RFP DESCRIPTION	

CUSTOMER DEPARTMENT	
CUSTOMER INSTITUTION	

BRIEFING SESSION	Y		N		SESSION COMPULSORY		Y		N	
					SESSION HIGHLY RECOMMENDED		Y		N	
BRIEFING VENUE					DATE		TIME			
COMPULSORY SITE INSPECTION	Y		N			DATE		TIME		
INSPECTION ADDRESS										

TERM AGREEMENT CALLED FOR?	Y		N		TERM DURATION	
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CLOSING DATE		CLOSING TIME	
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TENDER BOX LOCATION
GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions. The goods / services are therefore required by the Customer Department / Institution, as indicated on this form RFP 01.

Notes:

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

The Tendering System

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

Training sessions

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



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PART A INVITATION TO BID

SUPPLIER INFORMATION

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

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ 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.	



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

ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE	
E-MAIL ADDRESS	

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILIE	
E-MAIL ADDRESS	

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PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER 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		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Proof of authority must be submitted e.g. company resolution)			



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PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

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RFP Point System

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RFP NUMBER		CLOSING DATE	
VALIDITY OF RFP		CLOSING TIME	

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

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

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

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

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

Point System

Points SHALL be allocated as follows:

Points for

Points for

TYPE OF CONTRACT (COMPLETED BY PROJECT MANAGER)

VALUE BASED

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



Provincial Supply Chain Management

Instructions to Bidders

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



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Instructions to Bidders

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

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

The bid must be deposited or posted;

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

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

Full Name	Identity Number	Name of State institution

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

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

YES		NO	
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- 2.2.1 If so, furnish particulars:

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- 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	
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- 2.3.1 If so, furnish particulars:

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3. DECLARATION

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

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

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

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

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

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

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

Signature		Date	
Position		Name of Bidder	



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PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

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Briefing Session

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BRIEFING SESSION - DECLARATION OF ATTENDANCE

RFP NUMBER							
RFP DESCRIPTION							
RFP CLOSING DATE					CLOSING TIME		

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

CUSTOMER DEPARTMENT							
CUSTOMER INSTITUTION							
DELIVERY ADDRESS							
BRIEFING SESSION	Y		N		DATE		TIME
VENUE							

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

I, THE UNDERSIGNED (NAME) CERTIFY THAT THE INFORMATION FURNISHED AT THE BRIEFING SESSION WAS UNDERSTOOD.

BIDDER OR ASSIGNEE(S) NAME		POSITION		SIGN		DATE	
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FULL COMPANY NAME							
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GPG OFFICIAL NAME		POSITION		SIGN		DATE	
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GPT STAMP



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Special Conditions

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RFP NUMBER	
RFP DESCRIPTION	
CUSTOMER DEPARTMENT	
CUSTOMER INSTITUTION	

THE FOLLOWING MUST ACCOMPANY YOUR BID, IF INDICATED BY “√”

Samples	SABS /Equivalent Certificate May not be older than one (1) year, the cost of which will be for the account of the bidder.	Bidders Briefing Session
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EVALUATION METHODOLOGY

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

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

Stage 1

Criteria for Functionality	Points
TOTAL	

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

Stage 2

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

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

- Stage One–

- Stage Two–

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SUPPLIER JOB CREATION ANALYSIS

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

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

Comments to include:

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

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

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



TENDER NUMBER (GT/GIFA/033/2023)

REQUEST FOR PROPOSAL

FOR

**ESTABLISHMENT OF A PROJECT MANAGEMENT UNIT ("PMU") TO
SUPPORT THE GIFA WITH VARIOUS PROJECT ASSIGNMENTS FOR A
PERIOD OF 36 MONTHS**

PREFACE

(A)	TABLE OF CONTENT
(B)	TENDER ENQUIRIES AND COLLECTION
(C)	DISCLAIMER
(D)	GLOSSARY OF TERMS
(E)	DEFINITIONS
1.	INSTRUCTIONS FOR COMPLETING AND SUBMISSIONS OF TENDERS
1.1	BIDDING INSTRUCTIONS
1.2	VALIDITY PERIOD
1.3	PRICE PROPOSAL
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1.5	BACKGROUND INFORMATION
1.6	INTEGRITY AND PROFESSIONAL STANDARDS
1.7	RELATIONSHIP MANAGEMENT
1.8	MANAGEMENT OF ADVISOR
1.9	APPOINTMENT OF PMU
2.	SCOPE OF WORK
3.	AREAS OF EXPERTISE REQUIRED
4.	REMUNERATION
	ANNEXURE "A" TECHNICAL SCORE CARD

TENDER ENQUIRIES AND COLLECTION

The Gauteng Infrastructure Financing Agency (“GIFA”) hereby invites tenders from consulting/advisory firms for the establishment of a Project Management Unit (“PMU”), that will support the GIFA on its projects, as set out in this Request for Proposal (“RFP”). Tenderers may ask for clarification on this tender up to 48 (forty-eight) hours before the closing date specified for this tender. Any request for clarification by a tenderer must be e-mailed to the responsible officials set out in Table 1 below, and it is important to note that telephonic calls will not be entertained. Any verbal information given by any official representing GIFA before the closing date of this tender will not be regarded as binding on GIFA. Only information issued formally by the GIFA in writing, electronic mail, or publication on the tender website to tenderers will be considered formal and binding.

Tenderers may not contact the GIFA on any matter on this tender from when the tenders are submitted to when the contract is finally awarded to a successful tenderer. Any effort by a tenderer to influence the tender Evaluation, comparison, or award decision in any manner will result in the rejection of the tender proposal concerned. In respect of communication to the respective tenderers, between the closing date of the tender and the completion of the procurement process and final tender award, such may be done through written communication, electronic mail, publication on the tender website by any official or person acting in an advisory capacity for GIFA.

Table 1

Tender description:	ESTABLISHMENT OF A PROJECT MANAGEMENT UNIT (“PMU”) TO SUPPORT THE GIFA WITH VARIOUS PROJECT ASSIGNMENTS FOR A PERIOD OF 36 MONTHS	
Institution:	GIFA	
Briefing session:	Session compulsory: Yes Insert Briefing Venue: [Gauteng Department of Education Head Office Auditorium at Talis House, number 06 Hollard Street, Marshalltown, Johannesburg] Date: [15 June 2023] Time[11:00]	
Technical enquiries:	Kemraj Ojageer	Project Manager
Email:	k.ojageer@gifa.co.za	
General enquiries:	Motlatsi Modumo	Procurement Services
Email:	M.Modumo@gifa.co.za	
Download	Documents are available free of charge via download from the Gauteng Provincial Government Tender Portal on https://e-tenders.gauteng.gov.za/ .	
Tender Box Location	Tenders must be deposited in the Tender Box at the Gauteng Provincial Treasury – Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg.	
Closing Date: [07 July 2023]	Closing Time: [11:00]	
Tender validity	The tender offer validity period is 120 days from the closing date of the tender advertisement.	

Tender requirements

Tenders must be deposited in the Tender Box on or before the closing date and time.

Tenders submitted by fax and/or email will not be accepted.

The Tenders Box is open 24 hours a day, 7 days a week.

All bids must be submitted on the official Tender Forms (not to be re-typed) – All required information must be completed.

DISCLAIMER

The GIFA has prepared the information contained in these tender documents in good faith based on information obtained from various resources. While all reasonable care has been taken in preparing these tender documents, the information contained herein does not purport to be comprehensive to have been verified by the GIFA, any of its officers, employee's agents, or any other person. Accordingly, neither the GIFA nor any of its advisors make any representation or warranty or give any undertaking express or implied or accept any liability or responsibility for the adequacy or completeness of any of the information or opinions stated herein or any other written or oral information made available in connection with this process and nothing contained herein is, or shall be relied upon as, a promise or representation or whether as to the past or the future.

These tender documents may not contain all information that tenderers may request to develop their tenders. Each tenderer should conduct its own independent analysis of these requirements and the applicable data provided or referred to herein or obtained during its investigation. The terms and conditions set out in these tender documents are stipulated for the express benefit of the GIFA and, save as expressly stated to the contrary, may be waived at the GIFA's discretion at any time.

The GIFA reserves the right to amend, modify or withdraw or cancel this tender or terminate any of the procedures or requirements before the closing of the tender and in respect of which this tender has been issued, through public notice to the tenderers on the National Treasury and *Gauteng Provincial Government Tender Portal* on <https://e-tenders.gauteng.gov.za/> or <https://www.etenders.gov.za/>. GIFA also reserves the right to appoint in part or full or not at all by notifying the successful applicant which sections will be commissioned and which section will be excluded. The GIFA and its staff shall not under any circumstances be liable for any cost, damages, or expenses incurred by tenderers as a result of the above amendments, modification, or cancelation of this tender.

Tenderers submitting a tender will be deemed to do so on the basis that they have satisfied themselves as to the authority of GIFA to procure these services and to be fully acquainted with the laws of South Africa (including without limitation all statutes and regulations on a national, provincial and local government level) to the subject matter of these services. Therefore, at any stage of the procurement phase and service contract, Tenderers are not allowed to request any advice or opinion from any of the advisors to GIFA on the competency of GIFA to procure the services concerning the Project.

The GIFA reserves the right to request clarification on any of the tenders submitted in respect to this tender, without liability to compensate or reimburse the tenderer.

Any response by a tenderer to this tender does not imply that GIFA is assured of the tenderer's financial stability, technical competence, or ability to carry out the tender conditions.

Tenderers should note that should they be appointed under this PMU tender, providing services to an allocated and specified related assignment/project, they may be prohibited, due to conflicting responsibilities, from bidding on or performing any related work, following the PMU work related to the same assignment/project, concerning the establishment, operations and implementation of that specific related assignment/project.

These tender documents further state requirements for sealing, handling, delivery, opening, and assessments of tenders.

The following acronyms are used in this Request for Proposal:

BEC	Bid Evaluation Committee
CIPC	Companies and Intellectual Property Commission
CSD	Central Supplier Database
CV	Curriculum Vitae
DTI	Department of Trade and Industry
GIFA	The Gauteng Infrastructure Financing Agency
GPG	Gauteng Provincial Government
PFMA	Public Finance Management Act
PPPFA	Preferential Procurement Policy Framework Act, 2000
RFP	Request for Proposal
SARS	South African Revenue Services
VAT	Value Added Tax

DEFINITIONS

The following definitions are used in this tender invite:

Bidder means the bidding entity, either by way of consortia, joint ventures, or individual entity, that bids for this assignment. This bidder might include government research institutions;

General Conditions of Contract means the contractual conditions set for arrangements between government institutions and private entities, issued on the 17th of June 2015, obtainable from the National Treasury website on www.treasury.gov.za;

Institution means the Gauteng Infrastructure Financing Agency;

Project means the Terms of Reference for Advisory assignment services and support for various project assignments for a period of 36 (thirty-six) months on behalf of GIFA.

Project Manager means the official appointed by GIFA to manage the advisor and to ensure delivery of the Project;

Project Steering Committee means the committee established by GIFA to steer the respective assignment and to ensure delivery of all project objectives;

Tenderer means any prospective professional firm that tenders for the work under this RFP.

1. INSTRUCTIONS FOR COMPLETION AND SUBMISSION OF TENDERS**1.1 BIDDING INSTRUCTIONS:****1.1.1 Tender submission:**

- The tender pack is drawn up so that certain essential information should be furnished in a specific manner, and any additional particulars must be furnished in separate annexures;
 - All tenders must be submitted on the official tender forms (not to be re-typed), and all required information must be completed.
 - Tenderers are advised that their tender proposals must be concise, written in plain English, and be presentable;
 - All pages of the tender proposal, each separately bound copy, must be numbered consecutively from beginning to end and should contain a detailed index referencing all parts of the tender proposal;
 - Tenderers must check the page numbers and satisfy that none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated;
 - In the event that the tenderer identifies any ambiguities, errors, or inconsistencies in this tender pack, then the tenderer must notify the GIFA by e-mail accordingly, seeking clarification. The GIFA must receive such a request in respect to such clarification not later than 48 (forty-eight) hours before the tender closing date otherwise, the GIFA will not be obliged to provide such clarification;
 - The cost to deliver on this Project must be attached as annexures to this tender;
 - The costs of preparing tenders and of negotiating the agreement will not be reimbursed;
 - The tender shall be signed by the person duly authorised to do so. Tenders submitted by joint ventures of 2 (two) or more firms shall be accompanied by the document of formation of the joint venture, duly signed by all parties involved;
 - The attention of the tenderers, its members, and subcontractors is drawn to Section 4(1)(b)(iii) of the Competition Act, 1998, (Act 89 of 1998, as amended in the Competition Amendment Act 18 of 2018 which prohibits collusive tendering;
 - By signing the tender proposal, the tenderer declares that all information provided in the tender proposal is true and correct;
 - No exclusions to the scope tendered shall be accepted or taken into consideration, and such tender proposals may invalidate the tender;
 - Each tender must be delivered as follows:
 - o 1 (one) master, and;
 - o 2 (two) hard copies of the tender, as well as;
 - o 2 (two) soft copies on two separate flash drives.
 - o The master tender must be marked as the "Master Tender," and each copy must be clearly marked as "Copy 1" and "Copy 2". The tenderer must ensure that the "Master Tender" and the prescribed hard copies are identical to the soft copy on the flash drive.
- The detailed bid packaging for submission is indicated below in 1.3

- Tenders must be submitted in the tender box on or before the closing date and time, and tenders received after the cut-off time on the closing date will be marked as late and will be rejected;
- Tenders submitted by fax or email will not be accepted;
- The tender box is open 24 (twenty-four) hours a day, 7 (seven) days a week.

1.1.2 Tender evaluation:

- The procedure for the Evaluation of tenders is to comply with the Preferential Procurement Policy Framework Act, 2000 (**PPFA**) and Preferential Procurement Regulations of 2022;
- The GIFA is not bound to accept any of the tenders submitted;
- During the evaluation process, the GIFA reserves the right to seek clarification from the tenderer on the salient features of the tender and may request to make a presentation for clarification purposes;
- The GIFA may issue additional information in the form of a briefing note to all tenderers regarding the tender invite as, and when required and may be published on the GPG Tender Portal, the National Treasury e-tender portal, or e-mailed to all tenderers.
- The GIFA accepts no responsibility for the failure by the tenderer to receive a briefing note issued, accordingly as set out above.

1.1.3 Tenderer requirements:

- The successful tenderer must be a single legal entity with all other necessary expertise secured via subcontract, or under a joint venture agreement; ¹
- The GIFA will enter into a contract with a single firm for the delivery of the work set out in this tender;
- Any amendments to any of the information to a tender proposal, post the closing date will not be allowed and will disqualify the tenderer;
- GIFA supports the spirit of Broad Based Black Economic Empowerment (**B-BBEE**) and condemns any form of fronting;
- Any company as well as the involvement of any person, blacklisted by the National Treasury under the "Register for Tender Defaulters in terms of GN 194 of the 11th April 2005 issued in terms of the Prevention and Combating of Corrupt Activities Act, 2004 which has been found guilty in a court of law of fraud or corruption related crimes shall be rejected by GIFA. Any bid including the involvement of any national or provincial public entity other than a financial institution shall be rejected by GIFA;
- Foreign firms providing proposals must become familiar with local condition and laws and take them into account in preparing their tenders;
- Neither the tenderer, its members or subcontractors shall directly or indirectly offer or give to any person in the employment of GIFA or any other government official directly involved in the

¹ There should be one lead advisor in the team, who is responsible for managing the deliverables or each member of the consortium and who reports daily to the project officer. The transaction advisor contracts through the lead firm and all members of the consortium participate through subcontracts or via joint venture arrangement.

Project any gift or consideration of any kind as an inducement or reward for appointing the tenderer. In the event that any of the prohibited practices contemplated under the above is committed the GIFA shall be entitled to terminate the tenderer's bid status and prohibit such from any further participation in the procurement process;

- Upon detecting that a tenderer submitted false information regarding a specific goal, it must - Inform the tenderer of the detection of inaccuracies and detail thereof;
- Give the tenderer an opportunity to make representation within 14 (fourteen) days as to why the tender submitted should not be disqualified or, if the tender has already been awarded to the tenderer, the contract should not be terminated in whole or in part
- After considering the representation referred to above, the GIFA may, if it concludes that such information is false, disqualify the tenderer or terminate the contract in whole or in part; and if applicable, in addition to the above remedy, GIFA may:
 - o recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - o impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the tender;
 - o restrict the contractor, its shareholders, and directors from obtaining businesses from any organ of state for a period not exceeding 10 (ten) years.
- GIFA shall then inform the National Treasury, in writing, of any action taken as per the above, provide written submissions as to whether the tenderer should be restricted from conducting business with any organ of state and submit written representation from the tenderer as to why the tenderer should not be restricted from conducting business with any organ of state. The National Treasury must request an organ of state to submit further information pertaining to the matter within a specified period;
- The National Treasury must after considering the representation of the tenderer and any other relevant information, decide whether to restrict the tenderer from doing business with any organ of state for a period not exceeding 10 (ten) years and maintain and publish on its official website a list of restricted suppliers.

1.1.4 Contracting:

- The tender and all contracts emanating from this process will be subject to the General Conditions of Contract issued in accordance with Treasury Regulations 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and if applicable and other Special Conditions of Contract; ²
- The GIFA expects the utmost integrity from each tenderer and that each tender must maintain the highest professional standard when rendering services for this Project. The tenderer will be held accountable for agreed deliverables, professional conduct and integrity through a signed contract between the parties;

² Issued in terms of Contract Practice Note 9 of 2007/8, dated 19th of February 2008. Draw attention to general conditions of contract that applies to government bids, contracts and orders

- The successful tenderer will liaise primarily with the Project Manager appointed by GIFA and the Project Officer of the Institution or otherwise designated official of the GIFA and the Institution in the execution of an instruction for the rendering of the services. The efficient execution of the Project may require frequent meetings with the tenderer according as to be managed through the Project Steering Committee;
- The GIFA shall enter into a formal contract in addition to the “Letter of Acceptance” and/or Purchase Order being issued in line with the General Conditions of Contract;
- The deliverables schedule to the contract should be a summarised version of the deliverables in the tender and the winning tenderer’s proposal response as to how they will deliver;
- If any of the conditions on the tender document forms are in conflict with any special conditions, stipulations or provisions incorporated in the tender invitation, such special conditions, stipulations or provisions shall apply;
- This tender proposal will form part of the contract; The GIFA shall enter into a formal contract with the preferred tenderer. If the preferred tenderer fails to fulfil the deliverables in line with the signed contract, the GIFA shall be entitled to terminate the contract with the preferred tenderer in accordance with the terms of the contract and within a period of 6 (six) months following the appointment of the preferred bidder call on the second bidder to step in and continue to deliver on the requirements of this tender. The second bidder will not be entitled to change any details regarding its tender and the preferred bidder will have no recourse in claims or damages against the Institution, GIFA or the second appointed bidder.
- It is imperative to note that, if needed, the GIFA reserves the right to stop the process at any phase, milestone or deliverable and terminate the appointment of the service provider. The service provider will be remunerated for all work performed up to the specific phase of termination according to the scope of work. The service provider will have no other recourse to government and all work performed and the intellectual property rights thereof will revert to the GIFA.

1.2. VALIDITY PERIOD FOR BID

The tender shall be valid for a period of 120 (hundred and twenty) days. This tender invite does not constitute an offer to enter into a contractual relationship with any tenderer but is merely a solicitation of tender proposals. A tender shall constitute an irrevocable binding offer by the tenderer to the GIFA, which shall remain open for acceptance during the validity period, commencing from the tender closing date.

1.3. PRICE PROPOSAL

The envelope must contain the following:

- A remuneration proposal giving professional Rate/Hour for each part as indicated, respective to the various levels and ranking of officials;
- While VAT will be paid pro rata for each delivery item in each part of the assignment, it should be indicated as a total sum per part for purposes of this submission;

- Rates per hour are fixed for the duration of tender and are not subject to adjustments except as provided for during negotiations. The GIFA may negotiate the final terms of a contract with tenderers identified through a competitive tendering process as preferred tenders provided that such negotiations (i) do not allow any preferred tenderer a second or unfair opportunity (ii) is not to be to the detriment of any other tenderer and (iii) does not lead to a higher rate per hour cost that the tender has submitted;
- If the rate per hour offered by the tenderer scoring the highest points is not market-related, the GIFA may not award the contract to that tenderer. The GIFA may negotiate a market-related rate per hour with the tenderer scoring the highest points or cancel the tender. If the tenderer does not agree to a market-related hourly rate, GIFA may negotiate a market-related hourly rate with the tenderer scoring the second highest points or cancel the tender. If the tenderer scoring the second highest points does not agree to a market-related hourly rate, GIFA may negotiate a market-related hourly rate with the third tenderer scoring the third highest hourly rate or cancel the tender. If a market-related hourly rate cannot be reached or agreed with the technically qualified bidders, GIFA may cancel the tender;
- Out-of-pocket expenses, such as travel, and materials can be payable by the Institution as a reimbursement of actual overhead costs. **The advisor must include disbursements costs as part of their hourly rate. This means that they will have to make a calculation of their anticipated overhead expenditure and include it in their hourly rate cost.**
- Bids must be submitted in South African Rand on a fixed price basis;

1.4 BID EVALUATION

The tenders will be evaluated on the basis of the point system as stipulated in the Preferential Procurement Policy Framework Act (Act no: 5 of 2000) and the Preferential Procurement Regulation, 2022. The Evaluation will be based on a points system. The tenderer which achieves the highest total points out of 100 will be recommended by the Bid Evaluation Committee (BEC) as the preferred bidder.

In compliance with the Preferential Procurement Regulations 2022, the 80/20 principle will apply for bid prices between the threshold of R2 000 (two thousand) to R50 000 000 (fifty million). The 90/10 principle will apply for bid prices with a Rand value above R 50 000 000 (fifty million).

In terms of paragraph 3 of the Preferential Procurement Regulations, 2022 the Price and Preference Points System evaluation is based on 80/20 of which points are awarded to bidders, where 20 Points are allocated for specified specific goals and 80 Points for Price only.

1.4.1 Stages

The Evaluation will be done in 2 (two) main stages following adherence to certain compliance requirements.

- Stage 1A: Mandatory Administrative Compliance;
- Stage 1B: Technical/Functionality evaluation;
- Stage 2: Price and Preferential goals evaluation.

Tenderers that do not meet the mandatory Administrative Compliance requirements will not be considered for Stage 1B: Technical/Functionality evaluation. Tenderers who fail to meet the minimum threshold requirements for Stage 1B: Technical/Functionality evaluation will automatically be eliminated and will not be considered for Stage 2: Price and Preference points (Specific goals) system.

Evaluation element	Weighting
Stage 1A: Mandatory Administrative Compliance	n/a
Stage 1B: Technical/Functionality evaluation	100 points (with a threshold of 75 points)
Stage 2: Price and Preferential points (specific goals) evaluation	
➤ Evaluation of Specific Goals (Preferential points)	20
➤ Price points	80

1.4.1.1 Stage 1A: Mandatory Administrative Compliance

The 'Supply Chain Tender Office' in the GIFA, which are responsible for receiving, stamping, and registering the tenders, will also verify all tenders received against certain requirements set in the tender invite, and these will include the following:

1.4.1.1.1 Compulsory/mandatory requirements (eliminating factor)

The following are compulsory requirements for any tender received:

- Tender commitment and declaration of interest must be duly completed and signed by the tenderer (SBD04).
- Original stamped briefing session certificate must be attached with the returned proposal
- Preference points claim forms for Specific Goals in terms of the Preferential Procurement Regulations 2022 must be duly completed and signed by the tenderer (SBD6.1)
- The rates schedule (RFP06) shall be duly completed and signed by the tenderer.
- Tenderer in the form of a JV/Consortium, a copy of the JV and/or Consortium Agreement signed by all parties must be submitted as part of the tender.

Failure to comply with any of the above will result in the bid being disqualified.

1.4.1.1.2 Other required documents (non-eliminating factor)

Certain information will be required from the tenderers, and should the respective tenderer fail to comply, although important, non-submission will not eliminate the tender but may require some further clarification.

The following information is required

- Proof or registration with the National Treasury Central Supplier Database (CSD) / (MAAA number).
- Proof of company registration from the Companies and Intellectual Property Commission (CIPC) or other organisation registration authority must be submitted in the form of certified copies of registration documents;

- Proof of valid Tax Compliance Status (TCS) PIN from South African Revenue Services (SARS) must be submitted by all South African firms submitting for the lead advisory firm and all South African firms to be subcontracted to it for this assignment, or all firms participating in a joint venture, subcontractors each must provide separate proof of its valid Tax Compliance Status (TCS) PIN with their tender proposal.
- Financial statements as prescribed by Law issued for the last 2 years;

1.4.1.2 Stage 1B: Technical/Functionality Evaluation

The technical Evaluation will be evaluated according to the criteria thresholds set out below.

The evaluation criteria below set out (i) the evaluation criteria for measuring functionality (ii) points for each criteria and sub-criteria (iii) the minimum criteria for measuring functionality (iv) reference where category information may be found in the tender.

Points scored for functionality will be rounded off to the nearest 2 (two) decimal places. A minimum pass threshold of 75 points will be set for technical/functionality criteria before the tender will be eligible for Evaluation on Preferential goals and price.

1.4.1.3 Stage 2: Price and Preferential points (Specific Goals) evaluation

Under the Price and Preferential points (specific goals) evaluation the tenderers shall be evaluated based on total Price quoted and Preferential points (Specific goals) claimed. The Preferential points (Specific Goals) Evaluation shall be done by identifying the specified specific goals according to points as set out in the table below.

1.4.1.3.1 Preferential points for specific goals evaluation

The below outlined specific goals will be used to allocate the 20% preference points.

NO	SPECIFIC GOALS	AIM	Max Score	EVIDENCE
1.	Women owned enterprises	The aim of this specific goal is to empower women owned enterprises	5	CSD Report/ South African IDs issued by Home Affairs
2.	Youth owned enterprises	The aim of this specific goal is to empower enterprises owned by people under the age of 35 at the close of advert	5	CSD Report/ South African ID as issued by Home Affairs
3.	Enterprises owned by persons living with disability	The aim of this specific goal is to empower enterprises owned by people living with disability	5	CSD Report/ Doctors, Medical Certificate confirming disability
4.	Enterprises located in Gauteng (5 points if located in Gauteng and 0 points if outside Gauteng)	The aim is to empower enterprises registered within Gauteng Province	5	CSD Report

The 80/20 preference points system will be used.

Maximum points will be awarded if the tenderer meets the criteria of the specific goal i.e. they are female, they have a disability etc.

In cases where the tenderer partially meets the criteria for the specific goal i.e., they are 50% female owned, 50% of owners are living with Disability, Youth owned enterprises and enterprise location, the points to be awarded shall be calculated using the following formula:

$$Px = Pe \left(\frac{Pt}{100\%} \right)$$

Where:

Px = Points earned

Pe = allocated points for the specific goal

Pt = % that meets the criteria

A bidder should not be disqualified due to non-submission of specific goals evidence, rather, that bidder should score 0 points for the specified goals.

1.4.1.3.2 Price (Rates) evaluation:

Each tenderer will be evaluated against its rates proposal.

A price Schedule (rate/hour including disbursements) shall be completed in respect of each expert/consultant including VAT for a year. The rates will be escalated by CPI for the outer years.

NB: Please take that all disciplines must be quoted. Failure to submit a rate per discipline, will result in the bid being disqualified.

All prices shall be quoted in South African rands.

1.4.1.3.3 Risk evaluation

Tenderers who pass the Price and Preferential points (specific goals) stage or element shall also be subjected to financial risk evaluation and verified for blacklisting. In addition, a spend analysis will also be done indicating the spend amount over the last 3 (three) financial years. Bidders may be disqualified based on the assessment of their risk.

1.5. BACKGROUND INFORMATION

The GIFA hereby requests tenders for the establishment of a PMU to assist with Project Management capabilities for various infrastructure and economic development projects under the current GIFA pipeline, as well as other technical work as directed by the GPG from time to time. The GIFA is presently working on the preparation, packaging and structuring of various infrastructure projects covering a number of sectors, including water, energy, transport, ICT, social infrastructure and other sectors. In addition to these, the GIFA has been tasked with new assignments such as the establishment of a State-Owned Bank, a State-Owned Pharmaceutical Company, and the Energy Crisis and Revenue Enhancement projects for the GPG.

It is on the above background that the GIFA requests additional support for the project management of new projects and some existing projects during the preparation, as well as implementation phases. The

Project Managers, under the supervision of the PMU and GIFA must be able to assist in the preparation, packaging and structuring of the infrastructure and non-infrastructure projects, either for private participation through Public-Private Partnership (“PPP”) arrangements, Project Finance or for hand-over for implementation by various GPG client Departments. The PMU must be able to render the services as stated under the scope of work.

In order to successfully deliver on this project (various assignments), the tenderer will have to become familiar with background documentation and preparatory work conducted to date for the various assignments. This will be provided as and when required. The nature of assignments will determine the information and resource requirements to enable effectiveness.

1.6 INTEGRITY AND PROFESSIONAL STANDARD

The GIFA expects the utmost integrity from each tenderer and that each tender must maintain the highest professional standard when rendering services for this Project. The tenderer will be held accountable for agreed deliverables, professional conduct, and integrity through a signed contract between the parties.

1.7. RELATIONSHIP MANAGEMENT

The successful tenderer will liaise primarily with the Project Manager appointed by GIFA or otherwise designated official of the GIFA in the execution of an instruction for the rendering of the services. The efficient execution of the Project will require frequent meetings with the tenderer.

1.8 MANAGEMENT OF THE ADVISOR

It is strongly advised that the advisory team is managed by an experienced project manager with relevant qualifications and sector knowledge. The project manager should co-ordinate the activities with various team members. The advisor will be appointed by the accounting authority of GIFA. A project manager has been appointed by GIFA to take full responsibility for managing the advisor's work and will be supported by a relevant appointed official and the project team appointed by the GIFA for ensuring delivery on the Project assignment.

1.9 APPOINTMENT OF THE PMU

The deliverables set out under this RFP is expected to take place within **36 months** from the date the agreement has been signed between GIFA and the PMU.

Service providers should take note of and provide for this tight timeline in their resource allocation and price proposal, taking due cognisance that the Project assignments will still be delivered in a prudent and diligent manner. Any innovative and creative ideas and proposals to ensure a successful and efficient outcome as far as the aim of the client is concerned would be welcomed in the tender documentation.

GIFA will require a copy of all subcontracting arrangements that may serve as an Addenda to the service agreement to be signed between the parties.

2. SCOPE OF WORK

The advisors must be able to give input to various assignments that relate to the financing and development of infrastructure and non-infrastructure-related projects, covering the following services:

Services:

- a) Market and Needs assessment
- b) Legal and Regulatory Analysis
- c) BEE and Socio-economic Analysis
- d) Stakeholder Analysis and Engagement
- e) Project structure design
- f) Financial Analysis
- g) Procurement options and process
- h) Contract design and management
- i) Project management (review of current projects, gaps, proposed solutions, systems and procedures & policies including stakeholder engagements)
- j) Technical/Engineering services
- k) Town planning services
- l) Environmental engineering services
- m) Risk management development & strategy
- n) Municipal finance and revenue advisory
- o) Secretariat support (agendas, schedule meetings, draft & finalize minutes, and action lists/plans) the task teams, PSC, and advisory committees
- p) Ad hoc advisory services (infrastructure and non-infrastructure)

3. AREAS OF EXPERTISE REQUIRED

3.1 Technical expertise across sectors

The technical expertise and skills required to cut across all built environment and engineering disciplines and a number of sectors, based on the type of projects or sector GIFA focuses on. The sectors of particular interest are as follows:

- a. Energy
- b. Real Estate
- c. Health Infrastructure
- d. Road & Transport
- e. Water & Sanitation

Proposals will be evaluated per the criteria set out in the specific terms of reference above. The bidder is expected to have all the required skills tables in the evaluation sheet to cater for the sectors above. The sector focus provides a guideline for selecting the various experts/consultants that may be required for different assignments, and the evaluation will take this into account.

4. REMUNERATION

4.1 Remuneration and disbursement arrangements

The rates per hour fee proposal must include all rates for all disciplines required. Failure to quote for all disciplines required, will result in the bid being disqualified.

PMU PRICE SCHEDULE – ADVISORY TO GIFA		
No.	Expert	Rate Per Hour Incl. VAT
PERSONNEL NOMINATED FOR FINANCE DISCIPLINE		
1.1	Lead Finance Expert 1	
1.2	Finance Expert 2	
PERSONNEL NOMINATED FOR LEGAL DISCIPLINE		
2.1	Lead Legal Expert 1	
2.2	Legal Expert 2	
PERSONNEL NOMINATED FOR TECHNICAL DISCIPLINE		
	· Architect/Space planner - 1	
	· Project Officer (PPP) – 1	
	· Civil/Structural Engineer – 1	
	· Mechanical Engineer – 1	
	· Electrical Engineer – 1	
	· Quantity Surveying – 1	
	· Chemical Engineer -1	
	· Process Engineer – 1	
	· Transportation Engineer -1	
	· Environmental Specialist - 1	
	· Health and Safety Specialist - 1	
	· Town Planner – 1	
	· Geotechnical Engineer – 1	
	· Facilities Management – 1	
	· Economist – 1	
SUMMATION OF RATE PER HOUR INCLUSIVE OF DISBURSEMENT COSTS INCLUDING VAT		
SIGNATURE OF AUTHORISED PERSON		DATE

NB: Please take that all disciplines must be quoted. Failure to submit a rate per discipline, will result in the bid being disqualified.

4.2. Remuneration schedule

The remuneration schedule will be based on a rate/hour for all the required skills and will be invoiced as and when the assignments are done or at agreed intervals. These will form part of the contract. Tenderers should adhere to these in their proposals.

ANNEXURE A: TECHNICAL SCORECARD

FUNCTIONALITY EVALUATION CRITERIA ADVISORY SERVICES TO GIFA			
No.	Evaluation Criteria	Rating	Weight
1.	EVALUATION OF PERSONNEL NOMINATED FOR FINANCE DISCIPLINE		20%
	Finance Evaluation Score		20
1.1	Lead Finance Expert 1	Masters in Finance/ Economics/ MBA /CFA and/or CA = 5	5
	Relevant qualification(s)	Honours in Finance/ Economics = 4	
	(Copies of the relevant qualification(s) / certificate(s) required for point scoring purpose)	Degree in Finance/ Economics = 3	
		National Diploma in Finance = 1	
		Not relevant to the above = 0	
1.2	Finance Expert 2	Masters in Finance/ Economics/ MBA / CFA and/or CA = 5	5
	Relevant qualification(s)	Honours in Finance/ Economics = 4	
	(Copies of the relevant qualification(s) / certificate(s) required for point scoring purpose)	Degree in Finance/ Economics = 3	
		National Diploma in Finance = 1	
		Not relevant to the above = 0	
1.3	Experience in Ad hoc advisory	5 sectors with a maximum of 1 point allocated per sector. The bidder must demonstrate at least 2 projects per sector in order to score the allocated 1 point for that particular sector.	5
	Advisory service and experience in the public and/or private sectors for the respective discipline which may encompass reporting, research, policies, models, advisory work and any other ancillary work etc. for both finance experts collectively.	- Energy: 1	
		- Real Estate (Excluding Residential): 1	
		- Health: 1	
		- Roads and Transport: 1	
		- Water and Sanitation: 1	
		(Bidder will not get more points for the same cases/projects i.e. Each case/project is independent of each other for point scoring purpose from the CV)	
1.4	Experience in Transaction Advisory	<u>PPP & Non-PPP Infrastructure projects</u>	5

	Transaction specific advisory services that are relevant to the development of the full project life cycle and implementation of infrastructure projects (including PPP) for both finance experts collectively, as follows:	5 sectors with maximum of 1 point allocated per sector. The bidder must demonstrate at least 2 projects per sector in order to score the allocated 1 point for that particular sector.	
	Ø Project Structuring	- Energy: 1	
	Ø Project Finance	- Real Estate (Excl Residential): 1	
	Ø Preparation of procurement documents	- Health: 1	
	Ø Project risk analysis	- Roads and Transport: 1	
	Ø Contract Management	- Water and Sanitation: 1	
	Ø Socio-economic analysis	(Bidder will not get more points for the same cases/projects i.e. Each case/project is independent of each other for point scoring purpose from the CV)	
2.	EVALUATION OF PERSONNEL NOMINATED FOR LEGAL DISCIPLINE		20%
	Legal Evaluation Score		20
2.1	Lead Legal Expert 1		5
	Relevant qualification(s)	Masters in Law = 5	
	(Copies of the relevant qualification(s) / certificate(s) required for point scoring purpose)	B-Proc/B-luris/BA Law/ Bcom Law/ LLB - undergraduate = 3	
		Not relevant to the above = 0	
2.2	Legal Expert 2		5
	Relevant qualification(s)	Masters in Law = 5	
	(Copies of the relevant qualification(s) / certificate(s) required for point scoring purpose)	B-Proc/B-luris/BA Law/ Bcom Law/ LLB- undergraduate = 3	
		Not relevant to the above = 0	
2.3	Experience in Ad hoc advisory	5 sectors with a maximum of 1 point allocated per sector. The bidder must demonstrate at least 2 projects per sector in order to score the allocated 1 point for that particular sector.	5
	Advisory service and experience in the public and/or private sectors for the respective discipline which may encompass reporting, research, policies, models, advisory work and	- Energy: 1	
		- Real Estate (Excl Residential): 1	
		- Health: 1	
		- Roads and Transport: 1	
		- Water and Sanitation: 1	

	any other ancillary work etc. for both legal experts collectively.	(Bidder will not get more points for the same cases/projects i.e. Each case/project is independent of each other for point scoring purposes from the CV)	
	Experience in Transaction Advisory	<u>PPP & Non-PPP Infrastructure projects</u>	
2.4	Transaction specific advisory services that are relevant to the development of the full project life cycle and implementation of infrastructure projects (including PPP) for both legal experts collectively, as follows:	5 sectors with maximum of 1 point allocated per sector. The bidder must demonstrate at least 2 projects per sector in order to score the allocated 1 point for that particular sector.	5
	Ø Project Structuring	- Energy: 1	
	Ø Project Finance	- Real Estate (Excluding Residential): 1	
	Ø Preparation of procurement documents	- Health: 1	
	Ø Project risk analysis	- Roads and Transport: 1	
	Ø Contract Management	- Water and Sanitation: 1	
		(Bidder will not get more points for the same cases/projects i.e. Each case/project is independent of each other for point scoring purpose from the CV)	
3.	EVALUATION OF PERSONNEL NOMINATED FOR TECHNICAL DISCIPLINE		50%
	Technical Evaluation Score		15
3.1	Technical Experts		15
	Relevant Qualifications must be provided. Recognized professional registration certificate where applicable must be provided.	· Architect/Space planner – 1 Professional Body e.g. SACAP	
		· Project Officer (PPP) - 1	
		· Civil/Structural – 1 Professional Body e.g. ECSA	
	Note: Both the qualifications and professional registration certificates must be provided to score the full points.		
	Any other relevant professional body stated on CV and certificate submitted other than the ones specified will be		

	considered subject to verification.		
	(Copies of the relevant qualification(s) / certificate(s) required for point scoring purpose)	· Mechanical – 1 Professional Body e.g. ECSA	
		· Electrical Engineer – 1 Professional Body e.g. ECSA	
		· Quantity Surveying – 1 Professional Body e.g. SAQSP	
		· Chemical Engineer -1 Professional Body e.g. SAICHe	
		· Process Engineer – 1 Professional Body e.g. ECSA	
		· Transportation Engineer -1 Professional Body e.g. ECSA	
		· Environmental Specialist – 1 Professional Body e.g. SACNASP	
		· Health and Safety Specialist – 1 Professional Body e.g. SAIOSH	
		· Town Planner – 1 Professional Body e.g. SACPLAN	
		· Geotechnical – 1 Professional Body e.g. CSA	
		· Facilities Management – 1 Professional Body e.g. SAFMA	
		· Economist – 1	
3.2	Project Experience		35
	Please indicate the sector to which the consultant experience is linked with at least 5 projects, in order to score full points, with 1-4 projects scoring 1 point.	· Architect/Space planner – 2 • 5 or more projects = 2 • 1- 4 projects = 1	
	- Energy	· Project Officer (PPP) – 2 • 5 or more projects = 2 • 1- 4 projects = 1	
	- Real Estate (Excl Residential)	· Civil/Structural – 3 • 5 or more projects = 3 • 1- 4 projects = 1	
	- Health	· Mechanical – 2 • 5 or more projects = 2 • 1- 4 projects = 1	

	- Roads and Transport	- Electrical Engineer – 3 5 or more projects = 3 1- 4 projects = 1	
	- Water and Sanitation:	- Quantity Surveying – 3 5 or more projects = 3 1- 4 projects = 1	
	(Bidder will not get more points for the same cases/projects i.e. Each case/project is independent of each other for point scoring purpose from the CV)	- Chemical Engineer -2 5 or more projects = 2 1-4 projects = 1	
		- Process Engineer – 2 5 or more projects = 2 1- 4 projects = 1	
		- Transportation Engineer -3 5 or more projects = 3 1- 4 projects = 1	
		- Environmental Specialist – 3 5 or more projects = 3 1- 4 projects = 1	
		- Health and Safety Specialist – 2 5 or more projects = 2 1- 4 projects = 1	
		- Town Planner – 2 5 or more projects = 2 1- 4 projects = 1	
		- Geotechnical – 2 5 or more projects = 2 1- 4 projects = 1	
		- Facilities Management – 2 5 or more projects = 2 1- 4 projects = 1	
		- Economist – 2 5 or more projects = 2 1- 4 projects = 1	
4.	EVALUATION OF COMPANY/CONSORTIUM PROJECT EXPERIENCE		10%
	Company / Consortium Project Related Experience Evaluation Score		10
	(Note on point awarding factors: No points will be awarded where the reference letter does not correspond to the terms of reference and not signed by the respective project owner/sponsor)	Reference letter guideline: The Project reference letters must include description, client name, project size, completed date, client contact references and work descriptions. Note: Reference letters must include all the above in order to be scored.	10

		5 sectors with maximum of 2 points allocated per sector. One point will be allocated per reference letter.	
		- Energy: 2	
		- Real Estate (Excl Residential): 2	
		- Health: 2	
		- Roads and Transport: 2	
		- Water and Sanitation: 2	
	Total marks = 100		
	Minimum threshold to pass = 75		

Note:

- Bidders must ensure that a CV for all required disciplines is included in their bid response.
- Failure meet the minimum threshold and to submit all required disciplines will result in the bid being disqualified.

REFERENCES

NOTE: It is imperative to indicate references from the respective sections and annexures of the submitted proposal to support the scoring criteria shown above as follows in your tender proposal:

Section relevant	Reference page	Annexure(s)	Comments if needed



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management

Registered Supplier Confirmation

Page 1 of 1

THIS FORM IS TO BE COMPLETED BY REGISTERED SUPPLIERS ONLY

PLEASE NOTE:

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

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

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

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

I HEREBY CERTIFY THAT THIS INFORMATION IS CORRECT.

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

DATE:



Provincial Supply Chain Management

Financial Statements

Page 1 of 1

Submission of Financial Statements

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

a) Financial statements must be signed by the auditor (in the case of companies) or the accounting officer (in the case of close corporations) the owner (in case of sole proprietors). Signatures must be on the accounting officer's / auditors report on the auditor's /accounting officer's letterhead.

b) Financial statements must be signed by the member/s (in the case of close corporations) or by the director/s (in the case of companies.)

c) In bids where consortia/joint ventures/sub-contractors and partnerships are involved, all bidders must submit their financial statements.

d) If it is a new or dormant entity an opening set of financial statements must be submitted with the tender document. A letter from the auditor (in the case of companies) or the accounting officer (in the case of close corporations) stating that the entity has not yet traded must be attached.

e) In cases where an entity has operated for a period less than a year the Management Accounts Report for the period in operation must be submitted signed accordingly as stated in paragraph (a) and (b) of this document.

f) In cases where the entity has operated for a period more than a year but less than two years, then the financial statement for the first year of operation signed accordingly as per paragraph (a) and (b) of this document must be submitted.

Annexure A

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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

General Conditions of Contract

1. Definitions

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

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

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

security

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

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

may have against the supplier under the contract.

16. Payment

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

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

available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of liability

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

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

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

Js General Conditions of Contract (revised July 2010)