

## Bid Number: SAWS-369/23

Leasing of ten (10) Upper Air Sounding systems and the supply of Radiosondes for a period of three (3) years.

**Closing Date and Time:** 11h00 on 17 January 2024

**Validity Period:** 90 days from closing date of bid

### BRIEFING SESSION

Date:	N/A
Time:	N/A
Venue:	N/A
Compulsory:	N/A

### BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX OF THE SOUTH AFRICAN WEATHER SERVICE WHICH IS SITUATED AT THE RECEPTION DESK ON THE 1<sup>st</sup> FLOOR

South African Weather Service  
ABSA building, 1<sup>st</sup> Floor, Reception Desk  
1263 Heuwel Road  
Centurion  
0157

### ENQUIRIES:

Any clarification required by a bidder regarding the meaning or interpretation of the document or any aspect concerning the submission is to be requested **in writing** from:

SCM: Acquisition Department  
South African Weather Service  
Email: [bids@weathersa.co.za](mailto:bids@weathersa.co.za)

Any enquiries relating to this bid must be submitted in writing not later than 5 days prior to the closing date of the bid.

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## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SOUTH AFRICAN WEATHER SERVICE

### 1 SUPPLIER INFORMATION

The following section must be completed by the bidder. Failure to do so may result in the offer being rejected.

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:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS CLAIMED]</b>					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS          /SERVICES /WORKS          OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>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.</b></p>			

## 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, 2022, the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract (SCC).
- 1.4 **The successful bidder will be required to fill in and sign a written contract form (SBD7).**
- 1.5 Bidders are advised to initial all pages of their bid.

#### 1.6 Submission of bids

Bidders are required to deposit their response to this bid before the bid closing date and time in the tender box of the South African Weather Service which is situated at the reception desk (1<sup>st</sup> floor) of the South African Weather Service Head Office:

South African Weather Service  
ABSA building, 1<sup>st</sup> Floor, Reception Desk  
1263 Heuwel Road  
Centurion  
0157

Response/s to this bid must be submitted in a sealed envelope with the following information on the outside:

- Bid Number e.g. SAWS-987 / 20
- Closing Date of bid e.g. 5 November 2030
- Name of bidder e.g. XYZ Enterprises
- Contact Person e.g. J. Doe
- Contact number e.g. 012 555 5555

#### Returnable Documents:

The following documents must be included in the sealed envelope:

- Invitation to Bid: Annexure A
- General Conditions of Contract: Annexure B
- Bidder's Disclosure: Annexure C
- Preference points claim form in terms of the Preferential Procurement Regulations: Annexure F

- Pricing Schedule and Financial Proposal: Annexure G
- Specifications / Terms of Reference, Annexure H, together with the bidder's response to Annexure H and H1 (Technical / Functional Proposal).
- POPIA supplier consent form: Annexure i
- Local Content: Annexure J (If applicable)
- Any other documentation issued with the bid.

Bidders must also include in the sealed envelope a flash disk (memory stick) of all the above documentation.

The South African Weather Service (SAWS) reserves the right to reject a bid should it not be submitted in the prescribed format.

1.7 The South African Weather Service (SAWS) is not bound to accept any of the offers submitted and reserves the right to:

- 1.7.1 Reject bids that are not according to Specifications / Terms of Reference;
- 1.7.2 Reject bids with incomplete standard bidding documents (SBD's);
- 1.7.3 Request further information from any bidder after the closing date of the bid for clarity purposes;
- 1.7.4 Conduct site inspection/s to verify the infrastructure of bidders before final selection and award;
- 1.7.5 Not to award the bid if the bid price is not market related;
- 1.7.6 Not to award the bid to a bidder whose tax matters have not been declared by the SARS to be in order;
- 1.7.7 Reject a bid if the bidder has committed a proven corrupt or fraudulent act in competing for any contract;
- 1.7.8 Award the bid in totality to one or partially to more than one bidder;
- 1.7.9 Conduct reference / background checks on bidders and / or individuals to, among other things, verify information provided by a bidder, confirm a firm's existence and track record, identify its owners and affiliations or verify an individual's educational and professional credentials.

1.8 The South African Weather Service may, prior to award of the bid, cancel the bid if:

- 1.8.1 Due to changed circumstances, there is no longer a need for the goods or services requested;
- 1.8.2 Funds are no longer available to cover the total envisaged expenditure;
- 1.8.3 No acceptable tenders are received;
- 1.8.4 Due to material irregularities in the tender process.

1.9 Any effort or attempt by a bidder to influence the award decision in any matter may result in the rejection of the bid.

1.10 Costs incurred by the bidder in respect of attending any briefing / information / site visit /

presentation will be borne by the bidder and the South African Weather Service will not be liable to reimburse such costs incurred by the bidder or his/her representative/s.

- 1.11 Cost incurred by the bidder in preparing and submission of any bid proposal will be borne by the bidder and the South African Weather Service will not be liable to reimburse such costs incurred by the bidder or his/her representative/s.
- 1.12 The South African Weather Service shall on receipt of any proposal relating to this bid become the owner thereof and shall not be obliged to return any proposal.
- 1.13 The bidders shall indemnify the South African Weather Service against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the goods or any part thereof by the South African Weather Service.
- 1.14 The South African Weather Service reserves the right to request a bidders latest audited financial statements prior to the award of the bid in order to ascertain financial stability of the bidder. Failure by a bidder to provide such information upon request may result in the rejection of the bid submitted by the bidder.
- 1.15 Subcontracting: Tenderers or contractors must submit proof of subcontracting between the main tenderer and the subcontractor. Proof of subcontracting arrangement may include a subcontracting agreement between the main tenderer and the subcontractor.
- 1.16 The SAWS reserves the right to request final presentation only to the short listed bidders to the evaluation committee. The shortlisted service providers will be subjected to present their service offering in line with the bid requirements/scope of work. The SAWS might also conduct site visit to ensure the firm existence and validate the firm's proposed capacity/employees and administration office.
- 1.17 The service provider must have duly approved operational premises with the necessary infrastructure to provide services and relevant accreditation by the relevant body. Before the awarding of the tender a due diligence site visit will be carried out at the premises of the service provider.
- 1.18 Supplier Performance Management is viewed by the SAWS as critical component in ensuring value for money acquisition and good supplier relations between the SAWS and all its suppliers. The successful bidders shall upon receipt of written notification of an award, be required to conclude a SLA with the SAWS, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to SAWS's business. Successful bidders are required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.
- 1.19 The SAWS respects your privacy and acknowledge that your submission/s will contain personal details, which may belong to you, others and / or to your company (Personal Information). By sending us your submissions, you expressly give us consent to process and further process the Personal Information contained therein which processing will be done in accordance with POPIA, the SAWS POPIA policy and our standard section 18 informed consent documentation which sets out why we need the Personal Information, what we will do with it, and who we will share it with, which you are to familiarise yourself with by downloading it from our website i.e. [www.weathersa.co.za](http://www.weathersa.co.za)

- 1.20 Unless stated otherwise in this Bid or as mutually agreed upon by both parties prior to award of the Bid, all payments due to creditors for goods delivered / services rendered will be settled within thirty (30) days from receipt of an invoice.

## 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 the South African Revenue Service (SARS) to enable the South African Weather Service to verify the taxpayer's (Bidder's) profile and tax status.
- 2.3 Application for a Tax Compliance Status (TCS) Pin may be made via e-filing through the SARS website [www.sars.gov.za](http://www.sars.gov.za)
- 2.4 Bidders may also submit a printed Tax Compliance Status (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.
- 2.8 Foreign suppliers with neither South African tax obligations nor history of doing business in South Africa must complete the questionnaire on page 2 and 3 of Annexure A. In instances where a recommendation for award of a bid will be made to a foreign bidder, the South African Weather Service will submit the bidders completed Annexure A bid document to the South African Revenue Service. The South African Revenue Service will then issue a confirmation of tax obligations letter to the South African Weather Service confirming whether or not the foreign entity has tax obligations in South Africa.

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



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**PART C**  
**DECLARATION BY BIDDER**

I, ..... in my capacity as  
..... hereby declare that I have read and  
understood the contents and conditions of this bid and certify that the information furnished is true  
and correct. I accept that, in addition to cancellation of a contract, action may be taken against me  
should the information provided prove to be false.

Signature: .....

Date: .....

# Annexure B

General Conditions of Contract

# THE NATIONAL TREASURY

Republic of South Africa



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## GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

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

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

☐ The General Conditions of Contract will form part of all bid documents and may not be amended.

☐ Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## General Conditions of Contract

### 1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

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|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Application                                            | <p>2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3. General                                                | <p>3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>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 <a href="http://www.treasury.gov.za">www.treasury.gov.za</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4. Standards                                              | <p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5. Use of contract documents and information; inspection. | <p>5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.</p> <p>5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.</p> <p>5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p> |
| 6. Patent rights                                          | <p>6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



7. Performance security

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

8. Inspections, tests and analyses

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

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

## 9. Packing

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

## 10. Delivery and documents

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

## 11. Insurance

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

## 12. Transportation

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

## 13. Incidental services

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

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

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

#### 14. Spare parts

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

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

#### 15. Warranty

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16. Payment                              | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>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.</p> <p>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.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 17. Prices                               | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 18. Contract amendments                  | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 19. Assignment                           | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 20. Subcontracts                         | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 21. Delays in the supplier's performance | <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> |

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	<p>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</p> <p>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.</p>
32. Taxes and duties	<p>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.</p> <p>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.</p> <p>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.</p>
33. National Industrial Participation (NIP) Programme	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	<p>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).</p> <p>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.</p>



- 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.

# Annexure C

Bidder's Disclosure

## **BIDDER'S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

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

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

### **2. Bidder's declaration**

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

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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

---

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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name).....

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

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

3.5 There have been no consultations, communications, agreements or

---

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

---

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

# Annexure F

Preference Points Claim Form in terms of the  
Preferential Procurement Regulations 2022

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

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

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

### 1. GENERAL CONDITIONS

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

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

### 1.2 To be completed by the organ of state

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

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

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

### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender



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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor		
Level 1	20	
Level 2	18	
Level 3	14	
Level 4	12	
Level 5	8	
Level 6	6	
Level 7	4	
Level 8	2	
Non-compliant contributor	0	

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

# Annexure G

## Pricing Schedule for Services

SBD3.3

NAME OF BIDDER: .....

**1. PRICING SCHEDULE/S**

- 1.1 Item 1:** Leasing of ten (10) Upper Air Sounding systems and the supply of Radiosondes for a period of three (3) years and per requirement in Annexures H and H1.

**All prices must be in South African rand value and must be inclusive of VAT.**

- 1.1.1 Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT for the project.

R .....

- 1.1.2 Any other costs not included in the above price?

*YES	NO
------	----

\* If YES, please specify


Bidders are required to indicate below or to attach the cost component/s used for determining the ceiling price as given in 1.1.1 above.

[illegible]

1.1.4 Period required for commencement of the project after acceptance of bid?

1.1.5 Are the rates quoted firm for the full period of the project?

YES	*NO
-----	-----

1.1.6 \*If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.


# Annexure H

Specifications / Terms of Reference for bids  
(For procurement above R1 000 000-00)



## Template: Specifications / Terms of Reference for bids – Annexure H



### 1 DESCRIPTION

Supply and installation of a new upper-air sounding systems with radiosondes for a period of three years on an operating lease basis.

### 2 INTRODUCTION

The South African Weather Service (SAWS) is a public entity of the Department of Forestry, Fisheries and the Environment (DFFE) and derives its mandate from the South African Weather Service Act (No 8 of 2001 as amended). The public entity is listed as a Schedule 3A Public Entity in terms of the Public Finance Management Act (PFMA).

SAWS is tasked with providing timely and accurate scientific data in the field of meteorology to the broader South African society: a combination of both public good and commercial services. The organisation plays a vital role in South African public life, not just as a provider of key services, but also in empowering citizens to adapt the effects of the ever-changing weather.

### 3 BACKGROUND

The South African Weather Service utilises upper air sounding systems in its operational network to measure atmospheric conditions at different altitudes. It mainly consists of a radiosonde, which is a small instrument package attached to a weather balloon which lifts the radiosonde to high altitudes. The radiosonde records the temperature, humidity, pressure, wind speed and wind direction as it ascends through the atmosphere and transmits the data to a ground station. Data measured are used in various meteorological applications.

### 4 REQUIREMENT / SCOPE OF WORK

- 4.1 The South African Weather Service would like to appoint a service provider for the supply of Ten (10) Upper Air Sounding Systems with radiosondes for a period of three (3) years on an operating lease basis.
- 4.2 SAWS is a member of the World Meteorological Organisation (WMO) therefore the upper air systems to be supplied and installed must conform to the requirements as set out in Annexure H1. Bidders are required to indicate next to each requirement in Annexure H1 whether the product offered to SAWS in terms of this bid comply / do not comply with the requirement. Failure by a bidder to indicate will result in the rejection of the offer by SAWS. Bidders are required to provide Technical data sheets/specifications of the Upper-air sounding system and the radiosondes to be supplied.

## Template: Specifications / Terms of Reference for bids – Annexure H

- 4.3 Eight (8) of the ten (10) upper air systems must be installed and commissioned by the bidder at the following weather offices.

Site #	Delivery and Installation address
1	De Aar Weather Office (To be installed by Bidder) Smouspoort Road De Aar 7000
2	Cape Town Weather Office (To be installed by Bidder) Cape Town International Airport ATNS Control Tower Cape Town 8000
3	Bloemfontein Weather Office (To be installed by Bidder) Bloemfontein Airport Maselspoort Road Bloemfontein 9300
4	Gqeberha (Port Elizabeth) Weather Office (To be installed by Bidder) Port Elizabeth Airport (Chief Dawid Stuurman International Airport) Rooftop Department Walmer Gqeberha (Port Elizabeth) 6000
5	Irene Weather Office (To be installed by Bidder) Agricultural Research Premises (ARC) Premises Main Road Irene 0062
6	Durban Weather Office (To be installed by Bidder) King Shaka International Airport ATNS Building Durban 4000
7	Upington Weather Office (To be installed by Bidder) Upington Airport Diederick Street Upington 8800
8	Springbok Weather Office (To be installed by Bidder) 1 Van der Stel Street (on-route Kleinsee) Springbok 8240

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- 4.4 Two (2) of the ten (10) upper air systems will be installed and commissioned by technicians of the South African Weather Service at Gough and Marion Islands. The bidder must provide training to SAWS technicians on the installation and commissioning of the upper air systems to enable SAWS to do the two installations at Gough and Marion Islands. Technical Training to SAWS technicians must be provided at the time of installation and commissioning of the upper air systems at the Irene and the Cape Town Weather Office.

Site #	Delivery address	Installation
9 Gough Island	System must be delivered to: Cape Town Weather Office Cape Town International Airport ATNS Control Tower Cape Town 8000	Will be installed and commissioned by SAWS technical personnel at Gough Island.
10 Marion Island	System must be delivered to: Cape Town Weather Office Cape Town International Airport ATNS Control Towers Cape Town 8000	Will be installed and commissioned by SAWS technical personnel at Marion Island.

### 4.5 Radiosondes

- 4.5.1 During the contract period of three (3) years the bidder must supply and deliver the radiosondes in the quantities to locations specified in the table below. The cost of the radiosondes must be included in the total bid price.

The radiosondes for Year 1 must be delivered at the time of installation of the Upper Air Sounding Systems, i.e. month 1 (one) of the 36 months contract period.

The radiosondes for Year 2 must be delivered during month 11 (eleven) of the contract period of 36 months.

The radiosondes for Year 3 must be delivered during month 23 (twenty-three) of the contract period of 36 months.

#	Delivery address for Radiosondes	Quantity for Year 1 (To be delivered during month 1)	Quantity for Year 2 (To be delivered during month 11)	Quantity for Year 3 (To be delivered during month 23)
1	De Aar Weather Office Smouspoort Road De Aar 7000	350	350	350

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	Tel: 053 631 1053			
2	Cape Town Weather Office Cape Town International Airport ATNS Control Towers Cape Town 8000 Tel: 021 934 0836	900	900	900
3	Bloemfontein Weather Office Bloemfontein Airport Maselspoort Road Bloemfontein 9300 Tel: 051 433 2301	350	350	350
4	Gqeberha (Port Elizabeth) Weather Office (To be installed by Bidder) Port Elizabeth Airport (Chief Dawid Stuurman International Airport) Rooftop Department Walmer Gqeberha (Port Elizabeth) 6000 Tel: 041 5811476	750	750	750
5	Irene Weather Office Agricultural Research Premises (ARC) Premises Main Road Irene 0062 Tel: 012 665 1589	800	800	800
6	Durban Weather Office King Shaka International Airport ATNS Building Durban 4000 Tel: 032 436 3818	750	750	750
7	Upington Weather Office Upington Airport Diederick Street Upington 8800 Tel: 054 332 2187	350	350	350
8	Springbok Weather Office 1 Van der Stel Street (on-route	750	750	750

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	Kleinsee) Springbok 85240			
9	For Gough Island Cape Town Weather Office Cape Town International Airport ATNS Control Towers Cape Town 8000 Tel: 021 934 0836	750	750	750
10	For Marion Island Cape Town Weather Office Cape Town International Airport ATNS Control Towers Cape Town 8000 Tel: 021 934 0836	750	750	750
<b>TOTAL</b>		<b>6500</b>	<b>6500</b>	<b>6500</b>

- 4.5.2 The bidder must be able to provide additional radiosondes should it be required by SAWS. Such additional requirements will be purchased separately from the bidder by SAWS.

## 5 EVALUATION PROCESS

### 5.1 Administrative Compliance requirements

Bids received will be verified for completeness and correctness. SAWS reserves the right to accept or reject a bid based on the completeness and correctness of the documentation and information provided.

Bidders are to ensure that they submit the following documentation / information with their bid.

Document	Comments
Proof of registration on the Central Supplier Database (CSD) of National Treasury	Bidders must be registered on the CSD. CSD registration number must be provided.
Bid Invitation (Annexure A)	Completed and signed
SBD 3.3 for services (Pricing Schedule)	Completed and signed
SBD 4 (Bidder's Declaration)	Completed and signed

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SBD 5 National Industrial Participation Programme	Completed and signed
SBD 6.1 (Preference Points Claim Form)	Completed and signed if points are claimed
SARS (South African Revenue Service) Tax Compliant	Bidders tax matters must be in order
BBBEE Certificate	Valid and compliant original B-BBEE and/or certified copies of Sworn Affidavit must be submitted for any points claimed

### 5.2 Mandatory Technical / Functional requirements

The following Technical / Functional requirements which are mandatory must be complied with by the bidder. Please note that bidders will not be evaluated further if they do not comply with any of the specified mandatory requirements.

	<b>Mandatory Technical / Functional requirement</b>	<b>Evidence to be submitted with bid</b>
<b>1</b>	Provide Technical data sheets/specifications of the upper-air system and radiosonde to be supplied	Technical data sheets/specifications of the upper-air system and radiosonde to be provided.
<b>2</b>	Compliance with the requirements in Annexure H1.  Bidder to comply with the requirements for Upper Air Sounding Systems in Annexure H1.	Annexure H1 completed by bidder showing conformance to all of the requirements.

Bidders who comply with the mandatory requirements will be considered for further evaluation.

### 5.2 Technical / Functional evaluation

Technical / Functional evaluation of the bid will be done in terms of the criteria as stated in the table below. Bidders should take note of the Criterion, Weighting & Scoring when responding to this bid.

<b>Criterion</b>	<b>Weight</b>	<b>Score</b>
<u>Experience of the bidder in the supply, installation and commissioning of upper air sounding systems.</u>	10	0 = Not provided 5 = 1 Installation

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Bidder to indicate the number of installations completed in the supply, installation and commissioning of upper air sounding systems in the past 10 years.		10 = 2 or more installations.
<u>Project Plan.</u>  Bidder to provide a project plan detailing the following aspects: <ol style="list-style-type: none"> <li>1) Scope of the project</li> <li>2) Detailed timeframe / timelines on how installations will be done.</li> <li>3) Training to be provided to SAWS employees on the use and basic maintenance of the system at each installation site excluding the Gough and Marion installation sites.</li> <li>4) Training to be provided to SAWS technical team on the installation and commissioning of the systems to be installed and commissioned by SAWS technical team at Gough and Marion Islands.</li> <li>5) Maintenance of system during contract period.</li> </ol>	30	0 = Not provided / Not addressing any of the requirements. 5 = Project plan addressing 1 or 2 of the 5 requirements. 10 = Project plan addressing 3 of the 5 requirements. 20 = Project plan addressing 4 of the 5 requirements. 30 = Project Plan addressing all 5 requirements.
<u>Response Time for repair of systems installed at:</u> <ul style="list-style-type: none"> <li>- Cape Town</li> <li>- Bloemfontein</li> <li>- Gqeberha (Port Elizabeth)</li> <li>- Irene</li> <li>- Durban</li> </ul> In the event of a breakdown of one of the systems at the above locations the bidder must indicate the maximum time (number of days excluding Saturday, Sunday and Public Holidays) it will take for the system to be repaired.	20	0 = No reference provided 5 = Longer than 3 days. 10 = Within 3 days. 20 = Within 2 days.
<u>Response Time for repair of systems installed at:</u> <ul style="list-style-type: none"> <li>- De Aar</li> <li>- Upington</li> <li>- Springbok</li> </ul>	10	0 = No reference provided 5 = Longer than 3 days. 10 = Within 3 days.

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In the event of a breakdown of one of the systems at the above locations the bidder must indicate the maximum time (number of days excluding weekends and public holidays) it will take for the system to be repaired.		
<u>Upper air system utilized by Meteorological Services.</u>  Bidders to provide the names of Meteorological Services (National or International) currently utilizing the proposed upper air system.	30	0 = No reference provided 20 = Name of 1 Meteorological Service provided. 30 = Name of 2 or more Meteorological Services provided.
<b>Total score</b> The total score obtained by the bidder will be converted to a percentage (out of 100).	<b>100</b>	

**Bidders who score 70 and more will qualify for further evaluation in terms of Price and Specific Goals.**

### 5.3 PRICE AND SPECIFIC GOALS EVALUATION

Bidders who comply with the requirements of this bid will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

The following preference point systems are applicable to all bids:

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

The value of this bid is estimated NOT to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goals (Refer to Annexure F: Preference Points Claim Form).



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The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS (Refer to Annexure F: Preference Points Claim Form)	20
<b>Total points for Price and Specific Goals</b>	<b>100</b>

Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000 (Act no 5 of 2000), the tender will be awarded to the tenderer scoring the highest points.

### 5.4 DUE DILIGENCE

The South African Weather Service reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits, reference checks and requests for additional information.

# Annexure H1

## Requirements for Upper Air Sounding System

## Template: Specifications / Terms of Reference for bids – Annexure H1

The following Technical / Functional requirements which are mandatory must be complied with by the bidder.

Please note that bidders will not be evaluated further if they do not provide evidence confirming compliance with any of the specified mandatory requirements.

Bidders are required to co indicate next to each item below if their bid comply to the requirement by stating “Yes” or “No” next to each requirement. Supporting documentation / information supporting compliance or non-compliance to the requirements must be attached to this Annexure H1 and submitted with the bid.

### 1. Environmental Sustainability

#### 1.1 Environmental Regulatory Compliance

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
1-01	General Compliance	The proposed instruments must comply, at a minimum, with recognized European Environmental regulations. Applicable* regulations must apply to the instrument itself, all of its sub-systems, its packaging, and associated consumables. <i>*‘Applicable’ requires knowledge of the materials and components. Where certain materials, chemicals, and components are used – compliance to regulations controlling their use must be confirmed.</i>		
1-02	Batteries (example)	Batteries and Accumulators and Waste Batteries and Accumulators Directive (2006/66EC)		
1-03	Packaging (example)	Packaging and Packing Waste Directive (1994/62/EC)		
1-04	Hazardous Substances (example)	RoHS 2 - Restriction of Hazardous Substances Directive (2011/65/EU)		
1-05	Chemical Registration (example)	REACH – Registration, Evaluation, Authorization, and Restriction of Chemicals (2006/1907/EC)		
1-06	Mercury (example)	Minamata Convention on Mercury - COP		
1-07	Local Jurisdiction	Where recognized regulations, applicable in the jurisdiction where the instrument is installed, are equivalent to or		

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		stricter - the local regulation must be applied over the European regulation.		
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**1.2 Material Use – Instrument**

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
1-08	Material Identification	The material of each component part of the proposed instrument must be identified by its applicable recognized recycling code.		
1-09	Recycled Content	The mass and percent of recycled raw material must be disclosed for each component part made of a homogenous material (coatings excluded).		
1-10	Biodegradability	Biodegradable* components in the proposed instrument must be identified.  *Biodegradability is defined as >90% of the original material is converted into CO <sub>2</sub> , water, and minerals by biological processes within 6 months.		

**1.3 Material Use – Packaging**

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
1-11	Material Selection	Where packaging material selection allows, without degradation of the instruments' performance or shelf life, only recyclable materials must be used.		
1-12	Material Identification	The material of each packaging element must be identified by its applicable recognized recycling code.		
1-13	Biodegradability	Where packaging material selection allows, without degradation of the instruments' performance or shelf life, only biodegradable* materials must be used.		

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		*Biodegradability is defined as >90% of the original material is converted into CO <sub>2</sub> , water, and minerals by biological processes within 6 months.		
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## 1.4 Instrument design

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
1-14	Design for Repair	Where instrument performance requirements allow, without degradation of, for example, water intrusion or temperature range, replaceable sub-components and sub-systems of the proposed instruments must be serviceable or replaceable, without the requirement to discard the whole instrument.		
1-15	Efficient Packaging	Packaging for the instrument must minimize transport volume and mass wherever possible, without compromising transport durability and equipment performance following long-term storage.		
1-16	Recyclability	The instrument design must consider end-of-life disposal and maximize the recyclability of the assembly by facilitating efficient separation of all recyclable materials.		

## 1.5 Operations and Maintenance

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
1-17	Energy Performance	Where feasible, without degradation to the proposed instrument's performance under its specified operating range, the instrument's energy use must be minimized.		
1-18	Chemical Disclosure	<b>All chemicals used in the operation, calibration, and maintenance of the proposed instrument must be disclosed and a Material Safety Data Sheet must be provided.</b>		Yes

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		Environmentally harmful chemicals must be avoided or minimized where no suitable alternative is available.		
1-19	Internal Batteries	Details of the battery or accumulator design, covering, cell type, voltage, capacity, and any necessary safety information must be supplied for the proposed instrument if the design includes a battery or accumulator. Safety information must include instructions for the safe disposal of the battery or accumulator, consistent with local regulations, or the 2006/66/EC directive – whichever is stricter.		

## 2 Documentation, Maintenance, and Safety

### 2.1 Documentation and Training

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
2-01	Tender Language	All Tender documents must be in English		
2-02	Project/Tender Schedule	<b>The supplier must provide a Project Schedule/Implementation Plan with the offer.</b>		Yes
2-03	Documentation	<p>The supplier should provide documentation in electronic format [with permission for the customer to reproduce for internal use] outlining:</p> <ul style="list-style-type: none"> <li>- basic theory/principles of operation of equipment</li> <li>- step-by-step instructions on the required maintenance and the frequency with which this maintenance is recommended to be performed.</li> <li>- recommended spare parts and test equipment (for maintenance and repair).</li> </ul> <p>Operators / User manuals must include instructions on the use of the system, basic maintenance checks to be performed and basic fault-finding instructions.</p>		
2-04	Serial Number	Each instrument must be supplied with a unique serial		

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		number.		
2-05	Site Drawings	Where the supplier provides Site design, clear site drawings showing the location of cables must be provided to the customer for each site.		
2-06	Training	Customer technicians should receive training onsite or at a location designated by the NMHS, on calibration, installation, maintenance, software, QC/inspection [if appropriate], software and operational procedures for the instrument, and on all aspects of the operation of the upper-air systems.		

**2.2 Maintenance and Operation**

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
2-07	Maintenance from a remote location	<p>The control/processing system should support maintenance from a remote location. At least the following functions are supported:</p> <ul style="list-style-type: none"> <li>• inspection of the real time meteorological observations that are ingested/recorded by the upper-air system</li> <li>• inspection of log records</li> <li>• facilities to change parameter settings and/or station configuration</li> </ul> <p>To perform these maintenance functions, a system operator password [or other NMHS determined security] is required.</p>		
2-08	Reliability detection of failures	The unavailability of either hardware or software parts that could prevent the execution of the systems' primary function should not go unnoticed.		
2-09	Equipment design	The design of equipment and cabinets must facilitate routine inspections.		
2-10	Off-line test	The system allows for off-line testing in an isolated		

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		environment before and after installation.		
2-11	Pre-implementation test	The system allows for testing in the operational environment before implementation, without affecting the operation of the rest of the system.		
2-12	Standard components currently in use	<p>It is the customer's policy to maintain uniformity in inspection and maintenance procedures for all meteorological facilities and to keep a minimum level of spare parts. Therefore, it is recommended to consult the list of currently used makes for mechanical, electrical and software components.</p> <p>List of component types currently in use by the customer (Item/Manufacturer) PCs [xxx]; Servers [xxx]; Network components [xxx]; Modems [xxx]; Routers [xxx]; Cabinets [xxx]; Rack equipment [xxx] will be made available to the successful bidder.</p>		
2-13	On-line help	The system should provide built-in help facilities which are able to replace user documentation. The online help should be detailed enough to aid a user trained in the general principles of the system.		
2-14	Recommended Spare Parts List	<p><b>The Contractor must submit a Recommended Spare Parts List (RSPL) based upon the Maintenance Conditions as specified in the Maintenance Conditions document and the required availability (MTBF, MTTR) as specified in the Requirement Specifications document.</b> This list must contain spare parts recommended by the Contractor to support/maintain the System and System Components during their respective lifetimes regarding the following:</p> <ul style="list-style-type: none"> <li>• For consumables the Contractor must recommend an amount of spare parts sufficient for three years for the System and System Components.</li> <li>• For repairable System Components (or modules of the System</li> <li>• Components, if applicable), the Contractor must recommend a number of spares based on the mean time between failure (MTBF) for that specific System Component.</li> </ul>		Yes



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		<ul style="list-style-type: none"> <li>For modules that can only be replaced as a whole in case of malfunctioning, the Contractor must recommend a number of spares based on the lifetime of the System and on the MTBF as provided in the Requirement Specifications document.</li> <li>The Contractor must make a recommendation for COTS-items.</li> </ul>		
2-15	Design life for the systems	The system should be designed for a life cycle of at least 10 years.		
2-16	Operational hours of system components	Under normal circumstances, system components must perform their primary functions 24 hours a day and 7 days a week.		
2-17	Requirements for materials, components and upper-air systems	All materials, components and upper-air systems furnished must be new and designed to meet the customer's requirements. The supplier has to take into consideration that the installation must not cause any damage to installations and systems.		

**2.3 Safety and standards**

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
2-18	Environment: EMC	Electromagnetic Compatibility (EMC) susceptibility must be according to EC- regulations (or other relevant national or international standards), but special care must be taken to withstand static electric shocks, as well as the use of handheld radio and telephone equipment in the vicinity of the systems.		
2-19	Environment: shock and vibration level	The upper-air system should be able to operate in an environment with a shock and vibration level not exceeding 0.1 kB (DIN 4150/ISO 4866).		
2-20	Electrical Safety	All installed equipment must comply with applicable local requirements for electrical safety. In the absence of local		

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		requirements, IEC 60950-1 is used.		
2-21	Electrical regulations	<p>The equipment and installation must conform to the regulations of local authorities. The most common international standards are (latest versions must be applicable):</p> <ul style="list-style-type: none"> <li>• CE marking</li> <li>• FCC Declaration of Conformity</li> <li>• ISO 9001 : quality management systems and quality assurance</li> <li>• In addition, local standards and regulations apply, the supplier to define which ones are valid for the installation region (latest versions):</li> <li>• Safety regulations for low voltage installations, including supplements and alterations</li> <li>• Lighting conductor installations</li> <li>• Telecommunication colours of cores of cables for use inside buildings and for mounting wires</li> <li>• Telecommunication regulations for wireless (data)communication, use of available frequencies</li> <li>• Factories built low voltage switch gear and control cabinets</li> <li>• Safety transformers</li> <li>• Electrical symbols</li> </ul> <p>The supplier must be responsible for the correct application of local standards (latest editions) and regulations necessary to achieve conformity with local legislation.</p> <p>In the absence of local requirements, IEC 60950-1 is used.</p>		
2-22	Electromagnetic Compatibility	<p>Installed equipment should have suitable electromagnetic compatibility for operation in the installed environment. In the absence of a local standard, IEC 61326:1997 + A1:1998 + A2:2000 + A3:2003 can be used.</p>		
2-23	Regulations	<p>The equipment and installation must conform to the latest editions or regulations of local authorities and the customer.</p> <p>The supplier must be responsible for the correct application of valid European/US/applicable standards (latest editions) necessary to achieve conformity with the local legislation on machinery safety.</p> <p>For electrical and control systems particularly, all relevant</p>		

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		components, apparatuses, panels, boards, systems and installations, which are part of the scope of work, have to comply with the applicable standards.		
2-24	Workmanship Rules	<p>Cabinets are assembled by the supplier. High-qualified workmanship and extreme care should be applied when assembling the equipment. At least the following aspects should reflect this:</p> <ul style="list-style-type: none"> <li>• All process specification steps should be rigorously followed.</li> <li>• All quality assurance specifications should be rigorously followed.</li> <li>• High-quality soldering with a good reflow, it should be free of excessive solder, pits, and cracks, and is not subjected to mechanical stress.</li> <li>• All cabling should be properly guided and bundled, and attached every 30 cm (no loose cables, no free hanging cables). Unnecessary extra cable loops should be avoided. Cables have always to be installed as close as possible to grounded surfaces. All cable connections in cabinets should be terminated on connector plugs with metal enclosures. The cabling inside cabinets should be routed in an orderly manner in fixed traces and tied up.</li> <li>• The presence of loose cabling over lengths of more than 30 cm is not permitted.</li> <li>• Bolts should be properly torqued and sealed.</li> <li>• All parts should be properly attached by screws, adhesive or brazing (no loose parts).</li> <li>• Painting and coatings should be applied smoothly and with constant thickness, without the presence of drops and non-treated areas.</li> <li>• All equipment should be adequately cleaned and free of dust and dirt. Cabinets, enclosures, and housings should be free of scratches and dents.</li> </ul>		
2-25	ISO 9001	<b>All suppliers, and their subcontractors where appropriate, should have ISO 9001 certification. Documentary evidence of this certification should be included with the Tender documents.</b>		Yes
2-26	Physically disconnection of equipment	When equipment is switched OFF, e.g., by means of a physical ON/OFF switch, the total equipment can be physically disconnected from the power supply. If not so, provisions will be supplied enabling a physical		

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		disconnection.		
2-27	Minimising risk of injury and damage	The system must be designed in such a way as to prevent the risk of personal injury or system damage.		
2-28	Grounding compliance	Grounding must be according to the applicable regulations. The metal frames and casings of the cable runs and the remote control stations must be bonded together and earthed to the earth bars. The grounding must not be connected to the building earth, but to the installation grounding system as provided by the customer. Armoured cables must only be earthed at the power feeding side.		
2-29	Cable protection of for local conditions	The NMHS may specify additional cabling requirements to reflect local climatic/soil conditions or regulations - for example on cabling depth, or protection from humidity or vermin		
2-30	Installation protection factor for equipment	Degree of protection between panels and between cable compartments and cabinets should be IP 30. When doors are opened protection should be IP 20.  Degree of protection between cable compartment and main bus-bar compartment should be IP 40 after extension. For cabinets and equipment not installed in cabinets, protection should be IP 55.		
2-31	Compliance of cables to local standards, regulations and norms	All cables that are used in the systems delivered by the supplier, must comply to local standards, regulations and norms. It is the responsibility of the supplier to find out what local standards, regulations and norms are applicable and that all cables are compliant with these regulations.		

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## 3. Site Specification Requirements

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
3-01	Infrastructure	The infrastructure to house and operate the upper-air system (i.e. buildings and utilities) are not specified in this document. These details will be provided to the successful bidder as general information in the technical specification and the vendors should be requested to confirm compatibility with the offered system and any additional infrastructure and utilities that need to be provided.		
3-02	Site location(s)	The geospatial location of the site(s) are provided in the technical specification, along with any relevant metadata (i.e. station identifier), and a full address for International delivery. Specified under section 4.5.1 of Annexure H.		
3-03	Existing equipment/systems	The upper-air system must be integrated with existing equipment/systems at SAWS, for example the telecommunication network and data management system.		
3-04	Station sounding schedule	Upper air soundings will be conducted by SAWS as per SAWS upper air sounding schedule during the contract period. Bidder to ensure that the radiosondes are supplied and delivered during the contract period to the addresses specified under section 4.5.1 of Annexure H.		
3-05	Delivery	<b>All costs relating to the supply, installation, commissioning, maintenance and supply of radiosondes must be included in the total bid price in the Pricing Schedule, Annexure H.</b>		Yes
3-06	Packaging	Radiosondes to be shipped to the delivery addresses in section 4.5.1 of Annexure H must be securely packaged to prevent damage to radiosondes.		

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**4. Meteorological Radiosondes****4.1 General**

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
4-01	Radiosonde Intercomparison	<p>The measurement performance of the offered radiosonde must be verifiable by either participation in the latest WMO radiosonde intercomparison, currently China (2010) and/or Germany(2022), or directly referenced to a radiosonde that participated, through an independent report recognized by WMO (INFCOM/Standing Committee on the Measurements, Instrumentation and Traceability (SC-MINT)).</p> <p><b>Proof of participation in the WMO radiosonde intercomparison to be provided.</b></p>		Yes

**4.2 Temperature Measurement Requirements**

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
4-02	Temperature Range	The range of temperature capable of being sampled shall not be less than +50 °C to -100 °C.		
4-03	Pressure Range	The temperature sensor shall be capable of measuring temperature from 1080 hPa to at least 3 hPa.		
4-04	Resolution	The reported resolution shall be 0.1 °C or better.		
4-05	Uncertainty	It shall be possible to measure temperatures during ascent with an absolute error of no more than 0.5 °C at all levels.		
4-06	Reproducibility	<p>It shall be possible to measure temperatures during the ascent to a reproducibility within:</p> <p>a) 1080 - 100 hPa: 0.2 °C b) 100 - 20 hPa: 0.3 °C c) 20 - 3 hPa: 0.5 °C</p>		

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### 4.3 Relative Humidity Measurement Requirements

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
4-07	Humidity Range	The range of relative humidity capable of being sampled shall not be less than 0% to 100% with respect to water.		
4-08	Pressure/Temperature Range	The humidity sensor shall be capable of measuring humidity in the temperature range of +50 °C to -100 °C and the pressure range of 1080 hPa to at least 100 hPa.		
4-09	Resolution	The reported resolution shall be 1% or better.		
4-10	Uncertainty	It shall be possible to measure relative humidity during ascent with an absolute error of no more than 5% at all levels.		

### 4.4 GPS Derived Pressure Measurement Requirements

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
4-11	Pressure Derivation	The radiosonde shall be capable of deriving pressure from GNSS altitude. The manufacturer shall specify how the pressure measurements are calculated.		
4-12	Pressure Range	The range of pressure being derived shall be at least 1080 hPa to 3 hPa.		
4-13	Resolution	The derived pressure measurements shall have a resolution of at least 0.1hPa.		
4-14	Uncertainty	It shall be possible to measure derived pressures during ascent with an absolute error of no more than: a) 1080 - 100 hPa: 1 hPa b) 100 - 3 hPa: 0.6 hPa		
4-15	Sampling Rate	The radiosonde shall report GPS derived pressure data with a sampling rate of at least one measurement every 2 seconds.		

## Template: Specifications / Terms of Reference for bids – Annexure H1

**4.5 GPS Derived Geopotential Height Measurement Requirements**

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
4-16	Geopotential Height Derivation	The radiosonde shall be capable of providing geopotential height measurements derived from GNNS measured geometric height. The manufacturer shall specify the method used to convert between geometric and geopotential height.		
4-17	Height Range	The range of geopotential height measurements shall be at least 0 - 40 000 m.		
4-18	Resolution	The geopotential height measurements shall have a resolution of at least 0.1 m.		
4-19	Uncertainty	It shall be possible to measure geopotential height during ascents with an absolute error of no more than 20 m at all levels.		
4-20	Sampling Rate	The radiosonde shall report geopotential height data with a sampling rate of at least one measurement every 2 seconds.		

**4.6 Wind Measurement Requirements**

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
4-21	Wind Range	The system shall measure wind by tracking the radiosonde movement using GNNS navigation signals.		
4-22	Wind Speed Range	The range of wind speed that can be sensed shall be 0 to at least 120 m/s.		
4-23	Wind Direction 360°	The range of wind directions capable of being sensed shall be through the full 360 degrees of azimuth.		
4-24	Height Range	Winds shall be reported starting no higher than 100 m up to at least 40 000 m.		
4-25	Resolution of Wind Speed / Orthogonal Wind	Wind speed and orthogonal wind components shall be measured with a resolution of at least 0.1 m/s.		
4-26	Resolution of Wind Direction	Wind direction shall be measured with a resolution of at least 1 degree.		
4-27	Wind Speed Uncertainty	It shall be possible to measure wind speed with an absolute error of no more than 0.5 m/s at all levels.		



## Template: Specifications / Terms of Reference for bids – Annexure H1

4-28	Wind Direction Uncertainty	It shall be possible to measure wind direction with an absolute error of no more than 3 degrees at all levels.		
4-29	Sampling Rate - Wind Data	The radiosonde shall report all wind data with a sampling rate of at least one measurement every 2 seconds.		

## 4.7 Physical Design and Launching Requirements

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
<b>Radiosonde Design</b>				
4-30	Weight	The radiosonde weight shall not exceed 400 grams, including battery and un- winder.		
4-31	Wind Speed Capability	The radiosonde shall be sufficiently robust to withstand launching in winds gusting up to 35 m/s without damaging the radiosonde sensors.		
4-32	Suspension Length	The radiosonde shall deploy to a suspension length of at least 30 m +/- 1 m beneath the balloon after launch.		
4-33	Consistency of Configuration of Sensor Boom	The radiosonde shall have temperature and humidity sensors mounted externally on at least one boom, which can be consistently deployed in the same orientation.		
4-34	Boom Design - Contamination Mitigation	<b>The supplier shall supply details of the boom design, including any features designed to mitigate against the effects of contamination from moisture, exposure to solar radiation, and exposure to heat from the radiosonde body.</b>		Yes
4-35	Shelf Life	Radiosondes supplied should be capable of being stored under recommended conditions for a minimum of 3 years.		
4-36	Battery capacity	The sonde should have power capacity to maintain radiosonde operation for at least a total period of up to 30 minutes before launch and 3 hours during flight.		
<b>Pre-flight preparation</b>				
4-37	Pre-flight Preparation	It shall be possible for a trained operator to unpack a sonde and complete all ground checks and have the sonde ready for launch within 30 minutes.		
4-38	Operation via Single Operator	A system shall require no more than one operator to: prepare and launch the radiosonde, monitor and quality control the data, edit and transmit messages.		
<b>Calibration and Pre-flight</b>				
4-39	Calibration Certification	The sonde shall be delivered calibrated, and calibration data is to be provided with each radiosonde.		

## Template: Specifications / Terms of Reference for bids – Annexure H1

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
4-40	Ground Check	There should be a specified ground check procedure that shall form part of the pre-flight preparation. This shall identify calibration/sensor faults and may be used to modify the calibration parameters used in subsequent data processing.		

## 4.8 Ground Station Requirements

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
4-41	Data	The ground station shall include all items necessary to; receive, process, output, archive, and display the data derived from the radiosonde.		
4-42	UPS	The ground station shall be supported by an uninterruptable power supply (UPS) and this should be sufficient to operate the system for a period of two hours should the mains power fail.  <b>Technical specifications of the UPS should be submitted with the tender documents</b>		Yes
4-43	Pre-flight Tests	The ground system should be capable of testing the sonde systems prior to launch, ensuring temperature, relative humidity, pressure, and GPS satellite reception are functioning within specification.		
4-44	Compliance	The system shall comply with ETSI standard EN 302 054-2 V1.1.1 'Electromagnetic compatibility and Radio spectrum Matters (ERM); Meteorological Aids (Met Aids); Radiosondes to be used in the 400,15 MHz to 406 MHz frequency range with power levels ranging up to 200 mW' and any other statutory requirements as necessary.		
4-45	Frequency	The carrier frequency of the transmitted signal shall be operator selectable between 403 MHz and 406 MHz in 100 kHz steps.		
4-46	Bandwidth	The modulation bandwidth shall not exceed 100 kHz centred on the carrier frequency.		

## Template: Specifications / Terms of Reference for bids – Annexure H1

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
4-47	Carrier Stability	The carrier frequency shall not drift for any reason during operation, including handling and ground effects at launch, by more than 100 kHz from the selected frequency.		
4-48	Effective Radiated Power	This shall not exceed 200 mW.		
4-49	Frequency – Reception	The system shall be able to receive and process transmissions within the band 403 to 406 MHz. The reception equipment will be able to sustain satisfactory operations in the presence of transmissions from any other systems in adjacent spectrum bands.		
4-50	Slant Ranges / Elevation Angle	The receiving system shall be able to reliably receive data from radiosondes, at slant ranges greater than 200 km from the receiving site, from any direction and any elevation angle equal to, or greater than 5 degrees above the horizon.		
4-51	Telemetry – Direction	The manufacturer shall describe the directionality of the telemetry antennae (i.e. omnidirectional, directional, mechanically steered) and the method used to achieve this directionality.		
4-52	Wind Failure	Pressure, temperature, and relative humidity shall still be measured, if the wind measurements fail.		
4-53	Raw Data Archive	The data stream including GPS signals as received from the radiosonde, shall be stored by the ground station in a raw data archive.		
4-54	Processed Data	The fully processed data archive used to generate the upper air reports for the users, shall include as a minimum pressure, temperature, humidity, geopotential height, wind speed, and direction data.		
4-55	Descent Data	The system shall continue to record the variables stated in 5-54 after balloon burst, down to the ground or until the radiosonde signal is lost.		

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## 4.9 Data Processing Software

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
4-56	Algorithms & Compensation Methods	The algorithms used to generate the meteorological variables from the engineering variables shall be described fully and be available to the operator of the system at all times, including in any subsequent software updates. Any methods used to compensate for the effects of; solar radiation (temperature and relative humidity), water contamination effects on the sensors (temperature, relative humidity), and the variation in internal temperature of the radiosonde during flight (pressure sensor and sensor references), shall also be described.		
4-57	Message Creation	<p>The system shall be capable of manually or automatically creating the following message types:</p> <ul style="list-style-type: none"> <li>FM 94 BUFR using templates 3 09 056/3 09 057 at the minimum required vertical resolution (For GBON this is 100m).</li> <li>FM 94 BUFR using templates 3 09 056/3 09 057 at resolution <math>\leq 2</math> s.</li> <li>FM 94 BUFR using template 3 09 056 to report descent data.</li> </ul> <p>The reports should include standard and significant levels for geopotential heights, time, elapsed time, temperature, pressure, relative humidity, dew point depression, wind speed and direction.</p>		
4-58	Message Update	The software to create the message must be able to be upgraded to facilitate new versions of the FM 94 BUFR coding and this must be included as part of the software support to the system.		
4-59	Message transmission	It shall be possible to code and send the BUFR message at preselected times/pressures during the sounding.		
4-60	Software Functionality	<p>The system shall provide the following facilities:</p> <p>(a) Radiosonde Calibration Data Input - Input of radiosonde calibration data before launch (if necessary).</p> <p>(b) Surface Observation Input - Input of surface observation by operator</p> <p>(c) Launch Detection - Launch detection. Supplier shall also detail how launch is detected by the software.</p>		
4-61	Software Updates	<b>The Supplier shall supply details of the frequency of software updates, and commit to supply details of any changes to software when a new version is supplied,</b>		Yes

## Template: Specifications / Terms of Reference for bids – Annexure H1

		<b>maintaining a change log detailing all changes, which is to be shared with the operator.</b>		
	Data storage	Archives raw as well as processed data and sends data to storage media		
	Data processing	Processes sounding data to produce significant level points in FM 94 BUFR format. Significant level (maximum / minimum temperature, humidity, freezing level, tropopause, last level reached and balloon burst) data is stored for generation of reports and message for transmission to network		
	Data sampling for other sounding methods	The sounding software should be capable of sampling data for both PTU and *Ozone compliance sounding methods.  <i>* (Required for future possible ozone soundings at Irene Weather Office and SA Agulhas II.)</i>		
	System warnings	The software should give visual & audio warning for errors		
	Graphical menu driven program	The processing system has facilities for graphical menu driven program		
	Quality checks	Data quality checks from pre-established or user defined criteria		

**4.10 Computer and backup power**

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
4-62	Desktop computer	Bidder to provide a desktop / laptop PC with windows operating system and network connectivity to SAWS network for each upper air sounding system. (A network point will be made available by SAWS at each installation site)		
4-63	Backup power	The upper air sounding systems and computers (PC's) must be equipped with backup power (UPS's) for running the whole system during mains power failure for a minimum period of two hours <b>Technical specifications of the UPS should be submitted with the tender documents</b>		<b>Yes</b>

## Template: Specifications / Terms of Reference for bids – Annexure H1

**5. Site Acceptance Test and hand-over of systems for the installation sites under section 4.3, Annexure H.**

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
5-01	Installation test	<p>Bidder must provide materials and equipment required to perform testing of the system during installation / calibration.</p> <p>*SAWS will provide one meteorological balloon and hydrogen gas for the filling of weather balloon per site installation test.</p>		
	Written confirmation of installation	Bidder must certify in writing for each installation that the system installed has been tested and is fully operational.		

**6. Maintenance and Support**

ID	Requirement Heading	Requirement	Comply Yes / No	Supporting evidence to be provided
6-01	Maintenance	<p>Bidder to provide full maintenance of the equipment during the contract period.</p> <p>Maintenance for the eight (8) sites under section 4.3 of Annexure H shall include:</p> <ul style="list-style-type: none"> <li>• Maintenance required that is not part of the basic maintenance checks during normal operation.</li> <li>• Repair of faulty systems which cannot be remotely resolved.</li> <li>• Software updates.</li> <li>• Maintenance and repair of computer equipment provided by the bidder.</li> <li>• Maintenance and repair of uninterrupted power supplies (UPS's) provided by the bidder, including UPS batteries.</li> <li>• Provide online technical support for the 2 (two) sites at Gough and Marion Islands).</li> </ul>		
6-02	Support service	Bidder to provide a support service to SAWS whereby SAWS employees who experience technical difficulties with the system can report it to.		

## Template: Specifications / Terms of Reference for bids – Annexure H1



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		<p>Support service must include:</p> <ul style="list-style-type: none"><li>• Availability of remote technical support telephonically during business hours, Monday to Friday, excluding public holidays, between 09h00 and 16h00 (SAST);</li><li>• Reporting of technical problems via email 24/7/365</li></ul>		
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# Annexure I

POPIA : Supplier Notice and Consent Form





**South African  
Weather Service**

Private Bag X097, Pretoria, 0001 • Tel: + 27 (0) 12 367 6000 • [www.weathersa.co.za](http://www.weathersa.co.za) • USSD: \*120\*7297#

**POPIA: SUPPLIER NOTICE AND CONSENT FORM**

I confirm that I am duly authorised to sign this consent form.

Name (Print) .....

Capacity .....

Signature .....

Name of Firm .....

Date .....



\_\_\_\_\_  
(Hereinafter referred to as “the **Data Subject** “)

A company/organization duly incorporated under the laws of Republic of South Africa, having its  
main place of business

at....., with

registration number:.....

## Preparatory Statement

Whereas the “**Data Subject**” is in agreement with the contents of this Notice and Consent Form and grants SAWS permission to process certain confidential/personal information, for purposes of

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whereas the “**Data Subject**” is considering making an offer (the “**Offer**”) to SAWS on a solicited Bid/Tender/RFQ/RFP/RFI, subject to conducting due diligence, as a result of which certain confidential/personal information of the Data Subject may be disclosed to SAWS.

The Data Subject hereby gives consent to the following:

### 1. Purposes

SAWS will process, including collect, your personal information (as set out in point 2 below) for the following purposes:

- a) strategic sourcing;
- b) procurement;
- c) contract management;
- d) supplier management;
- e) invoice management;
- f) payments;
- g) debt recovery;
- h) fraud prevention; and
- i) supplier discovery.

The provision of personal information is voluntary. However, if you do not provide your personal information, we may not be able to perform the above-mentioned purpose/s.

### 2. Legal basis for the processing

We process your personal information on the basis that (i) processing information is necessary for pursuing our legitimate interests (according to section 11(1) of the Protection of Personal Information Act, No. 4 of 2013 (“POPIA”)), which lies in achieving the purposes as set out in point 1 above, (ii) processing is necessary to carry out actions for the conclusion or performance of “supply chain management functions” for which you are party (according to section 11(1)(b) of POPIA), or (iii) processing complies with an obligation imposed by law on us (according to section 11(1)(c) of POPIA).

We process the following personal information (for specific natural or juristic person and can be used to identify you or that person):

## **POPIA: SUPPLIER NOTICE AND CONSENT FORM**

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- a) Master data
  - Name
  - Addresses
  - Contact numbers
  - Email address
  - Other contact details of the supplier
  - Supplier primary contact person's name and contact information
  - Job position and role / qualifications
  - Partner roles of the suppliers needed for invoicing and ordering
  - Identification / company registration number
  - BBBEE status
  - Central Supplier Database number
- b) Accounting and payment information
  - VAT & Income tax numbers
  - Tax clearance pin
  - Bank details
  - Bank account type and number
  - Name of the account holder
  - Attachment of confirmation documents
  - Terms of payment
  - Accounting correspondence
- c) Supplier classification
  - Category
  - Vendor portfolio
  - Product categories
  - Main product category
  - Additional product categories
  - Vendor category.
- d) Declared conflict or potential conflict of interest
- e) Information on goods and/or services offered by supplier
  - quantity and quality of offered goods and/or services
  - other commercial terms of the offer
- f) Contract information
  - commercial terms of the contract
  - legal terms of the contract
  - any other contractual documentation
  - information about contract performance and instances of non-performance

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**3. Retention periods**

Your personal information will only be kept for as long as we reasonably consider necessary for achieving the purposes set out in point 1 above and as is permissible under applicable laws. We will, in any case, retain your personal information for as long as there are statutory retention obligations or potential legal claims are not yet time barred.

**4. Law enforcement**

We may disclose personal information if required:

- by a subpoena or court order;
- to comply with any law;
- to protect the safety of any individual or the public; and
- to prevent violation of our supplier relation terms.

**5. Regulators**

We may disclose your personal information as required by law or governmental audit.

**6. Sharing**

We may share your personal information with:

- other divisions or public entities within the South African Government as the South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Environmental Affairs and is governed by a Board, so as to provide joint content and services like registration, for transactions and customer support, to help detect and prevent potentially illegal acts and violations of our policies, and to guide decisions about our products, services;
- an affiliate, in which case we will seek to require the affiliates to honor this privacy notice;
- our goods or services providers under contract who help provide certain goods or services or help with parts of our business operations, including fraud prevention, bill collection, marketing, technology services (our contracts dictate that these goods or services providers only use your information in connection with the goods or services they supply or services they perform for the SAWS and not for their own benefit);
- credit bureaus to report account information, as permitted by law;
- banking partners as required by credit card association rules for inclusion on their list of terminated merchants (in the event that you utilize the services to receive payments and you meet their criteria); and
- other third parties who provide us with relevant services, where appropriate.

**7. Suppliers rights**

Under applicable law, you have, among others, the rights (under the conditions set out in applicable law): (i) to check whether and what kind of personal data we hold about you and to request access to and the right to rectify the information collected (ii) in certain circumstances, to object to the processing of personal information, in the prescribed manner, on reasonable grounds relating to your particular situation, unless legislation provides for such processing or to object for the purposes of direct marketing; or (iii) to lodge a

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**POPIA: SUPPLIER NOTICE AND CONSENT FORM**

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complaint with the Information Regulator. The address of the Information Regulator is 33 Hoofd Street Forum III, 3rd Floor Braampark, Braamfontein, Johannesburg.

**8. Your obligations**

You may only send us your own personal information or the information of another data subject where you have their permission to do so.

**9. Security**

We take the security of personal information very seriously and always do our best to comply with applicable data protection laws. Our website is hosted in a secure server environment that uses a firewall and other advanced security measures to prevent interference or access from outside intruders. We authorize access to personal information only for those employees who require it to fulfil their job responsibilities. We implement disaster recovery procedures where appropriate.

**10. Data Storage**

We will try to keep the personal information we collect as accurate, complete, and up to date as is necessary for the purposes defined in this notice. Please note that to better protect you and safeguard your personal information, please inform us of any required corrections to your personal information.

**11. Limitation**

We are not responsible for, give no warranties, nor make any representations in respect of the privacy policies/notices or practices of any third parties.

**12 Enquiries**

If you have any questions or concerns arising from this notice and consent form or the way in which we handle personal information, please contact the South African Weather Service Deputy Information Officer:

HEAD OFFICE  
1263 Heuwel Road  
Centurion  
0157  
+27 12 367 6000  
Email for Head Office: CRS@weathersa.co.za

# Annexure J

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

This document must be signed and submitted together with your bid

## THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

### INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

### 1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million. or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million. or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million. or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

## **2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

## **3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr



Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

#### 4 PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;
- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number .....	Closing date:.....
Name of bidder.....	
Postal address .....	
.....	
Signature.....	Name (in print).....
Date.....	