

BIDDER NAME: .....

VALIDITY PERIOD: 90 DAYS



**THE GOVERNMENT PRINTING WORKS  
REPUBLIC OF SOUTH AFRICA**

**INVITATION TO TENDER**

**APPOINTMENT OF A SERVICE PROVIDER FOR RENTAL OF FORKLIFTS/ ELECTRIC  
PALLET WALK BEHIND/RIDE-ON ELECTRIC PALLET TRUCK AND MANUAL PALLET JACKS  
TO THE GOVERNMENT PRINTING WORKS, PRETORIA (HEAD OFFICE – 149 BOSMAN  
STREET, GPW SECURITY PRINTING FACTORY- 83 VISAGIE STREET, 88 VISAGIE STREET  
AND ZANDFONTEIN, EAST-LONDON, POLOKWANE AND MMABATHO WAREHOUSES  
FOR A PERIOD OF FIVE (5) YEARS**

**Tender number: GPW-2022/23-01**

**CLOSING DATE: 12 SEPTEMBER 2022**

**CLOSING TIME: 11H00**

**NOTE TO TENDERERS:**

**PLEASE CAREFULLY READ THIS DOCUMENT, COMPLETE WHERE  
REQUIRED, INITIAL EACH PAGE AND SIGN IN FULL AT THE END**

**SECTION A****1 INTERPRETATION**

- 1.1 This RFT shall be for a period of five (5) years.
- 1.2 Unless inconsistent with the context, the words and expressions set forth below shall bear the following meanings and similar expressions shall bear corresponding meanings:
- 1.2.1 **"Closing Date"** shall mean **12 SEPTEMBER 2022** not later than 11h00;
- 1.2.2 **"Conditions of Tender"** shall mean the conditions of tender set out in clause 11;
- 1.2.3 **"Constitution"** shall mean the Constitution of the Republic of South Africa, 1996;
- 1.2.4 **"GPW/Government Printing Works"** shall mean the Government Printing Works, a component of the South African government established under section 7A of the Public Services Act, 1994;
- 1.2.5 **"The Institution"** refers to the Government Printing Works
- 1.2.6 **"Highest Score"** shall mean the highest score obtained in stage 4 (four) of the selection process (i.e. score for price and B-BBEE after applying the relevant formula and table);
- 1.2.7 **"PAJA"** shall mean the Promotion of Administrative Justice Act, 2000 together with the regulations promulgated under this Act;
- 1.2.8 **"PFMA"** shall mean the Public Finance Management Act, 1999 together with the regulations promulgated under this Act;

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1.2.9 "**Procurement Act**" shall mean the Preferential Procurement Policy Framework Act, 2000 together with the regulations promulgated under this Act 2017;

1.2.10 "**Procurement Laws**" shall mean all the relevant procurement laws in the Republic of South Africa including, but not limited to, the Constitution, the PFMA, PAJA, the Procurement Act, practice notes and all other relevant laws and policies;

1.2.11 "**RFT**" shall mean this request for tender and the Returnable Documents;

1.2.12 "**Returnable Documents**" shall mean the following documents:

1.2.12.1 duly signed and completed (price schedule) of this RFT;

1.2.12.2 Annexure A: JV/Consortium Agreement (if applicable);

1.2.12.3 duly completed and signed Annexure SBD 1 – Invitation to Bid;

1.2.12.4 Latest print out of CSD Report;

1.2.12.5 duly completed and signed Annexure SBD 4 – Bidder's Disclosure;

1.2.12.6 duly completed and signed Annexure SBD 6.1 – Preference Point Claim Form;

1.2.13 "**Tenderer**" shall mean the person submitting a Tender in response to this RFT;

1.2.14 "Tender" or "Tender Submission" shall mean bid documents submitted in response to this RFT;

1.2.15 "**Tender**" or "**Tender Submission**" shall mean bid documents submitted in response to this RFT;

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- 1.2.16 **“Premises”** shall mean the GPW’s production facility, situated at 149 Bosman Street, Pretoria, Republic of South Africa;
- 1.2.17 **“Successful Respondent”** shall mean the person to whom the Definitive Agreement is awarded through the process contemplated in this RFT;
- 1.2.18 **“Definitive Agreement”** shall mean the supply and services agreement to be concluded between GPW and the Successful Respondent substantially on the terms contained in the Term Sheet, together with all schedules to be attached thereto or referenced therein;
- 1.2.19 **“BBBEE”** means broad-based black economic empowerment.
- 1.2.20 **“Authorised Signatory”** means a signatory authorised by the Institution and the Service Provider respectively to sign the Agreement, any amendments and/or annexures.
- 1.2.21 **“Losses”** means all losses, liabilities and damages arising from claims (whether actual or threatened) and all related costs and expenses (including legal fees, disbursements and costs of investigation, litigation, settlement, and judgment), fines, interest and penalties.
- 1.2.22 **“Outside of working hours”** means any time from 16H15 until 07H15 from Monday to Friday any time on Saturday, Sunday and Public holidays.
- 1.2.23 **“Business day”** means any day other than a Saturday, Sunday or public holiday in South Africa.
- 1.2.24 **“Effective Date”** means the date of signature of the SLA between the two parties.

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- 1.2.25 **“Service Level Failure”** means the Service Provider’s failure to meet any of the prescribe Service Levels.
- 1.2.26 **“VAT”** means value added tax, levied and payable in terms of the VAT Act.
- 1.2.27 **“VAT Act”** means the Value Added Tax Act, No 89 of 1991, as amended from time to time, including Regulations promulgated there under.
- 1.2.28 **“Working Hours”** means 07H15 to 15H00hrs from Monday to Friday.
- 1.2.29 **“Delivery”** from 07H30 until 15H00 – **no deliveries will be accepted after 15H00**
- 1.2.30 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act. 2003 (Act No. 53 of 2003).
- 1.2.31 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 1.2.32 **“consortium or joint venture”** 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;
- 1.2.33 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 1.2.34 **“Functionality”** means the measurement according to predetermined norms, as set out in the did documents, of the service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quantity

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reliability, viability and durability of a service and the technical capacity and ability of a bidder.

**1.2.35 Delivery:**

Goods must be delivered to the following Government Printing Works offices:

- 149 Bosman street, Pretoria Central
- 83 Visagie street, Pretoria Central
- No.3 First Street, Industrial Site, Mmabatho
- No. 11 20<sup>th</sup> Avenue, Industrial Area, Polokwane
- No. 31 Phillipframe Road, Gate 5, Waverly Park Building, Chiselhurst
- Meiring Naude Road, Brummeria, Pretoria

**1.2.36 Quantity**

GPW requires new forklifts as summarized below. More details under tender specification.

Machine Type	Lifting	Fuel type	Capacity	Quantity	Number of GPW sites
Counterbalance	Forks	Diesel	2500kg	5	4

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Counterbalance	Forks	Battery	2500kg	16	6
Counterbalance	Clamp	Diesel	2500kg	2	1
Counterbalance	Clamp	Battery	2500kg	3	2
Pallet Jack	Forks	Manual	1500kg	29	6
Electric powered truck – Ride & Sit On	Forks	Battery	2000kg	3	2
Electric powered jack – pedestrian follow behind type	Forks	Battery	2000kg	19	6

## 2. INTRODUCTION AND GPW REQUIREMENTS

2.1 The Government Printing Works (GPW) is a government component reporting to the Minister of Home Affairs; with oversight by the Parliamentary Portfolio Committee on Home Affairs. It specialises in the printing and development of security material, including ballot papers, Voters Roll, passports, visa, birth certificates, educational certificates, and Smart identity documents (ID) cards, examination materials, and a wide range of other high security printed material. GPW operates as a self-funded business within the regulated parameters of the Department of Home Affairs.

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2.2 GPW boasts a rich history of producing high security documents (130 years). Security documents are documents containing embedded security features to protect the document against criminal attack, and GPW has adhered to the overall goal of security printing, which is to prevent forgery, counterfeiting and tampering that could lead to fraud and identity theft. Today, GPW ranks as one of the most progressive security printing specialists in Africa, with a high-tech production facility with world leading technologies.

2.3 GPW is registered with the following organisations as a security printer:

2.3.1 the International Government Printers Forum; and

2.3.2 Print SA

2.4 GPW is also recognised by a number of international security document management organisations, including ICAO.

2.5 Background

2.5.1 The Government Printing Works has five (05) strategic branches with organisational information. These branches are:

2.5.1.1 Office of the CEO;

2.5.1.2 Production and Operations;

2.5.1.3 Human Resources;

2.5.1.4 Financial Services; and

2.5.1.4.1 Strategic Management.

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- 2.6 GPW is mandated to render printing and related services on behalf of Government in the Republic of South Africa. These printing services include the production of the South African passport booklet series.

In support of the afore-mentioned mandate, GPW wishes to appoint a service provider for the rental of forklifts/electric walk behind/ride-on electric pallet truck and manual pallet jacks and maintenance of forklifts/electric walk behind/ride-on electric pallet truck and manual pallet jacks for a period of five (5) years.

### 3. TENDER SPECIFICATION

#### 3.1 Purpose

The Government Printing Works invite tenderers to submit tenders for the rental of forklifts/electric walk behind/ride-on electric pallet truck and manual pallet jacks and maintenance of forklifts/electric walk behind/ride-on electric pallet truck and manual pallet jacks for a period of five (5) years.

The following items are required:

Item No. 1	Forklifts – Diesel counterbalance
1.	2.5 ton diesel
	Minimum load capacity of 2500kg
	Minimum load center of 500mm
	Diesel
	Sit down rider type
	Tyres to be solid rubber all-round
	Maximum fork height of 4800mm.
	1145mm free lift
	Fork dimensions of (L x W x T) 1070 X 122 X 40mm
	Tilt angel of (Fwd. / Bwd.) 6/12 deg
	Length of 2530mm to fork face
	Overall width to be 1150mm
	Mast height when forks are lowered to be 4030mm
	Overall height when forks are raised to be 3070 mm
	Overhead guard height to be 2070mm + 1070mm (forks)
	Outside turning radius of 2240mm plus load
	Overhang centerline of front axle to be 450mm

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Minimum aisle – 90 stack (add load length and clearance) to be 2680mm	
prefer a speed of at least;	
Travel Max	With load      ± 15.0km/h Without Load   ± 17.0km/h
Lifting	With Load      ± 540mm/s Without Load   ± 570mm/s
Lowering	With Load      ± 440mm/s Without Load   ± 550mm/s
Ground clearance to be as followed: At lowest point - 110mm Frame - 115mm	
Brakes to be hydraulic foot pedal when in service and mechanical hand lever when parked	
The internal combustion engine to consist of the following; Number of cylinders - 4 and fuel tank capacity of ±70lt	
Forklift to be able to move forward and backwards. State number of forward and reverse gears.	
<b><u>Quantity: Five</u></b> Gauteng - Zandfontein -2 Eastern Cape - East London -1 North West - Mmabatho -1 Limpopo - Polokwane -1	
State manufacture's name:	
Supplier's name and address:	

Item No. 2	Forklifts – Electric Counterbalance
	2.5 ton battery operated
	Minimum load capacity of 2500kg
	Minimum load center of 500mm
	Battery powered type
	Sit down rider type
	Tyres to be solid rubber all-round
	Maximum fork height of 3000mm.
	150mm free lift
	Fork dimensions of (L x W x T) 1070 X 100 X 40mm
	Tilt angel of (Fwd. / Bwd.) 6/12 deg
	Length of 2285mm to fork face
	Overall width to be 1150mm
	Mast height when forks are lowered to be 1995mm
	Overall height when forks are raised to be 4030 mm
	Overhead guard height to be 2095mm
	Outside turning radius of 1970mm plus load

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Overhang centerline of front axle to be 435mm	
Minimum aisle – 90 stack (add load length and clearance) to be 2405mm	
prefer a speed of at least;	
Travel Max	With load      ± 12.5km/h Without Load   ± 14.0km/h
Lifting	With Load      ± 250mm/s Without Load   ± 550mm/s
Lowering	With Load      ± 440mm/s Without Load   ± 540mm/s
Ground clearance to be as follows: At lowest point - 100mm Frame - 115mm	
Brakes to be hydraulic foot pedal when in service and mechanical hand lever when parked	
GPW work on an 8 hour day. <b>State the continued operational time before battery needs recharging.</b>	
The charger to be a 3 phase 380 Amp. <b>State time required to recharge. (local charger)</b>	
<b><u>Quantity: 16</u></b>	
Limpopo - Polokwane -1 Gauteng - Zandfontein - 6 North West - Mmabatho -1 Eastern Cape East London -1 Gauteng - Passport Factory- 1 Gauteng - Paper Stores - 1 Gauteng - Dispatch - 1 Gauteng - Finishing – 1 Gauteng - Pavilion 1&2 -1 Gauteng - POD - 1 Gauteng - CSIR – 1	
State make of forklift	
State model number.	

Item No. 3	Forklifts – Diesel and Electric Clamping Units
	2.5 ton diesel (2) and battery (3) with paper roll clamps must be able to clamp and pickup rolls of 1000kg
	2500kg for forklift and a minimum capacity of 1 300KG for paper roll clamp
	Minimum load center of 650mm for paper roll clamp and

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500mm for forklift	
Diesel or battery – must be 1x diesel and 2x battery units	
Roll range on the paper roll clamp to be 400-1 300mm	
Sit down rider type	
Tyres to be solid rubber all-round	
Maximum clamp height of 4800mm	
1145mm free lift	
Weight of the paper roller clamp to be 360kg	
Tilt angel of (Fwd. / Bwd.) 6/12 deg	
Center gravity on the paper roll clamp to be 245mm	
Overall width to be 1150mm	
Mast height of roller clamp lowered to be 2145mm	
Overall height roll clamp raised to be 4030 mm	
Overhead guard height to be 2070mm roll clamp	
Outside turning radius of 2240mm plus load	
Effective thickness of paper roll clamp to be 136mm	
Minimum aisle – 90 stack (add load length and clearance) to be 2690mm	
prefer a speed of at least;	
Travel Max	With load ± 15.0km/h Without Load ± 17.0km/h
Lifting	With Load ± 540mm/s Without Load ± 570mm/s
Lowering	With Load ± 440mm/s Without Load ± 540mm/s
Ground clearance to be as followed: At lowest point - 110mm Frame - 115mm	
Brakes to be hydraulic foot pedal when in service and mechanical hand lever when parked	
The internal combustion engine to consist of the following; Number of cylinders - 4 and fuel tank capacity of 70lt	
Forklift to be able to move forward and backwards. State number of forward and reverse gears.	
<b><u>Quantity: 4</u></b>	
<b>2 x Diesel Counter balance Paper roll clamping unit</b>	
<b>3 x Electric Counter balance Paper roll clamping unit</b>	
State make of forklift	
State model number.	

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<b>Item No. 4</b>	<b>Manual (Hydraulic Pallet Jack )</b>
	1.5 tons operated pallet jacks
	Forklift Length 120mm
	Fork width 680mm
	Hydraulic fitted pump
	Polyutherene wheels
	Strong steel frame
	Pull or push Hydraulic pallet Jack
	Weight -100kg
	Maximum carrying load 3000
	Maximum lifting load 3000kg
	Wheels -70mm(w)80mm double nylon
	Welded steel pump with safety overload
	Top balanceable reinforced fork frame
	Lowered Height 85mm.
	<b><u>Quantity: 29</u></b>  Gauteng - POD – 2 Gauteng - Letterpress – 2 Gauteng - Examinations – 7 Gauteng - Formbinding – 2 Gauteng - Dispatch (trucks) – 5 Gauteng - Bookbinding – 1 North West - Mmabatho – 2 Eastern Cape - East London – 2 Limpopo - Polokwane – 2 Gauteng - Zandfontein – 3 Gauteng - Security binding- 1

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<b>Item No. 5</b>	<b>Electric ride on Pallet Jack (Sit Down)</b>
	Load capacity -2000kg
	Maximum Height -211mm
	Power-24 volts /420-620ah
	Head length -906 mm
	Width overall 950mm -
	Fork length 1000-2400mm
	State model number .RT series Model Types –sit Down Pallet Jack
	<b><u>Quantity: 3</u></b>
	Gauteng - Zandfontein - 2
	Eastern Cape - East London -1
	State make of forklift
	State model number.
<b>Item No 6</b>	<b>Electric Pallet Jack (Padetrian Type)</b>
	Battery and electric operated
	Work inside environment
	Capacity 1.5 ton
	5.5 km /h
	Strong steel frame
	Load center 600mm
	Battery – 350 AMP hour
	2 year warranty on the battery for the battery operated machine
	Maximum lifting height: 200mm
	Fork length: 1300mm
	Wheel material: Nylon
	<b><u>Quantity : 19</u></b>
	Gauteng - Zandfontein - 2
	Gauteng - Examinations - 5
	Gauteng - Pavillion 1 & 2 - 1
	Gauteng - Pavillion 1 - 1
	Gauteng - Formbinding – 1
	Gauteng - Bookbinding -1
	Gauteng - Litho – 2
	Gauteng - Letterpress – 4
	Gauteng - POD – 2

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**4. PRICING SCHEDULE**

Machine Type	Lifting	Fuel type	Capacity	Quantity	Number of GPW sites	Unit Cost	Total Cost (unit cost x quantity)
Counterbalance	Forks	Diesel	2500kg	5	4		
Counterbalance	Forks	Battery	2500kg	16	6		
Counterbalance	Clamp	Diesel	2500kg	2	1		
Counterbalance	Clamp	Battery	2500kg	3	2		
Pallet Jack	Forks	Manual	1500kg	29	6		
Electric powered truck – Ride & Sit On	Forks	Battery	2000kg	3	2		
Electric powered jack – pedestrian follow behind type	Forks	Battery	2000kg	19	6		
<b>TOTAL MONTHLY RENTAL COST</b>							
<b>TOTAL RENTAL COST FOR A PERIOD OF FIVE YEARS</b>							

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## 5. TENDER SUBMISSION

5.1 Tenderers are requested to initial each page of the RFT Document and sign in full where appropriate.

5.1. Tenders must be submitted:

5.1.1. in duplicate hard copies (i.e. 1 original hard copy and 1 copy of the original no later than the Closing Date; and

5.1.2. deliver Returnable Documents to:

TENDER BOX	HAND DELIVERY
The tender box is situated:  Adjacent to the main entrance, 149 Bosman Street, ton PRETORIA Republic of South Africa	Ms. Noko Kekana Government Printing Works Supply Chain Management Section Room 17 149 Bosman Street PRETORIA Republic of South Africa

5.2. All Returnable Documents must be returned, duly completed and signed, where required, as part of the Tender Submission.

5.3. The documentation must be completed in ink and only hard copies of the completed RFT must be submitted. Please note that no e-mail submissions will be accepted.

5.4. No late Tender Submission will be accepted regardless of how late it is.

## 6. JOINT VENTURES/CONSORTIUMS

6.1. If contemplating a JV or consortium, Tenderers should submit a signed JV or consortium agreement between the parties clearly stating the percentage split of business and the associated responsibilities of each party. The agreement should also state in very clear terms that the parties will be jointly and severally liable to GPW, despite the split of business and associated responsibilities.

6.2. In the case of incorporated JV or consortium, the incorporated JV or consortium must submit a valid B-BBEE verification certificate in its registered name.

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- 6.3. In the case of unincorporated JV or consortium, the unincorporated JV or consortium must submit a consolidated valid B-BBEE certificate as if it was a group structure and such scorecard must have been prepared for this RFT in particular.

## 7. COMMUNICATION

A Tender Submission will be disqualified should any attempt be made by the submitting Tenderer either directly or indirectly to canvass any officer or employee of GPW in respect of this RFT between the Closing Date and the date of the award of the contract.

## 8. TENDER EVALUATION

- 7.1 GPW will utilise the methodology and criteria, as defined per Table 7.1(a) below, in selecting the successful Tenderer.



Table 7.1(a) Methodology and criteria

### 7.1.1 Stage 1: Mandatory/Administrative Compliance

Tenderers must submit the following mandatory documents to qualify to proceed to Stage 2 for further evaluation. Failure to submit any of the below listed document will lead to disqualifications:

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ITEM NO	DESCRIPTION
1	Fully completed, initialed and signed tender document
2	Duly signed and completed Bid Price Details of this RFT
3	Duly completed Annexure ONE – Technical Specifications
4	Annexure A – JV/Consortium Agreement (if applicable)
5	Annexure C: Reference Site
6	Duly completed and signed Annexure SBD 1 – Invitation to Bid;
7	Duly completed and signed Annexure SBD 4 – Bidder's Disclosure;
8	Duly completed and signed Annexure SDB 5 – National Industrial Participation Programme;
9	Duly completed and signed Annexure SBD 6.1 – Preference Point Claim Form;
10	Provision of at least three signed reference letters, on the client's letterhead with contactable client details not older than two years;
11	Detailed Proposal on items offered as per the tender specification and Brochure of the products offered

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12	Detailed service and maintenance plan
13	Agreement between tenderer and service provider who will be maintaining and servicing the rented equipment/ contract between tenderer and its employee who is responsible for maintaining and servicing the rented equipment

**7.1.2 Stage 2: Technical/Functionality evaluation**

Item No.	Criteria	Weight	<u>Bidder own score</u>
1.1	<p>Detailed Proposal on items offered as per the tender specification and Brochure of the products offered</p> <p>Did not submit proposal and brochure – Value = <b>0</b></p> <p>Submitted proposal or brochure submitted – Value = <b>15</b></p> <p>Submitted the proposal compliant to the specification together with Brochure that indicates details of equipment required as per the tender specification – Value = <b>30</b></p>	<b>30</b>	
1.2	<p><b>Provision of the maintenance plan</b></p> <p>Did not submit maintenance plan – Value = <b>0</b></p> <p>Submitted maintenance plan that partially covers required aspects – Value = <b>15</b></p> <p>Submitted maintenance plan that is inclusive of the following:</p>	<b>30</b>	

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	i. Preventative Maintenance Services plan ii. Maintenance safety iii. Checklist for drivers iv. Training on safety aspects for GPW users at all branches v. How will call out services on equipment breakdowns (24 hours) be handled. vi. Provide safety rules for working with electrical/battery equipment as per the safety act (1984 (OHS) – Value = <b>30</b>		
2.	Number of signed reference letters relevant to this bid, on the client's letterhead – letter to include client's contact details - One reference letter - Value 10 - Two to Three reference letters - Value 15 - Four to five reference letters – Value 20 - Six and more reference letters – Value 25	<b>25</b>	
3	Number of years' experience in rental of forklifts/ electric pallet walk behind/ride-on electric pallet truck and manual pallet jacks as indicated under tender specification: If the number of years' experience is: -Below 2 years - Value 5 -Between 2 years and 3 years – Value 8 -Between 3 years and 4 years – Value 10 -4 years and more – Value 15	<b>15</b>	
	<b>TOTAL POINTS</b>	<b>100</b>	
	<b>MINIMUM THRESHOLD</b>	<b>70</b>	

7.1.2.1 This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 70 points for functionality will be evaluated further and scored in terms of pricing and B-BBEE evaluation as indicated hereunder.

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**The points for price will be based on the monthly rate.**

### 7.1.3 Stage 3: Price and B-BBEE

7.1.3.1 The following weighting will apply to price and B-BBEE in accordance with the provisions of the relevant Procurement Laws.

Evaluation Criteria	Final Weighted Score
Price	80
B-BBEE	20
TOTAL SCORE	100

7.1.3.2 GPW will utilise the following formula in its evaluation of price:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

PS = Score for Tender Submission under consideration.

Pt = Price for Tender Submission under consideration.

Pmin = Lowest price tendered in relation to all the Tender Submissions.

7.1.3.3 Broad-Based Black Economic Empowerment criteria preference points will be awarded to a Tenderer for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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Tenderers who do not provide their verification certificates or who are non-compliant shall receive a zero score for B-BBEE.

## 8 SPECIAL CONDITIONS

- 8.1 The bidder agrees to the rental of new forklifts/electric walk behind/ride-on electric pallet truck and manual pallet jacks to the Government Printing Works.
- 8.2 Bidders are required to provide pricing for each items listed in the specification.
- 8.3 Price must include rental, full maintenance, parts, traveling, labour, forks, tires, chains and battery (battery water). Diesel and drivers will be supplied by the Government Printing Works.
- 8.3 The prices should be firm for the first twelve (12) months and thereafter the increase should CPI.
- 8.4 The Government Printing Works will only pay for abuse and accidental damage when proven by the contractor.
- In the event of the contractor committing any breach of contract the Government Printing Works shall be entitled;
- a) to request the contractor to remove the forklifts immediately
  - b) Termination of the hire agreement.
  - c) Apply penalties
- 8.5 All notices which require to be given to the contractor in terms of the hire shall be given in writing be certified of registered post.
- 8.6 The rental forklifts/electric walk behind/ride-on electric pallet truck and manual pallet jacks will be guaranteed for the full rental period of 36 months.

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- 8.7 The administration of this contract is the responsibility of the Government Printing Works.
- 8.8 The Service Provider will ensure that the Technician visit on weekly basis all GPW sites
- 8.9 A replacement m/c must be available should the contract m/c not be repaired in 48 hours.
- 8.10 The bidder must provide training to officials who will be utilizing the rented equipment.

## **9. CONDITIONS OF TENDER**

- 9.1 Failure to complete any of the Returnable Documents, where applicable, in accordance with the instructions contained therein, or otherwise comply with other provisions contained in this RFT, may disqualify Tenderers, at GPW's discretion.
- 9.2 GPW reserves the right to:
- 9.3.1 Award to more than one supplier;
  - 9.3.2 make no award (e.g. reject all Tender Submissions) or award only a portion of the services required under this RFT;
  - 9.3.3 cancel this RFT or any part thereof at any time;
  - 9.3.4 not necessarily accept the Tender Submission obtaining the highest Score;
  - 9.3.5 reject any Tender that:
  - 9.3.6 fails to commit to the key deliverables required by this RFT;
  - 9.3.7 is submitted not as set out in clause 7;

Initial here obo Tenderer

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BIDDER NAME: .....VALIDITY PERIOD: 90 DAYS

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9.3.8 contains any information that is found to be incorrect or misleading in any way; or

9.3.9 is not completed in full and/or initialed as required.

9.4 During the evaluation process, no change in the content of Tender Submissions shall be sought, offered or permitted.

9.5 GPW reserves the right to seek clarity or confirmation on the information submitted. Bidders will not be requested or permitted to alter their bids after the deadline for receipt of bids. GPW will only allow questions be asked to bidders for clarification needed to evaluate their bids but should not ask or permit bidders to change the substance or price of their bids after bid opening. Requests for clarification and the bidder's responses will be made in writing.

9.6 Tenderer's delivery of a Tender Submission constitutes acceptance by the Tenderer of the Conditions of Tender.

9.7 This RFT is an invitation to the Tenderer to make an offer to GPW. No binding contract or other understanding will exist between GPW and the Tenderer unless and until the Definitive Agreement is entered into. Nothing in this RFT or any other communication made between GPW (including its officers, employees, advisers and representatives) and the Tenderer will constitute an agreement or representation that GPW will offer, award or enter into a contract.

9.8 GPW reserves the right in its sole discretion to amend, vary, or supplement any of the information, terms or requirements contained in this RFT, any information or requirements delivered pursuant to this RFT, or the structure and/or schedule of the RFT process, at any time prior to the closing date and time of the tender. Tenderers will have no claim against GPW or against any of its officers, employees, advisers and/or

Initial here obo Tenderer

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BIDDER NAME: .....VALIDITY PERIOD: 90 DAYS

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representatives with respect to the exercise of, or failure to exercise, such right.

#### 9.9 Validity Period

9.10 All Tender Submissions shall remain valid for 90 days from the Closing Date. GPW reserves the right to reject any Tender Submission that is valid for a period less than 90 days.

9.11 Tender Submissions, including pricing, will be considered to be firm throughout such period, based on the scope of services as specified in this RFT, and subject to the contractual documentation included in the RFT.

9.12 The Tenderer's participation in any stage of this RFT process, or in relation to any matter concerning the subject matter hereof, will be at the Tenderer's sole risk, cost and expense. GPW will not be responsible, whether on the basis of any promissory estoppel, quantum merit or on any other contractual, quasi-contractual, restitutionary or other grounds, for any costs or expenses incurred by the Tenderer in preparing or submitting a Tender Submission or as a consequence of any matter relating to the Tenderer's participation in the RFT process. All costs associated with the submission of any additional requested information, the preparation thereof and attendance of clarification meetings, will be the sole responsibility of the Tenderer.

9.13 This RFT will be governed by and construed in accordance with the laws of the Republic of South Africa.

9.14 Collusive Conduct; Improper Assistance; No Inducements.

9.15 As declared in the relevant Returnable Document, neither the Tenderer nor any of its officers, employees, advisers or other representatives will engage in any collusive tendering, anti-  
Initial here obo Tenderer

BIDDER NAME: .....VALIDITY PERIOD: 90 DAYS

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competitive conduct, or any other similar conduct with any other entity or any other person with respect to this RFT process.

9.16 Neither the Tenderer nor any of its officers, directors, employees, advisers or other representatives will seek any assistance, other than assistance officially provided by GPW in conjunction with the RFT process, from any GPW employee, adviser or other representative with respect to this RFT process.

9.17 Neither the Tenderer nor any of its officers, directors, employees, advisers or other representatives will make or offer any gift, gratuity, or other inducement, whether lawful or unlawful, to any of GPW's officers, employees, advisers or other representatives, with respect to this RFT process.

9.18 In addition to any other remedies available to it under any law or any contract, GPW reserves the right at its sole discretion immediately to reject any Tender Submission submitted by a Tenderer that engages in any conduct described in clauses 11.13.1 to 11.13.3

#### 9.20 Proprietary Rights in RFT and Tender Submissions

9.21 GPW shall own all intellectual property rights in the information and ideas developed during its procurement process, including any information and ideas reflected in this RFT (including its appendices and attachments) and in the Tender Submissions thereto except for any pre-existing intellectual property of the Tenderer.

#### 9.22 Publicity

9.22.1 The Tenderer shall not refer to GPW or this RFT in any of its publicity or advertising materials without GPW's approval which may be withheld at GPW's sole discretion.

Initial here obo Tenderer

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## 9.23 Decisions on Tenders

9.23.1 The decision by the Chief Executive Officer or other authorized delegate of GPW regarding the awarding of a contract shall be final.

9.23.2 Where a contract has been awarded on the strength of information furnished by the Tenderer, which, after the conclusion of the relevant agreement, is shown to have been incorrect or misleading, GPW may, in addition to any other legal remedy it may have:

9.23.3 recover from the Tenderer all costs, losses or damages incurred or sustained by GPW as a result of the award of the contract; and/or

9.23.4 cancel the contract and claim any damages which GPW may suffer as a result of having to make less favorable arrangements; and/or

9.23.5 impose on the Tenderer, a penalty not exceeding five per cent of the value of the contract.

## 9.24 Notification

9.24.1 Where any offered product, service or condition differs from the requirements set forth in the RFT, it is the sole responsibility of the Tenderer to notify GPW thereof.

### 9.24.2 Restriction from Tendering or Contracting

9.24.3 The Chief Executive Officer of GPW may, in addition to any other legal remedies GPW may have, determine that no offer from a Tenderer should be considered, or determine that a contract should be cancelled, if the Chief Executive Officer is of the opinion that a Tender Submission or Tenderer has:

9.24.4 failed to comply with any of the conditions of an agreement or has performed unsatisfactorily under an agreement;

Initial here obo Tenderer

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BIDDER NAME: .....

VALIDITY PERIOD: 90 DAYS

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9.24.5 failed to react to written notices properly sent to it; or

9.24.6 offered or given a bribe or any other inducement, or has acted in a fraudulent manner or in bad faith or in any other improper manner.

## 9.25 Representation

9.25.1 Each Tenderer hereby represents and warrants to GPW that the information provided herein is true and correct as at the Closing Date.

9.25.2 By signing this RFT Document, the Tenderer is deemed to acknowledge that it has made itself thoroughly familiar with all the conditions governing this RFT, including those contained in the Returnable Documents and GPW will recognise no claim for relief based on an allegation that the Tenderer overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or otherwise.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
2022

For \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_ Behalf \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Who hereby warrants his authority

Initial here obo Tenderer

\_\_\_\_\_

**10 IMPORTANT DATES AND TIMES****10.1 Key Dates and Activities**

The table below lists certain key dates and activities relevant from time of Issuance of this RFT until the Closing Date:

No	Description	Date and Time
1	RFT Documents available on website	12 SEPTEMBER 2022
2	Last date to submit written clarification questions	06 SEPTEMBER 2022
3	Last date for GPW to respond to written questions, if any, in writing	09 SEPTEMBER 2022
4	Closing Date	12 SEPTEMBER 2022

Any time or date in this RFT is subject to change, at the discretion of GPW. The establishment of a time or date in this RFT does not create an obligation on the part of GPW to take any action, or create any right in any Tenderer that any action be taken, on the date established or on any other date. GPW may in its sole discretion vary or extend any time or date in this RFT.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2022

For and on Behalf of \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Who hereby warrants his authority

Initial here obo Tenderer

\_\_\_\_\_

BIDDER NAME: .....

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Annexure SBD 1**PART A  
INVITATION TO BID**

BID NUMBER:	GPW-2022/23/01	CLOSING DATE:	12 SEPTEMBER 2022	CLOSING TIME:	11h00
DESCRIPTION	RENTAL OF FORKLIFTS/ ELECTRIC PALLET WALK BEHIND/RIDE-ON ELETRIC PALLET TRUCK AND MANUAL PALLET JACKS TO THE GOVERNMENT PRINTING WORKS, PRETORIA (HEAD OFFICE – 149 BOSMAN STREET, GPW SECURITY PRINTING FACTORY- 83 VISAGIE STREET, ABSA 88 VISAGIE STREET AND ZANDFONTEIN, EAST-LONDON, POLOKWANE AND MMABATHO WAREHOUSES FOR A PERIOD OF FIVE (5) YEARS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Tender Box adjacent to the main entrance at: 149 Bosman Street, Pretoria, 0002					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Noko Kekana		CONTACT PERSON	Jabulani Khosa	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Noko.kekana@gpw.gov.za		E-MAIL ADDRESS	jabulani.khosa@gpw.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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 FOR B-BBEE]</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 THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

Initial here obo Tenderer

BIDDER NAME: .....

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## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

Initial here obo Tenderer

BIDDER NAME: .....

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Annexure SBD 4

## 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.

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<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.

Initial here obo Tenderer

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BIDDER NAME: .....

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Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the 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.

<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  
 Initial here obo Tenderer

BIDDER NAME: .....

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- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature Date

.....  
Position Name of bidder

--End of Annexure SBD 4 --

execution of a contract.

Initial here obo Tenderer

Annexure SBD 5

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.

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\_\_\_\_\_

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- 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

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BIDDER NAME: .....

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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.....

Initial here obo Tenderer



**GOVERNMENT PRINTING WORKS  
REPUBLIC OF SOUTH AFRICA**

149 Bosman Street, Private Bag X 85, Pretoria, 0001  
Tel. (012) 748 6380

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2017**

**TENDER GPW-2022/23-01**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

---

**1. GENERAL CONDITIONS**

1.1 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).

1.2

- a) The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and

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(b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

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BIDDER NAME: .....

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- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

### 5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

#### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

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6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

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

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company

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BIDDER NAME: .....

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☐ (Pty) Limited  
[TICK APPLICABLE BOX]

## 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
 .....  
 .....  
 .....  
 .....

## 8.6 COMPANY CLASSIFICATION

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

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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;

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- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

## WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

----end of document SBD 6.1---

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BIDDER NAME: .....

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**FORM 4(ii) – CONSENT FORM****APPLICATION FOR THE CONSENT OF A SUPPLIER/SERVICE PROVIDER FOR THE  
PROCESSING OF PERSONAL INFORMATION FOR THE PURPOSE OF TENDER****NUMBER: GPW-2022/23-01****IN TERMS OF SECTION 11 (2) (a) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT  
NO. 4 OF 2013)****TO (SUPPLIER OR SERVICE PROVIDER NAME):**

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**FROM: GOVERNMENT PRINTING WORKS**

Contact number(s): 012 764 3959  
Fax number: N/A  
E-mail address: [selaelo.ramusi@gpw.gov.za](mailto:selaelo.ramusi@gpw.gov.za)

Full names and designation of person signing on behalf of responsible party:  
**SELAELO RAMUSI**

  
*Signature of designated person*

Date: 10 August 2022

**PART B**

I, \_\_\_\_\_ (full names of supplier/service provider  
representative) hereby:

☐ Give my consent.

For my information to be published in the National Treasury Eportal that is available online on  
[www.gpw.gov.za](http://www.gpw.gov.za) and on [www.etenders.gov.za](http://www.etenders.gov.za) or the website of the Government  
Communication and Information Systems (GCIS).

Signed at ..... this ..... day of .....20.....

.....  
*Signature of Supplier/Service Provider Representative*

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## **THE NATIONAL TREASURY**

### **Republic of South Africa**



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### **GOVERNMENT PROCUREMENT:**

### **GENERAL CONDITIONS OF CONTRACT**

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**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

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BIDDER NAME: .....

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the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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1. Definitions
2. Application
3. General
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5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
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23. Termination for default
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25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
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- 30. Applicable law
- 31. Notices
- 32. Taxes and duties
- 33. National Industrial Participation Programme (NIPP)
- 34. Prohibition of restrictive practices

## **General Conditions of Contract**

### **1. Definitions**

- 1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

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- 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.

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- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## 2. Application

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- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

### **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

### **4. Standards**

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

### **5. Use of contract document and information; inspection**

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

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- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## 6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## 7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's

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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.

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- 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  
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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

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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

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supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

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

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

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

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

## 16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

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16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

## **17. Prices**

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

## **18. Contract amendments**

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

## **19. Assignment**

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

## **20. Subcontracts**

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

## **21. Delays in the supplier's performance**

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

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- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

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## 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

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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

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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 antidumping 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.

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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.

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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.

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**31. Notices**

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder.

This certificate must be an original issued by the South African Revenue Services.

**33. National Industrial Participation (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**

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

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BIDDER NAME: .....

VALIDITY PERIOD: 90 DAYS

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association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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

General Conditions of Contract (revised July 2010)

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