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# MPUMALANGA PROVINCIAL GOVERNMENT



## DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND & ENVIRONMENTAL AFFAIRS

### **BID NUMBER: ALA/587/25/MP**

Document Price: R150

# **PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS**

ISSUED BY:

Department of Agriculture, Rural Development, Land & Environmental Affairs  
Private Bag X11219  
Mbombela  
1200

NAME OF BIDDER: .....

TOTAL BID PRICE (all inclusive) : .....

(Also in words): .....

.....

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT LAND AND ENVIRONMENTAL AFFAIRS</b>					
BID NUMBER:	ALA/587/25/MP	CLOSING DATE:	05 November 2025	CLOSING TIME:	12H00
DESCRIPTION	PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>MBOMBELA</b> , Riverside Government Complex, Building No 9, Government Boulevard, Mbombela, 1200, <b>PIET RETIEF</b> , No. 11 Measroch Street, Piet Retief Office, <b>KWAMHLANGA</b> , KwaMhlanga Government Complex, Department of Finance, Building No. 12, Computer Centre. <b>BUSHBUCKRIDGE</b> , Bushbuckridge Advice Centre, Department of Finance, Protea building (old Telkom building), <b>MIDDELBURG</b> , Department of Public Works, Cnr. Lillian Ngoyi and Dr Beyers Naudé Streets – Old TPA Building, Upper ground floor, Office numbers A20, 21 and 25, <b>MALELANE</b> , 17 Lorenzo Street, Malelane, <b>ELUKWATINI</b> , Elukwatini Sub Regional offices, Office numbers A49 and A50 (opposite Elukwatini Community Hall) Stand number 12 Extension A, Elukwatini 1192. <b>SIYABUSWA</b> Old Parliament Building, Building No.1, Job Skhosana Street, Siyabuswa 0472					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms. NI Mbuyane / Ms. VC Sithole		CONTACT PERSON	Mr. SG Mavuso	
TELEPHONE NUMBER	013 766 6118 / 013 766 6024		TELEPHONE NUMBER	013 759 4195	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	nimbuyane@mpg.gov.za vcmathebula@mpg.gov.za		E-MAIL ADDRESS	MavusoSG@mpg.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<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	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

**MPUMALANGA PROVINCIAL GOVERNMENT**



**DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS (DARDLEA)**

**PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS**

**NAME OF BIDDER** : \_\_\_\_\_

**BID AMOUNT** : \_\_\_\_\_

**TEL NUMBER** : \_\_\_\_\_



**HEAD: AGRICULTURE, RURAL DEVELOPMENT & LAND AND ENVIRONMENTAL AFFAIRS  
PRIVATE BAG X11219  
NELSPRUIT 1200**

**CONTACT: MR SG MAVUSO  
PHONE: 013 759 4195**

**CLOSING DATE : AS PER TENDER BULLETIN**

**BID IS VALID FOR 90 DAYS**

**PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS**

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**BID NOTICE AND INVITATION TO BID**

Bids are hereby invited for the **PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS.**

Bid documents will be obtainable from the Bid office, **Mbombela Riverside Government Complex, Malelane No.17 Lorengo Street, Siyabuswa Old Parliament Building, Middelburg Department of Public Works, KwaMhlanga Government Complex Department of Finance, Piet Retief no. 11 Mearsorch Street, Elukwatini Sub-Regional Offices and Bushbuckridge Advice Centre, Department of Finance**, on payment of a non-refundable levy of **R150.00** or can be downloaded at <https://www.etenders.gov.za>. Only cash will be accepted and document can be collected between 7:45 and 16:00.

**The closing date for receipt of bids is AS PER TENDER BULLETIN.**

Duly completed Bids enclosed in a sealed envelope marked “**PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS**” with the name of the Bidder, shall be deposited in the clearly marked bid boxes provided at the following Bid Offices, **Mbombela, Malelane, Bushbuckridge, KwaMhlanga, Middelburg, Siyabuswa, Piet Retief and Elukwatini.**

The Bids will be opened in public.

Telegraphic, telephonic, telex, facsimile, e-mail and late bids WILL NOT be accepted.

Bidders should ensure that bids are delivered on time to the correct address. If the bid is late, it will not be accepted for consideration.

All documentation submitted in response to this bid must be in English, unless otherwise indicated under technical specification.

**NB: COMPULSORY BRIEFING SESSION** will be held as follows:

<b>Venue</b>	<b>Date and time</b>
R40 Road, Bakoena Business Complex, Bushbuckridge	21 October 2025 at 10h00
Nooitgedacht Research Farm, Ermelo	22 October 2025 at 10h00
Riverside Office Park, Cycad Building Block 4, DARDLEA Ehlanzeni District Office	24 October 2025 at 10h00
Kwa Mhlanga Government Complex	23 October 2025 at 10h00

## **1. BACKGROUND**

The Department of Agriculture, Rural Development, Land and Environmental Affairs (DARDLEA) is one of the key departments in the Mpumalanga Provincial Government and plays a very pivotal role in the economy of the Province and has been identified as a key economic driver for the betterment of the livelihoods of poor communities.

The possession of office furniture with good condition and quality is thus of paramount importance in an endeavour to create a professional and conducive working conditions which will enhance productivity and moral in the workplace which will benefit the department in delivering core services to the general public which is the main mandate of government.

Accordingly, it is because of the aforementioned that the department has embarked on a process to look for a suitable service provider/s to supply, deliver and install office furniture to all identified offices where the department runs its business of delivering quality service to the citizenry.

## **2. PROBLEM STATEMENT**

The Department requires quality resources to be better placed to achieve its desired and set objectives. Included on the resources required is office space and working tools. In this case, majority of office furniture currently under the control of the department has been identified and found lacking significantly in assisting the department to attain its core objectives.

## **3. OBJECTIVE**

The main objective is to get a service providers who will supply, deliver and install quality office furniture to departmental sites wherein a need has been identified to cater for office furniture requirements in pursuit of creating a professional and conducive working environment for all affected departmental staff.

#### **4. SCOPE**

It is expected that the prospective service providers should supply, deliver and install quality office furniture to departmental sites wherein a need be able to deliver the office furniture as per the needs of the department.

#### **5. SPECIAL CONDITION OF CONTRACT**

- The Department reserves the right NOT to appoint any Service Provider if the bid is deemed non-responsive.
- The Department intends to appoint up to a maximum of five (5) Service Providers for this contract.
- The furniture must be delivered at all the identified DARDLEA offices in all the Municipalities in the Province of Mpumalanga as per the issued purchase order or confirmation letter.
- Office furniture must comply with SABS standards for office furniture technical specifications number STATS 1286:2011 or latest (on local content)
- The appointed service providers must ensure that the newly installed office furniture must have a 5-years warranty.
- The service provider(s) must have the capacity to provide the required quantity as per the purchase order or confirmation letter issued.
- Bidders may be rotated in line with the Department's rotation register according to Supply Chain Management rotation schedule.
- The Department reserves the right to request further clarity from preferred service provider(s) if necessary.
- The Department reserves the right to appoint Service Providers based on agreed negotiated rates.
- The total rates should be inclusive of all additional costs. (Transportation and installation costs)

**PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS**

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- The Department is not obliged to make any purchases from the contracted Service Provider if the conditions of the contract no longer serve the best interests of the Department.
- No deliveries will be accepted without an approved purchase order or confirmation letter.
- The original bid documents must be completed in black ink, and any use of correction pen will nullify the bid.
- The Pricing Schedule must be fully completed. Any blank spaces or use of correction pen in the bid document will result in disqualification.
- Alterations or the use of a custom-designed Bill of Quantities (BoQ) will result in disqualification.
- The Department reserves the right to review and amend the list of items in the BoQ as deemed necessary to include new items.
- Bidders may be required to produce samples before confirmation of delivery.
- Any new items will be negotiated with the respective Service Providers and priced at a market-related rate.
- Escalation percentages will be linked to the Consumer Price Index (CPI) and it will be concluded during the price negotiation process.
- Price escalations will take effect from the second year until the end of the three-year contract term.

## **6. EVALUATION PROCESS**

The evaluation process comprises of the following phases:

### **Phase I: Initial Screening Process**

**Failure to submit or adhere to the following bid requirements will lead to automatic disqualification.**

- Bidders must attend the compulsory briefing session and must sign the attendance register.
- SBD forms (SBD 1, SBD 4, SBD 6.1 & 6.2) must be honestly, fully completed and signed by the bidder.
- The Bill of Quantities (BoQ) must be fully completed and signed by the bidder.

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- Signed Joint Venture Agreement and Power of Attorney in case of Joint Ventures must be submitted.
- Bidders must submit a company profile which includes a list of previous contract work done, value of the work and contactable references per contract.

**All bidders must be registered with the Central Supplier Database (CSD) failure to do so will be automatically disqualified.**

**NB: It is the responsibility of the bidder to ensure that the following key information is in order, during the bid evaluations:**

- The Business registration status
- Bid restrictions and defaulters status
- Identification number and the service of the state status

**Failure to submit or adhere to the above will lead to automatic disqualification.**

**Local Content Declaration**

The following items are part of the BoQ and are designated according to the Department of Trade and Industry (DTI).

<b>No</b>	<b>Designated items</b>	<b>Designated percentage</b>
1	Melamine office desk with drawers	70%
2	Office desk (drawers) with timber top on steel frame	90%
3	Office desk (drawers) with supawood (MDF) top on steel frame	90%
4	Melamine/paper foil office desk with drawers	70%
5	Stacker upholstered chair -4 legged without arms	100%
6	Sid upholstered chair –sleigh base with arms	70%
7	High back upholstered chair with arms on 5-star base	65%
8	Steel stationery cupboard	100%
9	Steel drawers filing cabinet	100%
10	Wood stationery cupboard	100%
11	Wood drawers filing cabinet	100%

Bidders are allowed to submit more than one page of Annexure C to capture all listed items.

**Phase II: Functionality evaluation as per attached Terms of Reference**

- a) Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the

**PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS**

- terms of reference.
- b) Service provider(s) must as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring for the respective bids will evaluate and score all bids based on their submissions and the information provided.
  - c) Service provider(s) will not rate themselves but need to ensure that all information is supplied as required. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
  - d) The panel members will individually evaluate the responses received against the following criteria as set out below:

<b>BID EVALUATION CRITERIA FOR PREFERENCE AND PRICE</b>			
<b>Criteria</b>	<b>Evidence</b>	<b>Weight</b>	<b>Points (100)</b>
<b>Capability, track record and experience in the supply, delivery and installation of office furniture</b>  Experience and competency in supply, delivery and installation of office furniture (appointment letters or orders, and delivery notes with contactable references)	No experience	1	<b>30</b>
	1 appointment letter or 1 order and 1 delivery note with contactable reference	2	
	2 to 3 appointment letters or 2 to 3 orders and 2 to 3 delivery notes with contactable references	3	
	4 to 5 appointment letters or 4 to 5 orders and 4 to 5 delivery notes with contactable references	4	
	6 or more appointment letters or 6 or more orders and 6 or more delivery notes with contactable references	5	
<b>Experience of similar value in supply, delivery and installation of office furniture</b>	No proof of monetary value	1	<b>30</b>
	Contract amounting to R300 000 or less	2	
	Contract amounting from R300 001 to R800 000	3	
	Contract amounting from R800 001 to R1 500 000	4	
	Contract amounting from R1 500 001 and above	5	

**PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS**

<b>Criteria</b>	<b>Evidence</b>	<b>Weight</b>	<b>Points (100)</b>
<p><b>Proof of networks</b>                      Proof of networks with prominent furniture manufacturers.                      (attached a signed consent letter from furniture manufacturing company)                      OR                      Proof of owning a manufacturing company                      N.B Physical verification may be conducted on the shortlisted service providers.</p>	Non-attachment	1	<b>30</b>
	<i>Proof of 1(one) network with prominent furniture manufactures</i>	2	
	Proof of 2 (two) networks network with prominent furniture manufactures	3	
	Proof of 3 (three) networks with prominent furniture manufactures	4	
	Proof of 4 (four) network with prominent furniture manufactures or Proof of owning a manufacturing company.	5	
<p><b>Bidder to provide catalogue/ company brochure they are manufacturing or selling.</b>                      The brochure should indicate the following key elements as per the Bill of quantity:</p> <ul style="list-style-type: none"> <li>• Desk</li> <li>• Drawers</li> <li>• Tables</li> <li>• Chairs</li> <li>• Couch</li> </ul> <p>If the bidder is not the manufacturer, a catalogue or brochure from the prominent manufacturer, together with proof of an agreement with that manufacturer, must be attached.</p>	Non-attachment of the catalogue / brochure	1	<b>10</b>
	The catalogue / brochure indicates one (1) of the stipulated key elements	2	
	The catalogue / brochure indicates two (2) of the stipulated key elements	3	
	The catalogue / brochure indicates three-four (3-4) of the stipulated key elements	4	
	The catalogue / brochure indicates five (5) or more of the stipulated key elements	5	
			<b>100</b>

**Only bidders who attain a minimum of 70 percent on Functionality will qualify to proceed for further evaluation on Price and Preference points.**

**THE BID EVALUATION COMMITTEE MAY CONDUCT PHYSICAL VERIFICATION DURING THE EVALUATION PROCESS.**

**PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS**

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- e) Each panel member will rate each individual criterion on the score sheet using the following scale:  
**1-Poor, 2- Below average, 3- Good, 4- Very good, 5- Excellent**
- f) Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria. This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 70% for functionality will be evaluated and scored in terms of pricing and socio-economic goals as indicated hereunder.
- g) The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- h) This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 70% for functionality will be evaluated and scored in terms of pricing and socio-economic goals as indicated hereunder.
- i) Any proposal not meeting a minimum score of 70% functionality will be disqualified.
- j) The price will not be evaluated at this stage
- k)

**Phase III: Price / Financial stage**

- a) Price / Financial proposal must be submitted in South African Rand.
- b) The following formula will be used to calculate the points for price in respect of this bid:

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

Where

Ps= Points scored for comparative price of bid under consideration

Pt= Comparative price of bid under consideration

P min = Comparative price of lowest acceptable bid

- c) The responsive bids will be adjudicated by the State on the 80/20 preference point system based on price points and preference point:

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- The bid price (maximum 80 points)
  - Specific goals (maximum 20 points)
- d) The department reserves the right to arrange contracts with more than one contractor.
- e) The Preferential Procurement Policy Framework Act 2000 (PPPFA) Preferential Procurement Regulations 2022, Regulations were gazetted on 4 November 2022 (No. 47552) Vol.689 and effective from 16 January 2023. This bid will be evaluated as per above mentioned regulations. Bidders are required to submit evidence by which preference points can be claimed based on the specific goals determined by the Department. In case of a Joint Venture, the average score of the joint companies will be considered for determining preference point score.
- f) A maximum of 20 points may be awarded to a bidder for full complying with specific goals requirements stipulated in the table below. For this bid the maximum number preference points that could be allocated to a bidder are indicated below:

<b>Specific Goal</b>	<b>Maximum Preference Points Allocated</b>	<b>Minimum Proof required for claiming preference points</b>
An Enterprise owned by black people	4	CIPC enterprise registration certificate, certified ID copies of company owners and certified Accredited B-BBEE status level contributor certificate or signed sworn affidavit
An Enterprise owned by youth (35 years or younger)	3	CIPC enterprise registration certificate, certified ID copies of company owners and certified Accredited B-BBEE status level contributor certificate or signed sworn affidavit

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<b>Specific Goal</b>	<b>Maximum Preference Points Allocated</b>	<b>Minimum Proof required for claiming preference points</b>
An Enterprise owned women	4	CIPC enterprise registration certificate, certified ID copies of company owners and certified Accredited B-BBEE status level contributor certificate or signed sworn affidavit
An Enterprise owned by persons with disability	3	CIPC enterprise registration certificate, certified ID copies of company owners, a certified accredited BBEE status level contributor certificate or a fully completed sworn affidavit.  Proof of disability (Certificate from a medical doctor that specifies the nature of the disability)
An Enterprise owned by Military Veterans	3	CIPC enterprise registration certificate, certified ID copies of company owners, a certified accredited BBEE status level contributor certificate or a fully completed sworn affidavit.  Confirmation letter from the Department of Military Veterans confirming the individual status as military veteran and that they have not been dishonably charged or honourably discharged from the military organisation or force

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<b>Specific Goal</b>	<b>Maximum Preference Points Allocated</b>	<b>Minimum Proof required for claiming preference points</b>
<p>Promotion of South African Owned companies through the promotion of local manufacturers- local production and content</p> <p>Local production and content designated items and designated percentage required to claim preference points:</p> <p>Melamine office desk with drawers: 70%</p> <p>Office desk (drawers) with timber top on steel frame: 90%</p> <p>Office desk (drawers) with supawood (MDF) top on steel frame: 90%</p> <p>Melamine/paper foil office desk with drawers: 70%</p> <p>Stacker upholstered chair -4 legged without arms: 100%</p> <p>Sid upholstered chair –sleigh base with arms: 70%</p> <p>High back upholstered chair with arms on 5-star base: 65%</p> <p>Steel stationery cupboard: 100%</p> <p>Steel drawers filing cabinet: 100%</p> <p>Wood stationery cupboard: 100%</p> <p>Wood drawers filing cabinet: 100%</p>	<p>3</p> <p>NB: (Points are allocated only when the bidder meets the designated percentage for all listed items)</p>	<p>A written declaration signed by the Enterprise with an indication of local production and content designated percentage for all goods listed on the specific goal and Annexure C (Local Content Declaration: Summary Schedule)</p>
<b>TOTAL</b>		<b>20 POINTS</b>

**Failure to submit the required evidence will lead to allocation of zero (0) preference points.**

- a) The Certified copies should not be made more than 6 months by the closing of the bid.
- b) The points scored by a bidder in respect of the points indicated above will be added to the points scored for price.
- c) Supply Chain Management may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to specific goals.
- d) Points scored will be rounded off to the nearest 2 decimals.
- e) In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for specific goals. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- f) The contract will be awarded to a maximum of 5 highest scored points bidders.

NB: It is the responsibility of the Service Provider to ensure that tax is compliant during the appointment stage and have a valid bank account.

- Where the recommended bidder is not tax compliant, the bidder will be notified by email or in writing of their non-compliant status and the bidder will be requested to provide written proof from SARS on their compliance status or proof that they have made an arrangement to meet their outstanding tax obligation, within 7 working days. The bidder should thereafter provide the Department with proof of their tax compliance status which should be verified via the Central Supplier Database.
- Should the recommended bidder fail to provide written proof of their tax compliance status within seven (7) working days for bids; the Accounting Officer or Accounting Authority must reject the bid submitted by the bidder.
- Where goods and services have been delivered satisfactory without any dispute the department must not delay the processing of payments as a result of outstanding tax matters.
- Bidders are advised to register for Value Added Tax (VAT) if the total value of taxable goods or services awarded is more than R1 million in a 12-month period or is expected to exceed this amount.

**7. CLIENT BASE**

The information submitted concerning the experience may be verified in terms of contactable references which are on the company profile. The references may include the names of relevant persons as well as their phone numbers and email addresses.

DARDLEA may utilize this data to obtain information during the evaluation and adjudication process.

**8. INDEMNITY IMPLICATIONS**

Successful Service Providers must be prepared to enter into a service level agreement with the DARDLEA.

DARDLEA reserves the right to award this bid on a non-exclusive basis, i.e. DARDLEA may procure similar services outside this bid with the view of securing the best service and value for money.

**9. COMMUNICATION**

Supply Chain Management will communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by facsimile, letter or electronic mail or any other form of correspondence to any government official, department or representative of a testing institution or a person acting in an advisory capacity for DARDLEA in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

**10. COUNTER CONDITIONS**

Bidders' attention is drawn to the fact that amendments to any of the Special Conditions by bidders will result in invalidation of such bids.

**11. PROHIBITION OF RESTRICTIVE PRACTICES**

In terms of the Competition Act No. 89 of 1998, all applicable sections of the relevant Acts will be covered under the Service Level Agreement (SLA).

**12. FRONTING**

DARDLEA supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conduction

**PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS**

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themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background, DARDLEA condemns any form of fronting.

DARDLEA, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist.

Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with public sector for a period not exceeding ten years, in addition on any other remedies DARDLEA may have against the bidder/contractor concerned.

Fronting is prohibited. Any bidder found to have fronted shall automatically be disqualified.

For contracts already awarded, the contract shall be cancelled and any costs borne shall be for the account of the defaulting Bidder. These costs shall include the costs of appointing another Bidder to complete the work.

**13. COMPLETION PERIOD**

The successful Bidder(s) will be expected to offer the services as and when required for a period of 36 months.

The Service Providers are expected to deliver the required goods within 30 days of receipt of an order / confirmation letter or unless agreed upon with the Department within the duration of the contract.

**14. MONITORING**

Service provider(s) are to note that the Department will monitor and evaluate the project through delegated officials. All payment claims are to be certified by the delegated official, before payment can be effected.

**15. PRICE NEGOTIATION**

- a) The market-related prices will serve as the basis for negotiating agreed market rates.
- b) A standard rate, aligned with the market-related price, will be negotiated and applied to all five successful service providers.
- c) If bidders do not agree to the proposed rates, they must provide written reasons for rejecting the offer, supported where applicable by proof of relevant market rates.
- d) A service level agreement will be signed with the bidders who accept the negotiated rates.
- e) If the five service providers do not agree to the market-related price as envisaged, the department will cancel the bid.

**16. RIGHT OF DARDLEA TO INVESTIGATE AND SEEK CLARIFICATION**

- The Department may, in its sole discretion, seek clarification, during the process. In the process of clarification, no change in the substance of the Technical Section or in the Financial Section shall be sought, offered or permitted.
- The Department shall seek all clarifications in writing and the bidders responses shall also be in writing. Without limiting the information above, the Department may, in its sole discretion;
- Investigate evidence of the ability and experience of a Bidder under consideration, including joint venture partners, proposed sub-contractors, and parties otherwise related to the Bidder or the Bidder's Proposal; and
- Require or seek out confirmation from other parties of information furnished by a Bidder.

**17. ARITHMETICAL ERRORS**

Check responsive Bid offers for arithmetical errors, correcting them in the following manner:

- Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- If a Bill of Quantities (or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as Bided shall govern, and the unit rate will be corrected.
- Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the Service Provider's addition of prices, the total of the prices

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shall govern and the Service Provider will be asked to revise selected item prices (and their rates if a bills of quantities applies) to achieve the Bided total of the prices.

- Consider the rejection of a Bid offer if the Service Provider does not correct or accept the correction of his arithmetical errors in the manner described above.

**18. SIGNATURE OF AUTHORITY**

Only persons duly authorized by a company shall sign the documents that are to be submitted to the Department. A letter of authorization must accompany bid documents. In terms of joint ventures, a document of establishment of the venture must accompany bid documents. Representatives of all the parties in the joint venture shall sign the establishment document.

**19. ACCEPTANCE AND REJECTION**

The Department may reject any bid document if it deviates from the set criteria and reserves the right to accept or reject any bid if it does not meet the necessary requirements.

**20. TIME SCHEDULE**

All bids will be valid for **90 days** after closing date. In cases where a Bidder fails to sign the contract of agreement or produce the required security within the required time, be unable to undertake work given or withdraw during the appointment period, the bidder shall repay the full expenses of re-advertising and preparing of new bids. This shall not apply if the Department accepts another bidder from the list.

**21. JURISDICTION**

The applicable legislation of the Republic of South Africa shall apply to each contract on its acceptance as domicilium citandiet executandi, where any legal process may be resumed on the contractor.

Each bidder binds itself to the jurisdiction and the stipulated laws of the Republic of South Africa.

**22. PAYMENTS**

Payments shall be as stipulated in the Service Level Agreement entered into between the department and the successful bidder .

**PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS**

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**23. MEDIATION AND ARBITRATION**

Mediation and Arbitration proceedings shall be in terms of rules laid by the Law Society of South Africa.

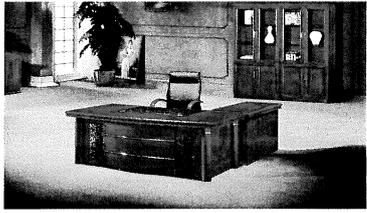
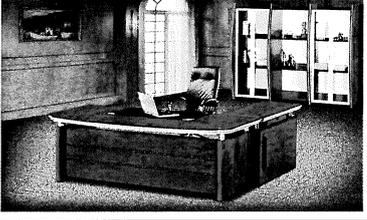
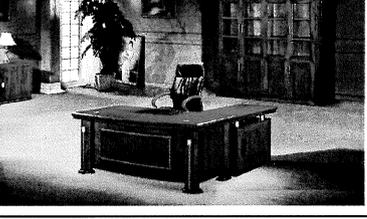
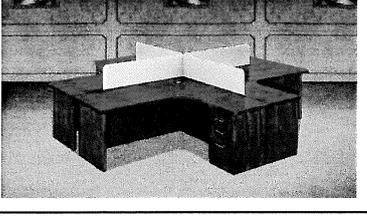
**24. ENQUIRIES AND CLOSING DATE**

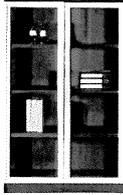
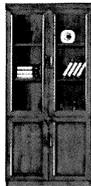
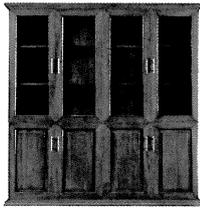
**Technical Enquiries** : **Contact: Mr. SG Mavuso**  
**Phone** : **013 759 4195**  
**Email** : **MavusoSG@mpg.gov.za**

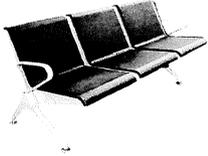
**Administrative Enquiries** : **Ms NI Mbuyane or Ms VC Sithole**  
**Contact** : **013 766 6118 / 013 766 6024**  
**Email** : **nimbuyane@mpg.gov.za /**  
**vcmathebula@mpg.gov.za**

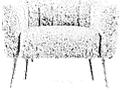
**CLOSING DATE : AS PER BID BULLETIN**  
**NB: NO LATE SUBMISSIONS WILL BE ACCEPTED**

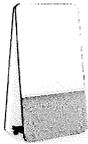
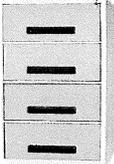
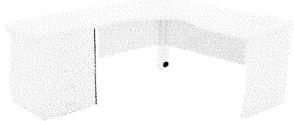
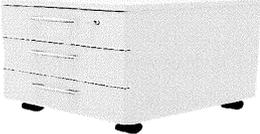
**PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS**

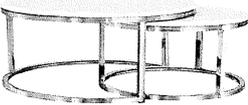
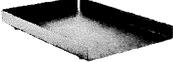
DESCRIPTION	PICTURE OR EQUIVALENT	QTY	AMOUNT
<p>SABS approved Executive Desk L Shape - Desk Size: 1800L x 950W x 800H, Credenza Size: 1050L x 550W x 800H. With 3 Drawer Mobile Pedestal in Mahogany.</p>		1	
<p>SABS approved Desk L Shape. Desk Size - 1600L x 790W x 800H, L Extension Size - 1000L x 447W x 800H. With 3 Drawer Mobile Pedestal in Mahogany.</p>		1	
<p>SABS approved Executive desk made in a mahogany veneer finish with a 70mm thick silver edged top. It has two delicate aluminium beading's embedded on the front panel with brushed aluminium cable wholes and leather inlay. Credenza Size 1200L x 510W x 800H Desk Size 1800L x 900W x 800H</p>		1	
<p>SABS approved Corporate desk made in a mahogany veneer finish with a 80mm thickness desk top including a pencil tray with a black scratch resistant inlay on the desk top. Credenza Size 1200L x 550W x 800H Desk Size 2000L x 1000W x 800H</p>		1	
<p>SABS approved Desk in mahogany veneer finished desk with an 80mm thick desk top provided with a scratch resistant leather inlay and brushed aluminium cable wholes. It has pillar legs with intricate detailing adding to its executive elegance. Credenza Size 1050L x 550W x 800H Desk Size 1800L x 950W x 800H</p>		1	
<p>SABS approved Office desk made in mahogany veneer finish and has a scratch resistant leather inlay on the desk top. The credenza consists of 1 hinge door, 2 standard drawers and one deep filer. Credenza Size 1000L x 550W x 800H Desk Size 1600L x 800W x 800H</p>		1	
<p>SABS approved Four way cluster desk is made out of Mahogany veneer finish and can be supplied separately. The pedestal consists of a pencil tray, 2 standard drawers and one deep filer. The silver wooden divider is an optional extra. Desk Size: 1600L x 1200W x 800H Credenza Size: 500L x 427W x 800H</p>		1	

DESCRIPTION	PICTURE OR EQUIVALENT	QTY	AMOUNT
SABS approved two door glass aluminium framed system cabinet which consists of internal shelving is made out of a Mahogany veneer finish. It's ideal for storage. Size: 900L x 400W x 1500H		1	
SABS approved This two door wooden system cabinet which consists of internal shelving is made from a Mahogany veneer finish. Size 900L x 400W x 1500H		1	
SABS approved four drawer hanging file cabinet is made with mahogany veneer and has central locking. Size: 550L x 570W x 1450H		1	
SABS approved wall unit is made with mahogany veneer with aluminium framed glass door fronts in a modern finish and it contains internal shelving. Size: 900L x 400W x 1500H		1	
SABS approved Wall unit made in mahogany veneer with two glass doors containing internal shelving. Size: 900L x 420W x 2000H		1	
SABS approved Mahogany veneer wall unit with four glass doors. Size: 1800L x 420W x 2000H		1	
SABS approved Round conference table made from a mahogany veneer finish and its ideally for 4 people. Boardroom Table Size: 1200L x 1200W x 800H		1	
SABS approved Office Desk 1600 (L) x 1000 (W) x 725 (H) Handed Core, 1200 (L) x 800 (W) x 725 (H) Rectangular, 600 (L) x 600 (W) Extension Top. 25mm Top with panel legs & modesty panel / Left or right handed. Sliding Door Credenza 1000 (W) x 600 (D) x 725 (H). In <b>Light Oak Laminate</b>		1	

DESCRIPTION	PICTURE OR EQUIVALENT	QTY	AMOUNT
<p>SABS approved Global Hinge Door Systems Cabinet 900 - 1100 (W) x 400 - 550 (D) x 1500 (H). In Light Oak Laminate</p>		1	
<p>SABS approved 3 Seater Black Plastic Coated Waiting Area Bench. Arm and Legs: Stainless Steel. Cross beam: 2mm Steel square tube powder coated silver. Size: 1850W x 670D x 820H.</p>		1	
<p>SABS approved A-maze high back chair mesh back and contract black fabric seat with adjustable armrest and spider base</p>		1	
<p>SABS approved Stackable Training Chair black mesh back with black nylon arms on 4-legged chrome.</p>		1	
<p>SABS approved Executive Highback Office Chair has includes Chrome armrest with leather padding. 170kg Maximum weight. 660W x 720D x 1200-1300H</p>		1	
<p>SABS approved Executive Visitors Office Chair has includes Chrome armrest with leather padding. 170kg Maximum weight. 660W x 720D x 1030H</p>		1	
<p>SABS approved High Back Classical Chair, Multi-function tilt mechanism with 4 locking positions. 5-Star aluminium base in chrome or powder coated in black or silver finish, with 60mm PU castors. leather upholstery.</p>		1	

DESCRIPTION	PICTURE OR EQUIVALENT	QTY	AMOUNT
SABS approved Classical Meeting Chair. Swivel & tilt mechanism with tilt locking in original position. Fixed aluminium arms in chrome finish. 4-Star aluminium base with chrome glides. bonded leather upholstery.		1	
SABS approved Stylish Occasional Chair with gold four legs. 100% Polyester Fabric. H73 x W83 x D65cm. NB: Colour may differ upon quotation request.		1	
SABS approved 3 Seater Couch. 100% Polyester Fabric. Size: H74 x W205 x D84cm		1	
SABS approved Desk Office Size: 2175 (L) x 1750 (W) x 725 (H). 25mm Thick laminate worktop. Includes 1 x panel leg, 1 x 3 drawer pedestal & modesty panel. 1000mm Open L-extension. Left or right handed.		1	
SABS approved Desk Office Size: 2000 (L) x 2100 (W) x 738 (H). 38mm Laminate worktop & panel leg with 3D aluminium-look PVC edge. Includes open front L-extension: 1 x pen & pencil drawer, 1 x deep filer, 2 x hinge doors & 1 x open compartment. Left or right handed. 16mm Modesty panel in black laminate.		1	
SABS approved Hinge Door Cabinet, 1000 (W) x 450 (D) x 1100 (H). 3 x Hinge doors inclusive of 2 x shelves. Laminate Finish		1	
SABS approved Filing Cabinet, 900(W) x 400 (D) x 1500 (H). 4-Tier hinge cabinet with fixed shelves/ Accommodates lever arch files. Oak Laminate Finish.		1	
SABS approved Boardroom Table 14 Seater, Size: 4800L x 1200W x 725-800H		1	
SABS approved Boardroom Table 28-32 Seater, Size: 9600L x 1200W x 725-800H		1	

DESCRIPTION	PICTURE OR EQUIVALENT	QTY	AMOUNT
SABS approved Boardroom Table 8 Seater, Size: 2400L x 1200W x 700 - 800H		1	
SABS approved Brainstorm Server, 1500 - 1600 (W) x 600 (D) x 900 - 950 (H). 2 x Hinge doors & Drawers. Oak with Laminate Finish.		1	
SABS approved Training Table 1800 (L) x 750 (W) x 725 (H). 25mm Top with White Painted Legs/ Lockable Castors in Light Oak or White Laminate		1	
SABS approved Multifunction Table, Black Painted Legs with lockable castors. Size: 1800L x 750W x 725H, 25mm Top, 75mm castors. NB: Colour mat differ on quotation request.		1	
SABS approved Non-magnetic white board writing surface. Pen tray in True Oak laminate. 9mm 100% Polyester panel to lower section. Black steel frame on castors. Size: 900 (W) x 500 (D) x 1800 (H)		1	
SABS approved Filing Cabinet Four With Lockable Drawers. 630mm(L) x 470mm(W) x 1,320mm(H)		1	
SABS approved Cluster Desk - Desk Size: 1500 - 1600L x 1200W x 800H, Pedestal Size: 500L x 427W x 800H Oak/Mahogany Laminate. With dividing Boards.		1	
SABS approved 3 Drawer Mobile Lockable Pedestal Size: 400 X 420 X 540 mm. Light Oak, Laminate Finish		1	
SABS approved Four Seater Round Meeting Table 1200W x 1200D x 800 (H). Light Oak/Walnut/Mahogany Laminate Finish.		1	
SABS approved Hat and Coat Stand, 380 (W) x 380 (D) x 1750 (H). Silver Painted with 6 Chrome hooks.		1	

DESCRIPTION	PICTURE OR EQUIVALENT	QTY	AMOUNT
SABS approved Single letter tray made in mahogany veneer, ideal for filing and organizing any desk.		1	
SABS approved Coffee table & side table has a simple yet elegant design and is made with mahogany veneer. It is made to match our Office furniture range. Size: 1350L x 750W x 500H		1	
SABS approved Modern Stylish Coffee Table (s). 65cm(L) x 45cm(W) x 50cm(H). Metal with Gold finish. Primary Top: Marble i.e. 2 Pack – Rounded Marble Top. NB: Stone colour may differ upon quotation request.		1	
<b>SABS approved</b> Single letter tray. Must be available in black, silver.		1	
SABS approved Waste Paper bin 230 ø x 230H. Should be available in different colours e.g. black, silver, etc.		1	
<b>TOTAL</b>		<b>R</b>	
<b>VAT 15%</b>		<b>R</b>	
<b>TOTAL INCLUSIVE OF VAT (TOTAL BID OFFER)</b>		<b>R</b>	
<b>Name of Bidder:</b> .....			
<b>Signature:</b> .....			
<b>Date:</b> .....			



### Application for a Tax Clearance Certificate

**Purpose**

Select the applicable option ..... Tenders ..... Good standing

If "Good standing", please state the purpose of this application

**Particulars of applicant**

Name/Legal name  
(Initials & Surname  
or registered name)

Trading name  
(if applicable)

ID/Passport no

Company/Close Corp.  
registered no

Income Tax ref no

PAYE ref no 7

VAT registration no 4

SDL ref no L

Customs code

UIF ref no U

Telephone no

Fax  
no

E-mail address

Physical address

Postal address

**Particulars of representative (Public Officer/Trustee/Partner)**

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax  
no

E-mail address

Physical address

**Particulars of tender** (If applicable)

Tender number

Estimated Tender amount R

Expected duration of the tender year(s)

**Particulars of the 3 largest contracts previously awarded**

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
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**Audit**

Are you currently aware of any Audit investigation against you/the company? YES NO  
If "YES" provide details

[Empty box for providing details if YES]

**Appointment of representative/agent (Power of Attorney)**

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent

Date

Name of representative/agent

**Declaration**

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

Date

Name of applicant/Public Officer

**Notes:**

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
  - falls or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - without just cause shown by him, refuses or neglects to-
    - furnish, produce or make available any information, documents or things;
    - reply to or answer truly and fully, any questions put to him ...

As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- Your Tax Clearance Certificate will only be Issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

## 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.

Full Name	Identity Number	Name of State institution

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

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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.

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

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

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

**SBD4**

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

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

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

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

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

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

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

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

**1. GENERAL CONDITIONS**

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

## PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS

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

### 2. DEFINITIONS

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

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

#### 80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

**3.2.1. POINTS AWARDED FOR PRICE**

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

**80/20**

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

Where

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

**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

**PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
An Enterprise owned by black people	4	
An Enterprise owned by youth (35 years or younger)	3	
An Enterprise owned women	4	
An Enterprise owned by persons with disability	3	
An Enterprise owned by Military Veterans	3	
<p>Promotion of South African Owned companies through the promotion of local manufacturers- local production and content</p> <p>Local production and content designated items and designated percentage required to claim preference points:</p> <ul style="list-style-type: none"> <li>• Melamine office desk with drawers: 70%</li> <li>• Office desk (drawers) with timber top on steel frame: 90%</li> <li>• Office desk (drawers) with supawood (MDF) top on steel frame: 90%</li> <li>• Melamine/paper foil office desk with drawers: 70%</li> <li>• Stacker upholstered chair -4 legged without arms: 100%</li> <li>• Sid upholstered chair –sleigh base with arms: 70%</li> <li>• High back upholstered chair with arms on 5-star base: 65%</li> <li>• Steel stationery cupboard: 100%</li> <li>• Steel drawers filing cabinet: 100%</li> <li>• Wood stationery cupboard: 100%</li> <li>• Wood drawers filing cabinet: 100%</li> </ul>	3	

**PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS**

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**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

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

**PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE IN THE MPUMALANGA PROVINCE FOR A PERIOD OF THREE YEARS**

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.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....  
.....  
.....  
.....

## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;
2. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?  
(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.resbank.co.za](http://www.resbank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO.** .....

**ISSUED BY:** (Procurement Authority / Name of Institution):  
.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder  
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017

promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_







Annex D

**Imported Content Declaration - Supporting Schedule to Annex C**

(D1) Tender No. \_\_\_\_\_  
 (D2) Tender description: \_\_\_\_\_  
 (D3) Designated Products: \_\_\_\_\_  
 (D4) Tender Authority: \_\_\_\_\_  
 (D5) Tendering Entity name: \_\_\_\_\_  
 (D6) Tender Exchange Rate: \_\_\_\_\_ Pula \_\_\_\_\_

Note: VAT to be excluded from all calculations

EU R 9.00      GBP R 12.00

**A. Exempted imported content**

Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value											R 0

This total must correspond with Annex C - C 21

**B. Imported directly by the Tenderer**

Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)
(D32) Total imported value by tenderer											R 0

**C. Imported by a 3rd party and supplied to the Tenderer**

Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
(D45) Total imported value by 3rd party											R 0

**D. Other foreign currency payments**

Type of payment	Local supplier making the payment	Overseas beneficiary	Calculation of foreign currency payments		Summary of payments
			Foreign currency value paid	Tender Rate of Exchange	
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)
(D52) Total of foreign currency payments declared by tenderer and/or 3rd party					

Signature of tenderer from Annex B

Date: \_\_\_\_\_

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above R 0

This total must correspond with Annex C - C 23

## Annex E

### Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

**Note:** VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
<b>(E9) Total local products (Goods, Services and Works)</b>			R 0

(E10) **Manpower costs** (Tenderer's manpower cost) R 0

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.) R 0

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.) R 0

**(E13) Total local content** R 0

**This total must correspond with Annex C - C24**

Signature of tenderer from Annex B

Date: \_\_\_\_\_

# THE NATIONAL TREASURY

Republic of South Africa



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## GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

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

**NOTES**

The purpose of this document is to:

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

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

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

## TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
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20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
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33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

## General Conditions of Contract

### 1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

**2. Application**

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

**3. General**

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](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 documents and information; inspection.**

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

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

**6. Patent rights**

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

**7. Performance security**

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

**8. Inspections, tests and analyses**

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

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

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

## **9. Packing**

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

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

## **10. Delivery and documents**

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

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

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental services**

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

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

#### **14. Spare parts**

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

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

#### **15. Warranty**

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

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

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

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

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

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

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

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.

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

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

**24. Anti-dumping  
and countervailing  
duties and rights**

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

may be due to him

**25. Force Majeure**

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

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

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

**28. Limitation of liability**

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

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

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

Js General Conditions of Contract (revised July 2010)