



**agriculture, land reform  
& rural development**

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

KZN: Provincial Shared Service Centre, P/Bag X 9132, 270 Jabu Ndlovu Street, Pietermaritzburg 3200  
Tel (033) 264 9500 Fax (033) 342 3904 / 342 1991

**ENQUIRIES:** Ms M Reddy / Mr X Ngema

**BID NOS:** SS-KZN 7/1/6/3 (817) 3T

**The Managing Director**

**Dear Sir / Madam**

**INVITATION TO SUBMIT A PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MENTORSHIP PROGRAMME FOR THE KZN GRADUATES ENTERPRISES (TOILET TISSUE AND SANITARY TOWEL MANUFACTURING) IN FOUR DISTRICTS OF KWAZULU-NATAL FOR A PERIOD OF TWO (02) YEARS**

1. Closing Date: **07 March 2022 at 11h00**
2. The attached documents consist of **[50]** pages.
3. The conditions contained in Supply Chain Management (General Conditions and Procedures) and the attached SBD 1, SBD 2, SBD 3.3, SBD 4, SBD 6.1, SBD 8, SBD 9, Terms of Reference as well as any other conditions accompanying this request are applicable.
4. Any shareholder or joint venture agreements should be included with your proposal. It is of utmost importance that the bidder should attach to the proposal, certified copies of shareholders or joint venture certificates and identity documents.
5. Submit the central supplier database summary report and the Tax compliance status pin or (valid tax clearance certificate).
6. Where a Sworn Affidavit is attached, bidder will be required to include financial statements to support the preference points claim.
7. Use of correctional fluid is strictly prohibited on the document.
8. Please contact on **Ms. P. Duma** on **071 606 0670** for any technical queries related to the project.
9. All the documents accompanying this bid invitation must please be completed and signed in detail where applicable and returned with your bid. Faxed copies and email will not be accepted.
10. The appointed service provider must sign a contract within 2 days from receipt of the appointment letter at the KwaZulu-Natal Shared Service Centre at 270 Jabu Ndlovu Street, Pietermaritzburg before commencement of project.
11. Please ensure that your bid reaches this office before closing date and time.
12. When submitting your bid the following information must appear on the sealed envelope:
  - Name and address of the bidder
  - Bid number
  - Closing date
13. The envelope must be placed in the bid box on the first floor at 270 Jabu Ndlovu (Loop) Street, Pietermaritzburg  
OR If posted, place the afore-mentioned envelope in a covering envelope addressed as follows: Bids, Department of Rural Development & Land Reform, Private Bag X9132, Pietermaritzburg, 3200

Kind regards

**DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT, KZN: PSSC  
FOR DIRECTOR –GENERAL: AGRICULTURE, LAND REFORM AND RURAL  
DEVELOPMENT**

**DATE:** 15/02/2022

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
<b>BID NUMBER:</b>	SS-KZN 7/1/6/3 (817) 3T	<b>CLOSING DATE:</b> 07 MARCH 2022		<b>CLOSING TIME:</b>	11H00
<b>DESCRIPTION</b>	INVITATION TO SUBMIT A PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MENTORSHIP PROGRAMME FOR THE KZN GRADUATES ENTERPRISES (TOILET TISSUE AND SANITARY TOWEL MANUFACTURING) IN FOUR DISTRICTS OF KWAZULU-NATAL FOR A PERIOD OF TWO (02) YEARS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
270 JABU NDLOVU STREET, PIETERMARITZBURG, 3201					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	X NGEMA		CONTACT PERSON	P DUMA	
TELEPHONE NUMBER	033 264 9500		TELEPHONE NUMBER	071 606 0670	
FACSIMILE NUMBER	033 342 1991		FACSIMILE NUMBER	033 264 1413	
E-MAIL ADDRESS	xolani.ngema@dalrrd.gov.za		E-MAIL ADDRESS	Peggy.duma@dalrrd.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER 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	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

## PART B TERMS AND CONDITIONS FOR BIDDING

<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, 2017, 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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
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:

.....

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**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

**Audit**

Are you currently aware of any Audit investigation against you/the company?  YES  NO

If "YES" provide details

  
**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:**

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
  - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - (b) without just cause shown by him, refuses or neglects to-
    - (i) furnish, produce or make available any information, documents or things;
    - (ii) 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 ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: ..... BID NO.: SS-KZN 7/1/6/3 (817) 3T

CLOSING TIME 11:00 on 07 March 2022

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE	OF	VAT	AT	15%
---------	-------------	-------------------------------------	----	-----	----	-----

**INVITATION TO SUBMIT A PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MENTORSHIP PROGRAMME FOR THE KZN GRADUATES ENTERPRISES (TOILET TISSUE AND SANITARY TOWEL MANUFACTURING) IN FOUR DISTRICTS OF KWAZULU-NATAL FOR A PERIOD OF TWO (02) YEARS**

DISTRICT	NAME OF COOPERATIVE	TOTAL MEMBERS PER COOPERATIVE	MENTORSHIP PROGRAM PRICE - YEAR 1	MENTORSHIP PROGRAM PRICE - YEAR 2	TOTAL PRICE
Mkhanyakude	Siyathuthuka madoda multipurpose primary cooperative	09			
King Cetshwayo	uThungulu youth development primary cooperative	07			
Zululand	Empire andisix primary cooperative	08			
Mgungundlovu	Hopewell multipurpose primary cooperative	07			
<b>VAT @ 15%</b>					
<b>Grand total including VAT</b>					

**NB:** Please attach a detailed cost breakdown for 2 years as per the Terms of Reference

**NB:** The price for mentorship program for the KZN graduate's enterprises (toilet tissue and sanitary towel manufacturing) in four districts of Kwazulu-Natal province for a period of two years must be inclusive of the service providers staff travel costs, meals and accommodation.

1. Period required for commencement with project after Acceptance of bid .....  
.....
2. Estimated man-days for completion of project .....  
.....
3. Are the rates quoted firm for the full period of contract? .....  
.....
4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index. ....  
.....
4. Adherence to Time Frame as per terms of reference (yes/no) .....  
.....
- 5 Availability to attend meetings as indicated in the terms of reference (The costs thereof to be included in total bid price) .....  
.....

Any enquiries regarding bidding procedures may be directed to the –

**Department of Agriculture, Land reform and Rural Development  
Provincial Shared Service Centre  
Acquisition Section**

Mr Bongani Magudulela or Mr. X. Ngema  
Tel: 033 264 9500

**Or for technical information**

Ms. P. Duma  
Cell: 071 606 0670



## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number: .....
  - 2.3 Position occupied in the Company (director, shareholder etc): .....
  - 2.4 Company Registration Number: .....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....

\* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder YES / NO

presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member: .....  
Name of state institution to which the person is connected: .....  
Position occupied in the state institution: .....

Any other particulars:

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

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**  
shareholders / members or their spouses conduct business  
with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have  
any relationship (family, friend, other) with a person  
employed by the state and who may be involved with the  
evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

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

**YES / NO**

2.10 Are you, or any person connected with the bidder,  
aware of any relationship (family, friend, other) between  
the bidder and any person employed by the state who  
may be involved with the evaluation and or adjudication of  
this bid?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the  
directors /shareholders/  
members of the company  
have any interest in any  
other related companies  
whether or not they are  
bidding for this contract?

**YES / NO**

2.11.1 If so, furnish particulars:

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

YES / NO

### DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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

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

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

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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

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

### 3. POINTS AWARDED FOR PRICE

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

**80/20** or **90/10**

Where

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

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

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

## 5. BID DECLARATION

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

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

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

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

## 7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

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

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

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

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

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

8.2 VAT \_\_\_\_\_ registration  
number:.....

8.3 Company \_\_\_\_\_ registration  
number:.....

**8.4 TYPE OF COMPANY/ FIRM**

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the  
company/firm, certify that the points claimed, based on the B-BBE status level of  
contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies  
the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as  
indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

1. ....
2. ....

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

DATE: .....

ADDRESS .....

.....

.....



## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION  
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,  
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js365bW

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**SS-KZN 7/1/6/3 (817) 3T**

(Bid Number and Description)

**INVITATION TO SUBMIT A PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MENTORSHIP PROGRAMME FOR THE KZN GRADUATES ENTERPRISES (TOILET TISSUE AND SANITARY TOWEL MANUFACTURING) IN FOUR DISTRICTS OF KWAZULU-NATAL FOR A PERIOD OF TWO (02) YEARS**

in response to the invitation for the bid made by:

**THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT**

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

<sup>3</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.

10. 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.

.....  
Signature

.....  
Date

.....  
Position

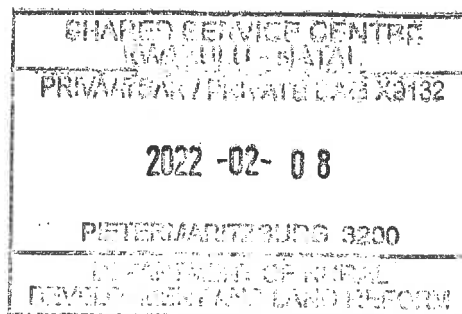
.....  
Name of Bidder

Js914w 2



## agriculture, land reform & rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT: KWAZULU – NATAL  
PRIVATE BAG X9000, PIETERMARITZBURG, 3200, 188 HOOSEN HAFJEJEE STREET, TEL: (033) 355 4300 FAX: (033) 264 9500

### TERMS OF REFERENCE

#### INVITATION TO AN ACCREDITED SERVICE PROVIDER TO PROVIDE MENTORSHIP PROGRAM FOR THE KZN GRADUATE'S ENTERPRISES (TOILET TISSUE AND SANITARY TOWEL MANUFACTURING) IN FOUR DISTRICTS OF KWAZULU-NATAL PROVINCE FOR A PERIOD OF TWO YEARS.

#### 1. PURPOSE

- 1.1 To provide mentorship program to the KZN Graduate's Enterprises in four Districts: Mgungundlovu, King Cetshwayo, Zululand and Mkhanyakude District Municipalities in the KwaZulu Natal province for a period of two years.

#### 2. BACKGROUND

- 2.1 The graduate enterprises program consists of four primary cooperatives whose members participated in departmental youth programmes such as National Rural Youth Service Corps (NARYSEC), Cooperative Development Programme for CED through University of Zululand and Agricultural Graduate Programme (AGP).
- 2.2 The current drive and emphasis by the government on job creation through supporting small businesses and cooperatives, for its procurement presents an opportunity for this program to make a valuable contribution towards achieving this goal.
- 2.3 Supporting these enterprises will contribute towards poverty alleviation and fight unemployment rate by creating job opportunities. (The business plans indicate the human resource personnel needed by the enterprises to operate sustainably).
- 2.4 The Graduate Enterprises will supply toilet tissue rolls to local municipalities, Provincial & National government departments, retail outlets, schools, hospitals, correctional services centres and probably walk-ins if the factory shop is possible to open. The enterprises will be supported in starting a tissue making factory first and further on explore feasibility of expanding to produce sanitary towels with the intention of supplying them to local schools and retail outlets.

**INVITATION TO AN ACCREDITED SERVICE PROVIDER TO PROVIDE MENTORSHIP PROGRAM FOR THE KZN GRADUATE'S ENTERPRISES (TOILET TISSUE AND SANITARY TOWEL MANUFACTURING) IN FOUR DISTRICTS OF KWAZULU-NATAL PROVINCE FOR A PERIOD OF TWO YEARS.**

**3. DUE CARE AND DILIGENCE**

The service provider, including any person acting for and on behalf of the service provider, must exercise due care and diligence in the performance of their duties as contemplated in the contract/quotation and the service provider will be liable to the department in the event that it fails to exercise such due care and diligence.

**THE DEPARTMENT RESERVES THE RIGHT NOT TO APPOINT THE LOWEST QUOTATION AND OR ANY BID THAT HAS BEEN RECEIVED.**

**4. INDEMNITY**

The service provider hereby indemnifies and holds the department harmless against any claims of any nature arising out of the willful or negligent acts or omissions of the service provider, or any person acting for and on behalf of the service provider, and the service provider hereby warrants that it carries sufficient insurance to cover any such claims, of any nature, arising out of such willful or negligent act or omissions.

**5 KEY DELIVERABLES OF THE PROFESSIONAL SERVICE PROVIDER**

ITEM	QUANTITY / DURATION
Provision of Mentorship program to four enterprises	02 Years

**5.1 Role - Purpose of the Mentorship support**

The mentor will serve as an adviser hand holding graduates participating in this program. The mentor will provide mentorship program to all participants/mentees under his/her wings from the participating enterprises and or cooperatives. The mentor can use the mentees to create taskforce in order to work on operational activities that are program related to fulfill its objectives. The mentorship program will be ongoing for the duration of the project as outlined in the mentorship contract.

The mentor should provide exit strategy or plan at the end of mentorship program detailing way forward and proceedings of enterprises in a sustainable manner.

The mentor should also establish concrete markets and clientele for the enterprises with tangible offtake agreements and contracts as portfolio of evidence (POE).



**INVITATION TO AN ACCREDITED SERVICE PROVIDER TO PROVIDE MENTORSHIP PROGRAM FOR THE KZN GRADUATE'S ENTERPRISES (TOILET TISSUE AND SANITARY TOWEL MANUFACTURING) IN FOUR DISTRICTS OF KWAZULU-NATAL PROVINCE FOR A PERIOD OF TWO YEARS.**

## **5.2 Key responsibilities and or activities**

The mentor should provide a costed implementation plan detailing how the whole mentorship program will be roll-out, and the plan should be followed as a road map during implementation process. The responsibilities and or activities of mentorship program are in three-fold as follows:

### **5.2.1 Capacity building support**

A skills development plan and its implementation for the toilet tissue manufacturing enterprises consisting of but not limited to the following as outlined by the business plan:

<b>Job Category</b>	<b>Skills requirement</b>
Plant Manager	<ul style="list-style-type: none"> <li>- Business Management (Finance, Marketing, HR, Operations, etc.)</li> <li>- Machine Operations</li> <li>- Quality Management</li> <li>- Customer Service/relationship</li> <li>- Performance Measurement &amp; Management</li> <li>- Human Resource</li> <li>- Financial Management (Budgets, Cash-flow, Internet Banking, Debtor Management, Receipts, banking, payroll, SARS compliance, etc.)</li> <li>- Sales &amp; Marketing</li> <li>- Product Pricing &amp; Promotions</li> <li>- Computer literacy</li> <li>- Occupational Safety, Health and Environment</li> </ul>
Finance and Office Admin (could be plant manager)	<ul style="list-style-type: none"> <li>- Bookkeeping</li> <li>- Computer literacy</li> <li>- Financial Management (Budgets, Cash-flow, Payments, Debtor Management, Receipts, banking, payroll, SARS compliance issues, etc.)</li> </ul>
Machine Operator	<ul style="list-style-type: none"> <li>- Machine operations and maintenance plan</li> <li>- Waste disposal</li> <li>- Quality Management</li> <li>- Occupational Safety</li> </ul>
Logistics and warehouse stock controller.	<ul style="list-style-type: none"> <li>- Code 10 licence</li> <li>- Stores management</li> <li>- Inventory &amp; stock control</li> <li>- Occupational Safety, Health and Environment</li> </ul>

**INVITATION TO AN ACCREDITED SERVICE PROVIDER TO PROVIDE MENTORSHIP PROGRAM FOR THE KZN GRADUATE'S ENTERPRISES (TOILET TISSUE AND SANITARY TOWEL MANUFACTURING) IN FOUR DISTRICTS OF KWAZULU-NATAL PROVINCE FOR A PERIOD OF TWO YEARS.**

### 5.2.2 Business management

Business management will involve the transfer of core business skills that are needed to properly launch the enterprise that can survive over the long term. The mentor will also establish a detailed clear-cut production plan.

This means that the mentor will then practically transfer his/her in-depth knowledge of the six fundamentals of business management through hands-on activities where mentees are involved.

The mentor should set up business management and financial management systems. The appointed service provider to perform the above listed activities and introduce enterprises to suppliers.

#### 5.2.2.1 Business management areas to focus on are as follows:

BUSINESS MANAGEMENT AREA	DETAILED ACTIVITIES TO BE COVERED
Human Resource Management	Recruitment and selection Placement and induction Development Job descriptions Develop a shift system Put Remuneration system in place in line with industry standards
Financial Management	Develop financial systems for the enterprises Monthly financial records Correct pricing of products Order book Records of sales Daily records Monthly Income and expenditure statements Balance sheet Asset register Stock inventory Develop a financial reporting system
Marketing	Investigate market/Market identification Markets analysis Buyer's products specifications Supply agreements as per buyer product specifications
Production	Production planning and recording Schedule production/ specify weekly quantities to be produced. based on market demands Develop a day to day production system Develop a production system (manufacturing process) Quality assurance in line with products specifications

**INVITATION TO AN ACCREDITED SERVICE PROVIDER TO PROVIDE MENTORSHIP PROGRAM FOR THE KZN GRADUATE'S ENTERPRISES (TOILET TISSUE AND SANITARY TOWEL MANUFACTURING) IN FOUR DISTRICTS OF KWAZULU-NATAL PROVINCE FOR A PERIOD OF TWO YEARS.**

	Packing of each product Storage of each product Delivery/ transportation system Logistics plan Schedule delivery distribution system Waste management plan and increasing productivity Basic plant maintenance
--	--

5.2.2.2 Establishment of factories in terms of operational layout

5.2.2.3 Assistance with procurement of machinery, equipment and materials

5.2.2.4 Management of risk matrix

### **5.2.3 Compliance and or Regulatory Prescripts**

Mentorship program to strengthen enterprises compliance in the following areas:

- Compliance with Cooperatives Act (Act no. 14 of 2005) and Cooperative Amendment (Act no. 6 of 2013).
- Compliance with all market related requirements so that no market opportunities are missed due to non-compliance (e.g. CSD, BBBEE, SARS etc.)
- SABS standards
- Standard Industrial Classification Code (SIC code 17 - manufacturing of paper and paper products)
- All SA National Standards and other related prescripts eg. SRAS, OHS etc.

**KINDLY NOTE THAT NO VARIATIONS TO SPECIFICATIONS OF ORDER WILL BE ALLOWED.**

## **6. MANDATORY REQUIREMENTS**

Failure to attach the following documents will render the proposal will be disqualified.

Valid form of Offer and Acceptance
Valid Tax Clearance Certificate / Tax compliance status pin
Non-use of correctional fluid in the document
Duly signed company resolution letter authorising a person to sign the Bid Document or Contract

**INVITATION TO AN ACCREDITED SERVICE PROVIDER TO PROVIDE MENTORSHIP PROGRAM FOR THE KZN GRADUATE'S ENTERPRISES (TOILET TISSUE AND SANITARY TOWEL MANUFACTURING) IN FOUR DISTRICTS OF KWAZULU-NATAL PROVINCE FOR A PERIOD OF TWO YEARS.**

**7. DELIVERY TIMEFRAME**

- 7.1 The time frame for the completion of the mentorship support to be rendered will be as follows:

SERVICE	DELIVERY PERIOD
<ul style="list-style-type: none"> <li>All mentorship service (as per paragraph 5)</li> </ul>	Two years

- 7.2 The delivery costs for quotation will not be applicable.

**8. QUOTATION VALIDITY PERIOD**

The quotation must be valid for a period of 90 days

**9. DELIVERY ADDRESS**

- 9.1 Mentor to provide mentorship program to the identified four enterprises in their respective Districts for the entire contract duration which is two years. The four enterprises in Districts are located as follows:

No	District	Name of the enterprise	Address or GPS Coordinates
1	Mgungundlovu	Hopewell multipurpose primary cooperative	57 Harding Street, next to Safety Quick. Richmond Town
2	Zululand	Empire and 1 six other projects	27°39'82.84" S 30°95'29.73" E
3	Mkhanyakude	Siyathuthuka madoda primary cooperative	27°25'31.2" S 32°05'02.6" E
4	King Cetshwayo	uThungulu Rural Youth primary cooperative	28°46'35.08" S 31°52'24.29" E

**10. DEPARTMENTAL LIAISON**

Department of Agriculture, Land Reform and Rural Development in the KZN can be contacted for the purpose of arrangements at the following telephone numbers:

**INVITATION TO AN ACCREDITED SERVICE PROVIDER TO PROVIDE MENTORSHIP PROGRAM FOR THE KZN GRADUATE'S ENTERPRISES (TOILET TISSUE AND SANITARY TOWEL MANUFACTURING) IN FOUR DISTRICTS OF KWAZULU-NATAL PROVINCE FOR A PERIOD OF TWO YEARS.**

Ms. Zthobile P. Duma: 071 606 0670 (Technical) peggy.duma@dalrrd.gov.za

Mr. Bongani Magudulela: 033 264 9500 (SCM) bongani.magudulela@dalrrd.gov.za

## 11. EVALUATION CRITERIA

Previous experience in the provision of mentorship support and contactable references in the form of completion certificates.

Weighting: 0-Non, 1-Poor, 2-Average, 3-Good, 4-Very good, 5-Excellent

Criteria	Weight	Value	Total
<b>1. RELEVANT EXPERIENCE SIMILAR PROJECTS</b>  Previous experience (establishment of the same operation or mentorship support or training in tissue and sanitary towel manufacturing. Submission of verifiable letters indicating services rendered from their clients, to confirm previous experience in the client's letterhead and signed:  <b>Points for Experience:</b> No letters = 0 1 Letter = 1 2 Letters = 2 3 Letters (and above) = 3 3 Letters and relevant accreditation certificate= 4 3 Letters and relevant accreditation with quality control certificate = 5  No points will be allocated without attached signed reference letter on client's letter head. The Department reserves the right to verify all supporting documents submitted.	<b>40</b>		
<b>2. KEY PERSONNEL FOR TECHNICALSUPPORT</b>  Qualification and experience of key personnel for business support (submission of certified qualifications)  <b>Points For key Personnel:</b> <b>0</b> = No CV with experience submitted  <b>1</b> = Poor: Matric plus certificate/N4/NCV level 4 with one years' experience in toilet tissue manufacturing.	<b>15</b>		

**INVITATION TO AN ACCREDITED SERVICE PROVIDER TO PROVIDE MENTORSHIP PROGRAM FOR THE KZN GRADUATE'S ENTERPRISES (TOILET TISSUE AND SANITARY TOWEL MANUFACTURING) IN FOUR DISTRICTS OF KWAZULU-NATAL PROVINCE FOR A PERIOD OF TWO YEARS.**

<p><b>2 = Average:</b> Approved three-year qualification (Degree/Diploma/N6 with practical experience) with less than one years' experience in toilet tissue manufacturing.</p> <p><b>3 = Good:</b> Approved three-year qualification (Degree/Diploma/ N6 with practical experience) with less than two years' experience in toilet tissue manufacturing.</p> <p><b>5 = Excellent:</b> Approved post graduate qualification (Honours, Masters qualification or above) with more than three years' experience in toilet tissue manufacturing.</p> <p>The Department reserves the right to verify all supporting documents submitted.</p>			
<p><b>3. KEY PERSONNEL FOR BUSINESS MANAGEMENT SUPPORT</b></p> <p>Qualification and experience of key personnel for business support (submission of certified qualifications)</p> <p><b>Points For key Personnel:</b>  <b>0 = No CV with experience submitted</b></p> <p><b>1 = Poor:</b> Matric plus certificate/N4/NCV level 4 with one years' experience in Business management.</p> <p><b>2 = Average:</b> Approved three-year qualification (Degree/Diploma N6 with practical experience) with less than one years' experience in Business management.</p> <p><b>3 = Good:</b> Approved three-year qualification (Degree/Diploma) with less than two years' experience in Business management.</p> <p><b>5 = Excellent:</b> Approved post graduate qualification (Honours, Masters qualification or above) with more than three years' experience in Business management.</p> <p>The Department reserves the right to verify all supporting documents submitted.</p>	<b>15</b>		
<p><b>4. COMPANY PROFILE COUPLED WITH PROPOSAL INDICATING IMPLEMENTATION METHODOLOGY (PROPER ROLL-OUT PLAN OF THE MENTORSHIP PROGRAM FOR FOUR ENTERPRISES WITH TIME FRAMES FOR TWO YEARS)</b></p> <p><b>Points for Company profile and proposal:</b></p>	<b>30</b>		

**INVITATION TO AN ACCREDITED SERVICE PROVIDER TO PROVIDE MENTORSHIP PROGRAM FOR THE KZN GRADUATE'S ENTERPRISES (TOILET TISSUE AND SANITARY TOWEL MANUFACTURING) IN FOUR DISTRICTS OF KWAZULU-NATAL PROVINCE FOR A PERIOD OF TWO YEARS.**

0 = No company profile and proposal 1 = Only one attachment 3 = Both company profile and proposal attached but the implementation plan is not clear 5 = Both company profile and proposal attached, clearly indicate capacity and implementation method within two years			
<b>Total</b>	<b>100</b>		

**Bidders need to score at least 60 out of 100 to qualify for price and preference**

**12. BID SCORING AND EVALUATION CRITERIA**

Bidders who fail to achieve a minimum of 60 points out of 100 points for functionality will be disqualified. This means that such bids will not be evaluated on the second stage (Preference Points System).

- Third Stage - Evaluation in terms of 80/20 Preference Points System**

Bids that achieve the minimum qualifying score for functionality of 60 points out of 100 points will be evaluated further in accordance with the 80/20 preference points system.

- Calculation of points for price**

The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

- Calculating of points for B-BBEE status level of contribution**

Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8

**INVITATION TO AN ACCREDITED SERVICE PROVIDER TO PROVIDE MENTORSHIP PROGRAM FOR THE KZN GRADUATE'S ENTERPRISES (TOILET TISSUE AND SANITARY TOWEL MANUFACTURING) IN FOUR DISTRICTS OF KWAZULU-NATAL PROVINCE FOR A PERIOD OF TWO YEARS.**

6	6
7	4
8	2
Non-compliant contributor	0

Bidders must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS together with their bids, to substantiate their B-BBEE claims. The Exempted Micro Enterprise/QSE must submit a BBEE affidavit

Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to be B-BBEE do not qualify for preference points for B-BBEE.

- 13.** Proposals for the appointment of the Service Provider will be evaluated on price and functionality in accordance with the Supply Chain Management Procurement policies as well as the Preferential Procurement Policy Framework Act 5 of 2000.

Phase 1: Compliance with mandatory requirements

Phase 2: Evaluation of functionality / compliance

Phase 3: Price and BBEE Comparison

**The DALLRD reserves the right to cancel the contract or not to make an appointment on this project.**

**Submission of Quotation**

The service provider must submit the full quotation with all relevant annexures to the Shared Services Centre: 270 Jabu Ndlovu Street, First Floor Bid Box Pietermaritzburg, 3201

**14. Special conditions:**

- The appointed service provider to establish Project Steering Committees (PSCs) with the assistance of program coordinator, hold standard PSC meetings on monthly basis and submit portfolio of evidence (POE) for the meetings (ie. Attendance registers and minutes).
- The appointed service provider will be expected to have sufficient key personnel to be able to allocate a minimum of at least two days per week for each enterprise.



**INVITATION TO AN ACCREDITED SERVICE PROVIDER TO PROVIDE MENTORSHIP PROGRAM FOR THE KZN GRADUATE'S ENTERPRISES (TOILET TISSUE AND SANITARY TOWEL MANUFACTURING) IN FOUR DISTRICTS OF KWAZULU-NATAL PROVINCE FOR A PERIOD OF TWO YEARS.**

- The appointed service provider will be expected to draft specification for the procurement of machinery, equipment and material.
- The appointed provider will be expected to do assessment and recommendation on suitability of sites and buildings.
- The appointed service provider will be expected to source market and provide signed market contract as portfolio of evidence.
- The appointed service provider will be expected to provide inception report detailing site assessment with first invoice (ie. 10% of project contract) within one month of appointment. Thereafter, subsequent invoices will be submitted on quarterly basis up to the end of contract period.

  
.....

**Ms ZP Duma**  
**DEPUTY DIRECTOR: CED KZN-PSSC**  
**DATE: 07/02/2022**

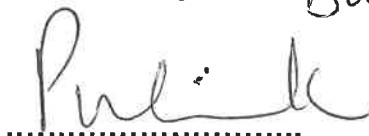
**Supported by:**

  
.....

**Mr MB Thabethe**  
**DIRECTOR: BSEC CHAIRPERSON**  
**DATE: 07/02/2022**

**Endorsed by:**

*Sam Del 15*

  
.....

**Mrs P. MULLER**  
**DEPUTY DIRECTOR: SCM KZN-PSSC**  
**DATE: 2022-02-08**

BAS

☐

LOGIS

☐

Office

System User Only

Captured By:

Captured Date:

Authorised By:

Date Authorised:

Safety Web Verification

☐ YES

☐ NO

**The Director General: Department of Agriculture, Land Reform and Rural Development**

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post. Please ensure information is valid as per required bank screens.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibly for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details

Registered Name	
Trading Name	
Tax number	
Vat Number	
Title	
Initials	
First Name	
Surname	

Address Detail

Postal Address Line 1	
Postal Address Line 2	
Physical Address Line 1	
Physical Address Line 2	
Postal Code	

New Detail

☐ New Supplier Information

☐ Update Supplier Information

Supplier Type

☐ Individual

☐ Department

Department Number

☐ Company

☐ Trust

☐ CC

☐ Other

Other Specify

☐ Partnership

### Supplier Account Details

(This field is compulsory and should be completed by a bank official from the relevant bank).

Account Name			
Account Number			
Branch Name			
Branch Number			
Account Type	<input type="checkbox"/> Cheque Account <input type="checkbox"/> Savings Account <input type="checkbox"/> Transmission Account <input type="checkbox"/> Bond Account <input type="checkbox"/> Other (Please Specify) <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span>		
ID Number			
Passport Number			
Company Registration Number			
*CC Registration			
* Please include CC/CK where applicable			
Practise Number			

**When the bank stamps this entity maintenance form or provides an electronic bank stamp/letter attached to the entity maintenance form they confirm that all the information completed by the entity is correct.**

#### Bank stamp

It is hereby confirmed that this details have been verified against the following screens  
**ABSA**-CIF screen  
**FNB**-Hogans system on the CIS4  
**STD** Bank-Look-up-screen  
**Nedbank**- Banking Platform under the Client Details Tab

### Contact Details

	Area Code	Telephone Number	Extension
Business			
Home			
Fax			
Cell			
	Cell Code	Cell Number	
E-mail Address			

Contact Person	Supplier details	Departmental sender details	Address of Agriculture, Land Reform and Rural Development Office where form is submitted from:
Signature			
Print Name			
Rank			
Date (dd/mm/yyyy)			

# **THE NATIONAL TREASURY**

**Republic of South Africa**



---

## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

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

**NOTES**

The purpose of this document is to:

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

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

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

## TABLE OF CLAUSES

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

## **General Conditions of Contract**

### **1. Definitions**

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

RSA.

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



obligations of the supplier covered under the contract.

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

**2. Application**

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

**3. General**

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

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

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

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

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

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

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

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

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

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

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

may be due to him

**25. Force Majeure**

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

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

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

**28. Limitation of liability**

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



		(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
<b>29. Governing language</b>	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.
<b>30. Applicable law</b>	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
<b>31. Notices</b>	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.
<b>32. Taxes and duties</b>	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.
<b>33. National Industrial Participation (NIP) Programme</b>	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.
<b>34 Prohibition of Restrictive practices</b>	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)