



## forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

### INVITATION TO BID

#### BID NUMBER: DFFE-SITA002 (25-26)

**THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL SERVICES FOR ENVIRONMENTAL PROGRAMME MANAGEMENT SYSTEM (EPMS) ENHANCEMENT, MAINTENANCE, AND MIGRATION TO CLOUD FOR A PERIOD OF THREE (03) YEARS**

**ENQUIRIES:**

Name : SCM Officials  
Office Telephone No. : 012 399 9892  
E-Mail : Tenders@dffe.gov.za

**NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION**

| Company name | Supplier registration number | Unique reference number |                                      |
|--------------|------------------------------|-------------------------|--------------------------------------|
|              |                              |                         | Main contractor                      |
|              |                              |                         | Sub-contracted/ joint venture comp 1 |
|              |                              |                         | Sub-contracted/ joint venture comp 2 |

**THE CLOSING DATE OF THE BID: 10 DECEMBER 2025 AT 11:00 AM**

**There will be a non-compulsory briefing session:**

**Date: 24<sup>th</sup> of November 2025**

**Time: 11:00 AM – 12:00**

**Platform: Microsoft Teams ([Join the meeting now](#))**

**NB: PLEASE NOTE THAT ONLY BIDDERS WHO ACCREDITED WITH SITA TRANSVERSAL CONTRACT – RFB 1183/22 WILL BE CONSIDERED.**

## PART A INVITATION TO BID

|                                                                                                                                                                                                                     |                                                                                                                                                                                                               |               |                                                                          |                                                                                        |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT.</b>                                                                                                 |                                                                                                                                                                                                               |               |                                                                          |                                                                                        |          |
| BID NUMBER:                                                                                                                                                                                                         | DFFE-SITA002 (25-26)                                                                                                                                                                                          | CLOSING DATE: | 10 DECEMBER 2025                                                         | CLOSING TIME:                                                                          | 11:00 AM |
| DESCRIPTION                                                                                                                                                                                                         | THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL SERVICES FOR ENVIRONMENTAL PROGRAMME MANAGEMENT SYSTEM (EPMS) ENHANCEMENT, MAINTENANCE, AND MIGRATION TO CLOUD FOR A PERIOD OF THREE (03) YEARS |               |                                                                          |                                                                                        |          |
| <b>BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>                                                                                                                         |                                                                                                                                                                                                               |               |                                                                          |                                                                                        |          |
| Department of Forestry, Fisheries and the Environment, The Environment House,<br>473 Steve Biko Road, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria /Tshwane                                              |                                                                                                                                                                                                               |               |                                                                          |                                                                                        |          |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>                                                                                                                                                              |                                                                                                                                                                                                               |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |                                                                                        |          |
| CONTACT PERSON                                                                                                                                                                                                      | SCM Officials                                                                                                                                                                                                 |               | CONTACT PERSON                                                           |                                                                                        |          |
| TELEPHONE NUMBER                                                                                                                                                                                                    |                                                                                                                                                                                                               |               | TELEPHONE NUMBER                                                         |                                                                                        |          |
| FACSIMILE NUMBER                                                                                                                                                                                                    | N/A                                                                                                                                                                                                           |               | FACSIMILE NUMBER                                                         |                                                                                        |          |
| E-MAIL ADDRESS                                                                                                                                                                                                      | tenders@dffe.gov.za                                                                                                                                                                                           |               | E-MAIL ADDRESS                                                           |                                                                                        |          |
| <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]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                          |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      | [TICK APPLICABLE BOX]<br><br><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<br>[IF YES ENCLOSE PROOF]                                                                                                                            |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER PART B:3 ] |          |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                   |                                                                                                                                                                                                               |               |                                                                          |                                                                                        |          |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>                                                         |                                                                                                                                                                                                               |               |                                                                          |                                                                                        |          |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>                                                                               |                                                                                                                                                                                                               |               |                                                                          |                                                                                        |          |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>                                                              |                                                                                                                                                                                                               |               |                                                                          |                                                                                        |          |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>                                                                   |                                                                                                                                                                                                               |               |                                                                          |                                                                                        |          |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>                                                               |                                                                                                                                                                                                               |               |                                                                          |                                                                                        |          |
| 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, 2022, 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 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: .....

**PRICING SCHEDULE**  
**(Professional Services)**

|                       |                                |
|-----------------------|--------------------------------|
| NAME OF BIDDER: ..... | BID NO: DFFE-SITA002 (25-26)   |
| CLOSING TIME 11:00 AM | CLOSING DATE: 10 December 2025 |

OFFER TO BE VALID FOR .....120.....DAYS FROM THE CLOSING DATE OF BID.

**DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL SERVICES FOR ENVIRONMENTAL PROGRAMME MANAGEMENT SYSTEM (EPMS) ENHANCEMENT, MAINTENANCE, AND MIGRATION TO CLOUD FOR A PERIOD OF THREE (03) YEARS**

\*\*(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)
4. PERSON AND POSITION

|       | HOURLY RATE | DAILY RATE |
|-------|-------------|------------|
| ----- | R-----      | -----      |
| ----- | R-----      | -----      |
| ----- | R-----      | -----      |
| ----- | R-----      | -----      |
| ----- | R-----      | -----      |
5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

|       |        |            |
|-------|--------|------------|
| ----- | R----- | ----- days |
| ----- | R----- | ----- days |
| ----- | R----- | ----- days |
| ----- | R----- | ----- days |
- 5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE  | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| -----                                 | ----- | -----    | R----- |
| -----                                 | ----- | -----    | R----- |
| -----                                 | ----- | -----    | R----- |
| -----                                 | ----- | -----    | R----- |

TOTAL: R.....

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

Name of Bidder: .....

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE  | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| TOTAL: R.....                         |       |          |        |

6. Period required for commencement with project after acceptance of bid .....  
7. Estimated man-days for completion of project .....  
8. Are the rates quoted firm for the full period of contract? \*YES/NO  
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....  
.....  
.....  
.....

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Any enquiries regarding bidding procedures may be directed to the –

Department of Forestry, Fisheries and the Environment

Contact Person: SCM Officials

E-mail: [Tenders@dffe.gov.za](mailto:Tenders@dffe.gov.za)

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

- 2.2.1 If so, furnish particulars:

---

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

- .....  
 .....  
 2.3 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 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

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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**

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).

### 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) 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:

|                                           | POINTS |
|-------------------------------------------|--------|
| PRICE                                     | 80     |
| SPECIFIC GOALS                            | 20     |
| Total points for Price and SPECIFIC GOALS | 100    |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

A maximum of 80 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

### 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 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 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

| The specific goals allocated points in terms of this tender         | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| More than 50% (fifty percent) ownership by Black people             | 20                                                                                   |                                                                              |
| More than 50% (fifty percent) ownership by Women                    | 20                                                                                   |                                                                              |
| More than 50% (fifty percent) ownership by people with disabilities | 20                                                                                   |                                                                              |

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

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;

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

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



**forestry, fisheries  
& the environment**

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

**THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) AS AN ORGAN OF  
THE STATE SUBSCRIBES TO AND PROPAGATES THE PREFERENTIAL PROCUREMENT POLICY  
FRAMEWORK ACT, 2000 (ACT NO. 5 OF 2000) AND THE PREFERENTIAL PROCUREMENT  
REGULATIONS, 2022.**

#### **TERMS OF REFERENCE**

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL SERVICES FOR  
ENVIRONMENTAL PROGRAMME MANAGEMENT SYSTEM (EPMS) ENHANCEMENT, MAINTENANCE,  
AND MIGRATION TO CLOUD FOR A PERIOD OF THREE (03) YEARS**

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## **1. PURPOSE**

- 1.1 To appoint a service provider to provide professional services for Environmental Programme Management System (EPMS) enhancement, maintenance, and migration to the cloud for a period of three (03) years using SITA contract 1183/2022.

## **2. INTRODUCTION AND BACKGROUND**

- 2.1. Since 01 June 2018, the Department has been developing an integrated Environmental Programme Management System (EPMS) for the management of the programme and project administration related to the Department's Branch: Environmental Programmes. However, the contract with the appointed contractor ended on May 30, 2023
- 2.2. Currently, the department does not have qualified developers specialising in Microsoft Dynamics 365 to take over the project and finalise the development, enhancements, and implementation of EPMS.
- 2.3. Procurement will be done through transversal SITA contract 1183/2022, where the service provider will provide the resources and manage the project. The Department reserves the right to use the same resources on other projects, enhancements, and interfaces on as and when required basis. Furthermore, the department reserves the right to adjust the number of resources needed during the duration of the project. The service provider will adjust the project accordingly.
- 2.4. The management of project implementation requires constant management of documents, i.e., ID copies for participants, copies of the contract, attendance registers, project progress reports, invoices, etc. The system must have a reliable and stable document management system that will store the project documents for a period required by the Office of the Auditor General and the National Archives Act.
- 2.5. The development of EPMS requires the following:
  - 2.5.1. A document repository integration for the storage of documents captured in the system. The application system for EPMS is an on-premises hosted solution running on Microsoft Dynamics 365 (Customer service and Sales) using both standard and custom business object and document management system used by the department is Sharepoint (EDMS), which will be hosted on Microsoft AZURE.
  - 2.5.2. Interface with Home Affairs for the validation of participants' ID or passport numbers (Validate if the participant is alive or dead, Exists or non-existent)
  - 2.5.3. Interface with a Bank (Currently, the Department has a contract with Nedbank of participants payment).
  - 2.5.4. Ability to push specified data to the Department of Public Works and Infrastructure System (EPWPRS) for the EPWP reporting on participants.



### **3. OBJECTIVES**

- 3.1. The objective of the project is for the service provider:
  - 3.1.1. To render maintenance, development, enhancements, and support for EPMS
  - 3.1.2. To migrate EPMS from on-premises to the cloud with possible mobile interfaces.
  - 3.1.3. To make sure that there is a seamless workflow process between the Application portal, EPMS Microsoft Dynamics 365 (Customer service and Sales), and all interfaces (Department of Home Affairs, Department of Public Service and Administration, and data pushed to Department of Public Works and Infrastructure, Department contracted the Bank for the payments queries of participants,
  - 3.1.4. To make sure that there is seamless communication between EPMS and the Electronic Document Management System Sharepoint.
  - 3.1.5. To define the scope of use of the SharePoint portal or any other relevant platforms.
  - 3.1.6. To be able to capture documents in EPMS and store and retrieve them from EDMS.
  - 3.1.7. To implement, configure, and Migrate the EPMS functionality into Microsoft Azure
  - 3.1.8. To further develop the System in line with Business needs
  - 3.1.9. To make sure that there is seamless communication between EPMS and EDMS
  - 3.1.10. To be able to capture documents in EPMS and store and retrieve them from EDMS.
  - 3.1.11. To acquire, implement, and configure the extended ECM to meet EPMS functionality and DFFE requirements.

### **4. SCOPE AND EXTENT OF WORK**

- 4.1. A service provider will be appointed for the development, maintenance, enhancement, and migration to the cloud for the EPMS to enable:
  - 4.1.1. Integration of MS-Dynamics CRM with Content Server (EDMS) as a document repository and meet DFFE requirements for four hundred users.
  - 4.1.2. Interface with the Department of Home Affairs (DHA) for the validation of participants' ID or passport numbers (Validate if the participant is alive or dead, Exists or non-existent)
  - 4.1.3. Ability to push specified data to the Department of Public Works and Infrastructure (DPWI) system (EPWPRS) for the EPWP reporting on participants.
  - 4.1.4. Interface with the Department of Public Service and Administration (DPSA) for the validation of participants' employment status with the public sector
  - 4.1.5. Interface with the National Treasury where applicable.

4.1.6. Interface with a Bank to pay participants (Currently, the Department has a contract with Banks of participants payment).

4.1.7. Interface with any other identified platforms.

Developments must be done in accordance with government prescripts, including operability standards for testing and implementation with users to be selected DFFE.

4.2. Skills transfer to five (05) DFFE staff on MS Dynamics and open text.

4.3. The service provider must provide 3<sup>rd</sup> level support during the contract period.

4.4. To make sure that there is seamless communication between EPMS and EDMS.

4.5. To be able to capture documents in EPMS and store and retrieve them from EDMS.

4.6. Develop powerful reporting tools and dashboards.

4.7. Explore the usage of AI within Dynamics

4.8. Digital scanning of IDs into EPMS

## **5. EXPECTED DELIVERABLES / OUTCOMES**

5.1. Provide a fully functional System to DFEE

5.2. EPMS migrated to a cloud environment.

5.3. Functional seamless interface with all required platforms, e.g., Home Affairs, DPW, and relevant banks, as applicable.

5.4. All Business requirements are fully addressed.

5.5. Provide the following:

5.5.1. Timesheets detailing the incident reference number, number of hours per incident, support person, and resolution details.

5.5.2. Monthly progress reports on calls escalated to the service provider must be sent to the department helpdesk on the first day of every month.

5.5.3. Skills gap analysis and skills transfer

5.6. Allow for the creation of projects, allocation of budgets, and linking of respective implementers to projects (stakeholder)

5.6.1. Project Funding Application Portal

5.6.2. Payment capturing

5.6.3. Workflow engine and processes

5.6.4. Task assignments

5.6.5. Report design and generation of complex budget calculations and validations

5.6.6. Notifications (e-mail/SMS), WhatsApp integration

5.6.7. Mobile interfaces

5.6.8. GIS integration (ESRI) which is the current System in use by the Department

5.6.9. Bank payment integration

**5.6.10. Other Government Department integrations (Home Affairs, Treasury, DPSS, and Public Works and Infrastructure)**

5.7. The successful configuration and migration of EPMS into Microsoft Azure

5.8. The successful Acquisition, installation, and configuration of extended Electronic Content Management (ECM)

5.9. The integration of EPMS and EDMS

5.10. Documents to be routed seamlessly from EPMS to EDMS and EDMS to EPMS

5.11. Document security auto replication from EPMS to EDMS.

5.12. The successful Implementation of the file plan as per the requirements provided.

5.13. Uploaded documents to be accessible in both EPMS and EDMS.

5.14. The transfer of data from EPMS to EDMS must be in real-time.

5.15. Trained system trainers and technical support team

5.16. Knowledge transfer and document handover, including source code.

## **6. PERIOD / DURATION OF PROJECT / ASSIGNMENT**

6.1. The project must be completed within three (03) years after the awarding of the contract and the signing of the Service Level Agreement. The project deliverables timelines will be determined by the department within the contract period.

## **7. COSTING / COMPREHENSIVE BUDGET**

7.1. A comprehensive budget must be provided, inclusive of all disbursement costs, expenses, and VAT where applicable.

7.2. Please note the budget template (**Pricing Schedule – Annexure B and SBD 3.3**) must be completed in full.

7.3. The Department reserves the right to negotiate the price with a recommended service provider identified in the evaluation process without offering the same opportunity to any other bidder(s) who have not been recommended.

7.4. The price will be valid for 120 days. The department reserves the right to extend the validity of the bid, where a written letter will be sent to every bidder who responded to the bid. In terms of procedural fairness, the bidder will be allowed to respond, in writing, to the terms and conditions of the bid and the bid price. Such acceptance of the terms and conditions of the bid and bid price becomes legally binding in the procurement process. Any

bidder that did not respond to the extension of the bid validity period in writing **WILL NOT** be considered further for the bid upon expiry of the initial validity period.

## 8. INFORMATION SESSION

- |      |                                      |     |
|------|--------------------------------------|-----|
| 8.1. | Is the briefing session applicable?  | YES |
| 8.2. | Is it a compulsory briefing session? | NO  |

- 8.3. The briefing session will be held as follows:

Date: **24 NOVEMBER 2025**

Time: **11:00 AM – 12:00**

Platform/ Venue: [Join the meeting now](#)

- 8.4. Request for clarification of the tender document, questions, or queries, if necessary, must be submitted to the DFFE representative as listed under technical enquiries at least seven (07) calendar days before the stipulated closing date and time of the tender in writing. However, DFFE shall not be liable nor assume liability for failure to respond to any questions and/or queries raised by the bidder.

## 9. EVALUATION CRITERIA

- 9.1. The evaluation for this bid will be carried out in the following phases:

- Phase 1: Pre-compliance.
- Phase 2: Mandatory requirement
- Phase 3: Functionality Evaluation
- Phase 4: Price and Preference Points.

### 9.2. PHASE 1: PRE-COMPLIANCE

9.2.1. During this phase, bid documents will be reviewed to determine compliance with SCM returnable documents, tax matters, and whether proof of registration on the Central Supplier Database (CSD) has been submitted with the bid documents at the closing date and time of the bid.

9.2.2. The bid proposal will be screened for compliance with administrative requirements as indicated below:

| ITEM NO. | ADMINISTRATIVE REQUIREMENTS | CHECK/ COMPLIANCE  |
|----------|-----------------------------|--------------------|
| 1        | Master Bid Document         | Provided and bound |

| ITEM NO. | ADMINISTRATIVE REQUIREMENTS                                                                                                                     | CHECK/ COMPLIANCE                                                                |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| 2        | Electronic Copy (USB)                                                                                                                           | Same as the master bid document                                                  |
| 3        | SCM - SBD 1 - Invitation to Bid                                                                                                                 | Completed and signed                                                             |
| 4        | Tax Compliance and CSD Registration                                                                                                             | Attached CSD registration number/ Proof of CSD registration and/ or SARS Tax Pin |
| 5        | SBD 3.3 - Pricing Schedule Annexure B                                                                                                           | Completed                                                                        |
| 6        | SCM - SBD 4 – Bidders Disclosure                                                                                                                | Completed and signed                                                             |
| 7        | SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022                                          | Completed and signed                                                             |
| 8        | In case of bids where Consortia / Joint Ventures, Consortia/ Joint Venture agreement signed by both parties must be submitted with bid proposal | JV agreement completed and signed, if applicable                                 |
| 9        | Letter of Authority to sign documents on behalf of the company.                                                                                 | Completed and signed                                                             |

### 9.3. PHASE 2: MANDATORY REQUIREMENT

- 9.3.1. The mandatory requirements will apply, and bidders must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, the bidder's responses will be evaluated based on the documents submitted under mandatory requirements.
- 9.3.2. Bidders who fail to comply or meet mandatory requirements will be disqualified and will not be evaluated further.
- 9.3.3. Bidders are required to complete the table below by answering **YES** or **NO**. The Department will use the approved SITA list of contractors accredited under contract 1183/2022.

| REQUIREMENT                                   | PROOF ATTACHED |    |
|-----------------------------------------------|----------------|----|
|                                               | YES            | NO |
| Is the bidder on the SITA contract 1183/2022. |                |    |

### 9.4. PHASE 3: FUNCTIONALITY CRITERIA

- 9.4.1. Only bid proposals that meet mandatory requirements will be evaluated on functionality criteria.
- 9.4.2. The bidder must score a minimum of **75%** during Phase 3 (functionality) of the evaluation to qualify for Phase 4 of the evaluation, where only points for price and preference points will be considered.
- 9.4.3. The following values/ indicators will be applicable when evaluating functionality:

| <b>GUIDELINES FOR CATEGORY CRITERIA</b>                                                                                                        | <b>FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |               |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------|
| A proposed project plan, Methodology and Management structure of the project/resources in the field of Systems Development and implementation. | <p><b>Bidders are required to provide a detailed project plan with intermediate, and final outputs and identified timeframes/ milestones of proposed methodology in Systems Development and implementation</b></p> <p><b>A proposed project plan, methodology and management of the project in the field of Systems Development and implementation which covers the following sub-heading:</b></p> <ul style="list-style-type: none"> <li>• <b>Structured Work Breakdown:</b> A detailed and logical breakdown of tasks and activities.</li> <li>• <b>Defined Objectives:</b> Clearly stated, measurable, and achievable objectives.</li> <li>• <b>Milestones and Deliverables:</b> Specific, time-bound milestones with corresponding deliverables.</li> <li>• <b>Detailed Timeframes:</b> A project schedule outlining task durations, dependencies, and deadlines.</li> <li>• <b>Resource Allocation:</b> Identification of required personnel, tools, and resources per task.</li> <li>• <b>Risk Management Approach:</b> Identification of potential risks with proposed mitigation measures.</li> </ul> |                  |               |
|                                                                                                                                                | <b>Project plan, methodology and project management in the field of Systems Development and Implementation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Indicator</b> | <b>Weight</b> |
|                                                                                                                                                | Project Plan and methodology which covers all six sub-heading with the indicated content as listed above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5                | 10            |

| GUIDELINES FOR CATEGORY CRITERIA                                                                                   | FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)                                                                                                                                                                                                        |           |        |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------|
|                                                                                                                    | Project Plan and methodology which covers five sub-heading with the indicated content as listed above                                                                                                                                                       | 4         |        |
|                                                                                                                    | Project Plan and methodology which covers four sub-heading with the indicated content as listed above                                                                                                                                                       | 3         |        |
|                                                                                                                    | Project Plan and methodology which covers less than four sub-heading with the indicated content as listed above                                                                                                                                             | 0         |        |
| Technical Capability/ expertise and track record of the proposed Project Team Leader to be assigned to the project | Bidder (s) are required to demonstrate that they have the necessary key resources and technical expertise to undertake and successfully complete the project.<br>Bidder (s) should submit curriculum vitae for proposed team to be employed on the project. |           |        |
|                                                                                                                    | Curriculum vitae are to include specific details of these individuals including, inter alia, relevant experience and to include reference and experience                                                                                                    |           |        |
|                                                                                                                    | Relevant experience of the proposed Project Team Leader                                                                                                                                                                                                     |           |        |
|                                                                                                                    | One (1) resource in Project Management                                                                                                                                                                                                                      | Indicator | Weight |
|                                                                                                                    | 9 years 'or more experience                                                                                                                                                                                                                                 | 5         | 10     |
|                                                                                                                    | 7 years to less than 9 years' experience                                                                                                                                                                                                                    | 4         |        |
|                                                                                                                    | 5 years to less than 7 years' experience                                                                                                                                                                                                                    | 3         |        |
|                                                                                                                    | 3 years to less than 5 years' experience                                                                                                                                                                                                                    | 2         |        |
|                                                                                                                    | 1 year to less than 3 years' experience                                                                                                                                                                                                                     | 1         |        |
|                                                                                                                    | Less than 1 year or No experience                                                                                                                                                                                                                           | 0         |        |

| GUIDELINES FOR CATEGORY CRITERIA                                                                                | FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)                                                                                                                         |                  |               |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------|
| <b>Technical Capability/ expertise and track record of proposed Team Members to be assigned to the project.</b> | Three (03) Ms Dynamics CRM Certified (Developers & Configuration & Solution Architecture:<br><b>Three (03) resources with a weighting of 10 points per proposed resource</b> | <b>Indicator</b> | <b>Weight</b> |
|                                                                                                                 | 9 years 'or more experience                                                                                                                                                  | 5                | <b>30</b>     |
|                                                                                                                 | 7 years to less than 9 years' experience                                                                                                                                     | 4                |               |
|                                                                                                                 | 5 years to less than 7 years' experience                                                                                                                                     | 3                |               |
|                                                                                                                 | 3 years to less than 5 years' experience                                                                                                                                     | 2                |               |
|                                                                                                                 | 1 year to less than 3 years' experience                                                                                                                                      | 1                |               |
|                                                                                                                 | Less than 1 year or No experience                                                                                                                                            | 0                |               |
|                                                                                                                 | 3. Relevant experience of the proposed <b>C# Developer: One (01) resource</b>                                                                                                | <b>Indicator</b> | <b>Weight</b> |
|                                                                                                                 | 9 years 'or more experience                                                                                                                                                  | 5                | <b>5</b>      |
|                                                                                                                 | 7 years to less than 9 years' experience                                                                                                                                     | 4                |               |
|                                                                                                                 | 5 years to less than 7 years' experience                                                                                                                                     | 3                |               |
|                                                                                                                 | 3 years to less than 5 years' experience                                                                                                                                     | 2                |               |
|                                                                                                                 | 1 year to less than 3 years' experience                                                                                                                                      | 1                |               |
|                                                                                                                 | Less than 1 year or No experience                                                                                                                                            | 0                |               |
|                                                                                                                 | 4. Relevant experience of the proposed team: - <b>One (1) ESRI GIS expert;</b>                                                                                               | <b>Indicator</b> | <b>Weight</b> |
|                                                                                                                 | 9 years 'or more experience                                                                                                                                                  | 5                | <b>10</b>     |
|                                                                                                                 | 7 years to less than 9 years' experience                                                                                                                                     | 4                |               |
|                                                                                                                 | 5 years to less than 7 years' experience                                                                                                                                     | 3                |               |
|                                                                                                                 | 3 years to less than 5 years' experience                                                                                                                                     | 2                |               |



| GUIDELINES FOR CATEGORY CRITERIA | FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)                                                    |                  |               |
|----------------------------------|---------------------------------------------------------------------------------------------------------|------------------|---------------|
|                                  | 1 year to less than 3 years' experience                                                                 | 1                |               |
|                                  | Less than 1 year or No experience                                                                       | 0                |               |
|                                  | 5. Relevant experience of the proposed team member: <b>One (01) SQL DBA / Azure Cloud Engineer</b>      | <b>Indicator</b> | <b>Weight</b> |
|                                  | 9 years 'or more experience                                                                             | 5                | <b>5</b>      |
|                                  | 7 years to less than 9 years' experience                                                                | 4                |               |
|                                  | 5 years to less than 7 years' experience                                                                | 3                |               |
|                                  | 3 years to less than 5 years' experience                                                                | 2                |               |
|                                  | 1 year to less than 3 years' experience                                                                 | 1                |               |
|                                  | Less than 1 year or No experience                                                                       | 0                |               |
|                                  | 6. Relevant experience of the proposed team member: <b>One (01) Sharepoint Developer/ Power Apps/BI</b> | <b>Indicator</b> | <b>Weight</b> |
|                                  | 9 years 'or more experience                                                                             | 5                | <b>10</b>     |
|                                  | 7 years to less than 9 years' experience                                                                | 4                |               |
|                                  | 5 years to less than 7 years' experience                                                                | 3                |               |
|                                  | 3 years to less than 5 years' experience                                                                | 2                |               |
|                                  | 1 year to less than 3 years' experience                                                                 | 1                |               |
|                                  | Less than 1 year or No experience                                                                       | 0                |               |
|                                  | 7. Relevant experience of the proposed team member: <b>One (01) Business analyst/ System analyst.</b>   | <b>Indicator</b> | <b>Weight</b> |
|                                  | 9 years 'or more experience                                                                             | 5                | <b>10</b>     |
|                                  | 7 years to less than 9 years' experience                                                                | 4                |               |
|                                  | 5 years to less than 7 years' experience                                                                | 3                |               |
|                                  | 3 years to less than 5 years' experience                                                                | 2                |               |
|                                  | 1 year to less than 3 years' experience                                                                 | 1                |               |

| GUIDELINES FOR CATEGORY CRITERIA     | FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)                                                                                                                                                                                                                                                                                                                                                           |                  |               |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------|
|                                      | Less than 1 year or No experience                                                                                                                                                                                                                                                                                                                                                                              | 0                |               |
|                                      | <b>Bidder(s) are required to demonstrate relevant experience and competency in similar (Active or completed) projects where positive performance rating reference letter (s) has been granted by the contracting institution. Positive Reference Letters must briefly describe the type of services provided for them and must be on the bidders' client' official letterheads and it must be duly signed.</b> |                  |               |
|                                      | <b>Bidder (s) are required to demonstrate company experience and competency in executing large software development project.</b>                                                                                                                                                                                                                                                                               | <b>Indicator</b> | <b>Weight</b> |
|                                      | 5 successfully and timely implemented projects with 5 duly signed positive reference letters or more                                                                                                                                                                                                                                                                                                           | 5                | 10            |
|                                      | 4 successfully and timely implemented projects with 4 duly signed positive reference letters                                                                                                                                                                                                                                                                                                                   | 4                |               |
|                                      | 3 successfully and timely implemented projects with 3 duly signed positive reference letters                                                                                                                                                                                                                                                                                                                   | 3                |               |
|                                      | 2 successfully and timely implemented projects with 2 duly signed positive reference letters                                                                                                                                                                                                                                                                                                                   | 2                |               |
|                                      | 1 successfully and timely implemented projects with 1 duly signed positive reference letters                                                                                                                                                                                                                                                                                                                   | 1                |               |
|                                      | 0 successfully completed projects with duly signed reference letters                                                                                                                                                                                                                                                                                                                                           | 0                |               |
| <b>TOTAL POINTS ON FUNCTIONALITY</b> |                                                                                                                                                                                                                                                                                                                                                                                                                |                  | <b>100</b>    |

#### 9.5. PHASE 3: PRICE AND PREFERENCE POINTS

- 9.5.1. The preference point system applicable for this bid is 80/20.
- 9.5.2. The following preference point system will be followed to advance the categories of persons:
- a. For contracts with a Rand value up to R50 000 000, a maximum of 20 points may be allocated for specific goals as contemplated above, provided that the lowest acceptable tender scores 80 points for price.
    - i. The applicable formula to be used is  $Ps=80[1-(Pt-Pmin)/Pmin]$ . Provided:  
 $Ps$  = Points scored for the price of the tender under consideration.  
 $Pt$  = Price of tender under consideration; and  
 $Pmin$  = Price of the lowest applicable tender.
    - ii. A total of 20 points may be awarded to a tenderer as follows:
      - 20 Points: if the Bidder has more than 50% (fifty percent) of Black people, Women, or people with disabilities
      - 0 Points: for 50% and below ownership by stipulated categories of persons
- 9.5.3. The bid will be awarded to a bidder with the highest points on price and Preference Points on condition that they have met all phases of the evaluation criteria and complied with the tender requirements set out in the tender document. However, a contract may be awarded to a tenderer that did not score the highest points by section 2(1) of the PPPFA.
- 9.5.4. A maximum of 20 Points will be allocated for either of the specific goals listed in the table below:

| SPECIFIC GOALS                           | 80/20 |
|------------------------------------------|-------|
| >50% ownership by Black people, Or       | 20    |
| >50% ownership by Women, Or              | 20    |
| >50% ownership by people with Disability | 20    |

- 9.5.5. For service providers to claim preference points, the following must be adhered to:
- a) Submit a complete and signed SBD 6.1,
  - b) Submit a valid B-BBEE Status Level Verification Certificate issued by SANAS, an Accredited Verification Agency, or B-BBEE Certificate issued by CIPC, or a Sworn Affidavit commissioned by the Commissioner of Oaths together with their bids or.
  - c) Submit CSD Registration Report or MAAA number.
- NB:** Failure on the part of a tenderer to submit proof or documentation stated above in terms of this tender to claim preference points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed.

## 10. BID SUBMISSION REQUIREMENTS

- 10.1. Bidders must ensure that the following submission requirements, which will be needed for evaluation purposes, are included in their bid proposal and are as follows:
- 10.1.1. The service provider must draft a table of contents that will indicate where each document is in the proposal.
  - 10.1.2. The proposal shall be in original format and must indicate the prices on SBD 3.3 and **Annexure B** for a detailed price schedule.
  - 10.1.3. The information in the CV of the proposed Project Team Leader and Team Members must include relevant experience in the chosen area of expertise, and Annexure C must be fully completed.
  - 10.1.4. Project reference specifying the role played by the service provider in the listed projects or assignments.
  - 10.1.5. A detailed project plan with a clear indication of who will be responsible for the management of the assignment as well as its execution. The allocation of team members on the assignments must be based on the experience in delivering the scope of work as listed.
  - 10.1.6. Standard bidding documents (SBD1, 3.3, 4, and 6.1).
  - 10.1.7. Copy of Central Supplier Database (CSD) report or tax pin certificate from SARS.
  - 10.1.8. Letter of Authority to sign documents on behalf of the company.

## **11. LEGISLATIVE FRAMEWORK OF THE BID**

### **11.1. Tax Legislation**

- 11.1.1 Bidder must at all-time be compliant when submitting a proposal to DFFE and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 11.1.2 Bidders who make taxable supplies more than R1 million in any 12-month conservative period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R50 000 has been exceeded in the past 12-month period.
- 11.1.3 Bidders who meet the above requirement must register as VAT vendors, if successful, within one month of award of the bid.
- 11.1.4 SARS Tax Status Pin requirements / or Central Supplier Database (CSD) number or report must be provided.

### **11.2. Procurement Legislation**

- 11.2.1 Bidders must be cognisant of the legislation and/or standards specifically applicable to the services.
- 11.2.2 Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS Accredited Verification Agency, or B-BBEE Certificate issued by CIPC, or a Sworn Affidavit commissioned by Commissioner of Oaths together with their bids. The sworn affidavit must be signed by the deponent (Bidder) in the presence of a Commissioner of Oaths, where the Commissioner of Oaths must affix his/her signature, together with the stamp of the office, and affix a date on which the signature was affixed. Furthermore, the dates of the deponent and the CoO must correspond.
- 11.2.3 If the application is made by a Joint Venture or Partnership, the accreditation credentials in the name of joined entities must be submitted. Members of the joint venture must meet the requirements of the proposal.
- 11.3. Privacy and Protection of Personal Information Act 4 of 2013
  - 11.3.1 Protecting personal information is important to the Department of Forestry, Fisheries, and the Environment. To do so, DFFE follows general principles by applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).
  - 11.3.2 DFFE's role as the responsible party is, amongst others, to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective service providers and third parties.
  - 11.3.3 DFFE will process personal information only with the knowledge and authorisation of the bidder/ respondent and will treat the personal information which comes to its knowledge as confidential and will not disclose it unless so required by law or subject to the exception contained in the POPIA.
  - 11.3.4 DFFE reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this bid, and the bidder/respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning DFFE.
  - 11.3.5 In responding to this bid, DFFE acknowledges that it will obtain and have access to the personal information of the bidder/ respondent. DFFE agrees that it shall only process the information disclosed by the bidder/ respondent in their response to this bid for evaluation and subsequent award of the tender and by any applicable law.

## **12. SPECIAL CONDITIONS OF THE CONTRACT**

- 12.1 On appointment, the performance measures for the delivery of the agreed services will be closely monitored by the Project Manager.

- 12.1. The service provider/s will have weekly progress meetings for the first two months from the start of the project and then submit monthly progress reports to the Project Manager within the stipulated date after the end of each month and quarter for the duration of the project. Failure to submit the required reports on time will result in penalties.
- 12.2 DFFE will not be held responsible for any costs incurred by the service providers in the preparation, presentation, and submission of the proposal.
- 12.3 The Project Manager shall perform the ongoing management of the Service Level Agreement (SLA).
- 12.4 The Service Provider/s must guarantee the presence of the senior in charge of fieldwork throughout the contract. Before the appointment of a replacement, the Programme Manager must approve such appointment. If the senior must leave the project, a period of at least a month is required, in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed and able to transfer skills and knowledge.
- 12.5 Based on the nature of the project being short term (acquisition / Development), critical resources on the project cannot be changed for the first 2 years (Two years of the project) unless compelling reasons such as resignation from the company and its subsidiaries, Death, or Disability of the resource.
- 12.6 All the conditions specified in the General Conditions of the Contract (**GCC**) will apply, and where the conditions in the special conditions of the contract contradict the conditions in the general conditions of the contract, the special conditions of the contract will prevail.
- 12.7 DFFE reserves the right to negotiate with one or more preferred bidder/s identified in the evaluation process regarding any terms and conditions, including prices, without offering the same opportunity to any other bidder/s who has not been awarded the status of the preferred bidder/s
- 12.8 A valid copy of the Tax Clearance Certificate/ Tax Compliance Status Pin issued by SARS to the supplier/copy of Central Supplier Database (CSD)/ MAAA... supplier Number must be submitted together with the bid.
- 12.9 The supplier shall notify the Department in writing of all subcontracts awarded under this contract 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.
- 12.10 In the case a tenderer intends to subcontract a portion of work, such tenderer awarded a contract may only enter sub-contracting arrangements with the approval of the department.
- 12.11 Letter of Authority to sign documents on behalf of the company.
- 12.12 Bidders failing to meet mandatory requirements will automatically be disqualified.
- 12.13 Poor or non-performance by the bidder will result in the cancellation of the contract.
- 12.14 The proposals should be submitted with all required information containing technical information.
- 12.15 Skills transfer to a minimum of Three DFFE officials
- 12.16 Intellectual property rights will belong to DFFE, e.g., Source codes, reports, printing, etc.

- 12.17 The proposals should be submitted with all required information containing technical information.
- 12.18 A trust, consortium, or joint venture will qualify for Preference Points if their average combined ownership is more than 50% (fifty percent) of ownership on specific goals (e.g., two or more companies claiming preference points, Ownership/ Directorship will be combined and divided by the number of companies to ascertain the preference points).
- 12.19 DFFE reserves the right to request additional information to validate any information submitted by bidders, including preference points claimed.
- 12.20 DFFE reserves the right to reject proposals that are not submitted in the prescribed format or where information presented is illegible or incomplete and will not be evaluated further
- 12.21 DFFE reserves the right to request such information during the evaluation process of the proposal and the information must be presented within the DFFE stipulated timelines. Failure to do so may lead to disqualification.
- 12.22 If the DFFE is of the view that a Bidder submitted false information regarding a Specific Goal, the DFFE must inform the Bidder accordingly and allow the Bidder to make representations within 14 (fourteen) days as to why: -
  - 12.22.1. the Tender may not be disqualified, or,
  - 12.22.2. if the Tender has already been awarded to the Bidder, why the contract should not be terminated.
- 12.23. After considering the representations, the DFFE may, if it concludes that the information relating to a Specific Goal is false, disqualify the Bidder or terminate the Contract and, if applicable, claim damages from the Bidder.
- 12.24. Poor or non-performance by the bidder will result in the cancellation of the contract.
- 12.25. Please take note that DFFE is not bound to select any of the firms submitting proposals. DFFE reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
- 12.26. DFFE will not be held responsible for any costs incurred by the service providers in the preparation, presentation, and submission of the proposal.
- 12.21. 12.27. The department reserves the right to adjust the number of required resources during the duration of the project. The service provider will adjust the project costs accordingly.

### **13. PAYMENT TERMS**

- 13.1. The Service Provider shall provide the Department with a detailed tax invoice with supporting evidence and/or report for deliverables completed. The Department will have 30 (thirty) calendar days after receipt of the tax invoice and supporting evidence to make payment to the Service Provider. Upon receipt of the invoice, the Department will have 7 (seven) calendar days to approve such invoice and relevant evidence and/or report submitted. If the invoice, together with the supporting evidence and/or report, is

approved, the Department shall make a direct payment to the Service Provider within the remaining 23 (twenty-three) calendar days of approval of such invoice and/or report, thus ensuring that payment of the invoice is made within the 30 (thirty) calendar days timeframe.

#### **14. TECHNICAL ENQUIRIES**

- 14.1. Should you require any further information in this regard, please do not hesitate to send written enquiries to [Tenders@dfpe.gov.za](mailto:Tenders@dfpe.gov.za).



## 15. ANNEXURE A - PROJECT PHASES

15.1. The service provider may use the following Annexure A as a guide, and resources will be used for any other project beyond the project phases below.:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Support and Maintenance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Support and Maintenance</b> <ul style="list-style-type: none"><li>• Technical &amp; Functional Support for EPMS</li><li>• 2nd and 3rd Line support</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Project Development Milestone</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Planning Phase</b> <ul style="list-style-type: none"><li>• Project planning and schedule</li><li>• Analyse the environments to understand the level of developments required.<ul style="list-style-type: none"><li>○ (EPMS and EDMS)</li><li>○ DHA, DPSA, DPWI, Treasury and DFFE Contracted Bank for participants payment</li></ul></li></ul>                                                                                                                                                                                                                                                                                                                                   |
| <b>Design Phase:</b> <ul style="list-style-type: none"><li>• Develop functional and non-functional requirements.</li><li>• Design the required solution and workflows</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Build Phase:</b> <ul style="list-style-type: none"><li>• Detailed planning Module, Implementation Module, and Reporting in line with SOP and regional settings including GIS functionalities.</li><li>• DFFE Contracted Bank Payment Module, Government Department integrations (Home Affairs, Treasury, DPSA. and Public Works and Infrastructure)</li><li>• Ensure all relevant Document workflows are configured.</li><li>• Ensure interaction between Sharepoint Platform and MS Dynamic (Detail the various integration scenarios throughout the required MS Dynamics processes)</li><li>• Configure web based Smart User Interface on Departmental landing pages</li></ul> |
| <b>Integration testing:</b> <ul style="list-style-type: none"><li>• Development of test packs</li><li>• MS Azure configuration</li><li>• EPMS Migration to Cloud</li><li>• Documents and Projects migration to the cloud</li><li>• End-to-end functional testing UAT Sessions</li></ul>                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Finalisation Phase:</b> <ul style="list-style-type: none"><li>• Training Guide (Soft copy – PDF and editable word documents)</li><li>• Conduct Demo Sessions (Technical team and stakeholders)</li><li>• Train the trainer</li><li>• Train the technical support team</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                  |

## 16. ANNEXURE B — PRICING SCHEDULE

**NB:** The service provider may use the following table as a guide and must indicate rates in line with the provisions of deliverables as indicated in the table below:

| ACTIVITIES                                           | NAME OF THE PROPOSED EXPERT (S) | HOURLY RATE (EXCL VAT) | TOTAL COST PER RESOURCES/OUTPUT (EXCLUDING VAT) (CONTRACT PERIOD) |
|------------------------------------------------------|---------------------------------|------------------------|-------------------------------------------------------------------|
| 3 X MS Dynamics CRM Certified Developers (36 Months) |                                 | R.....                 | R.....                                                            |
| 1 x Project Manager/ Scrum Specialist (18 Months)    |                                 | R.....                 | R.....                                                            |
| 1 x Sharepoint/Power Apps/BI (18 Months)             |                                 | R.....                 | R.....                                                            |
| 1 x ESRI GIS Developer (12 Months)                   |                                 | R.....                 | R.....                                                            |
| 1 x C# Developer (12 Months)                         |                                 | R.....                 | R.....                                                            |
| 1 x Business Analyst/ Systems Analyst (12 months)    |                                 | R.....                 | R.....                                                            |
| 1 x SQL DBA/ Azure Cloud Engineer(12Months)          |                                 | R.....                 | R.....                                                            |
| <b>SUB-TOTAL</b>                                     |                                 |                        | R.....                                                            |
| <b>VAT 15%</b>                                       |                                 |                        | R.....                                                            |
| <b>GRAND TOTAL INCLUDING VAT</b>                     |                                 |                        | R.....                                                            |

## 17. ANNEXURE C – CV TEMPLATE TO BE COMPLETED BY THE PROPOSED TEAM (1 TO 7)

### CV TEMPLATE

|                                  |  |
|----------------------------------|--|
| 1. Surname                       |  |
| 2. Name                          |  |
| 3. National ID / Passport Number |  |
| 4. Contact Number                |  |
| 5. Email Address                 |  |
| 6. Proposed role on the project  |  |

### 7. Education:

| Year Completed | Institution | Qualification(s) obtained | NQF Level |
|----------------|-------------|---------------------------|-----------|
|                |             |                           |           |
|                |             |                           |           |
|                |             |                           |           |
|                |             |                           |           |
|                |             |                           |           |

### 8. Language skills: Indicate competence on a scale from 1 (basic) to 5 (excellent)

| Language | Reading | Speaking | Writing |
|----------|---------|----------|---------|
|          |         |          |         |
|          |         |          |         |
|          |         |          |         |
|          |         |          |         |

### 9. Membership of professional bodies:

| Name of professional body | Year joined | Membership Number |
|---------------------------|-------------|-------------------|
|                           |             |                   |
|                           |             |                   |
|                           |             |                   |

### 10. Other skills: (e.g. Computer literacy, etc.)

|  |
|--|
|  |
|  |
|  |

### 11. Present position:

|                     |  |
|---------------------|--|
| Name of Employer    |  |
| Position            |  |
| Date from - Date to |  |

### 12. Years within the institution:

**13. Key experience relevant to the terms of reference: (List specific assignments relevant to the terms of reference)**

| Name of Employer | Name of Client | Role on Assignment | Client Reference<br>(Provide contact person and contact details) | Date from - Date to | Description of key experience as per the requirements of Terms of Reference |
|------------------|----------------|--------------------|------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------|
|                  |                |                    |                                                                  |                     |                                                                             |
|                  |                |                    |                                                                  |                     |                                                                             |
|                  |                |                    |                                                                  |                     |                                                                             |

**14. Professional experience:**

| Name of Employer | Date from - Date to | Reference<br>(Provide contact person and contact details) | Position | Description of duties |
|------------------|---------------------|-----------------------------------------------------------|----------|-----------------------|
|                  |                     |                                                           |          |                       |
|                  |                     |                                                           |          |                       |
|                  |                     |                                                           |          |                       |
|                  |                     |                                                           |          |                       |

**15. Other relevant information (e.g. Publications)**

**16. Contactable References**

# **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
18. Contract amendments
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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.

**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) 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>                                           | <p>31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.</p>                                                                                                                                                                                                                            |
| <b>32. Taxes and duties</b>                                  | <p>32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.</p>                                                                                                         |
| <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>               | <p>34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).</p> <p>34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.</p> |

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

Js General Conditions of Contract (revised July 2010)



# DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

## BAS ENTITY MAINTENANCE FORM

### Head Office Only

Date Received \_\_\_\_\_  
Safetynet Capture \_\_\_\_\_  
Safetynet Verified: \_\_\_\_\_  
BAS/LOGIS Capt \_\_\_\_\_  
BAS/LOGIS Auth \_\_\_\_\_  
Supplier No. \_\_\_\_\_

### The Director General

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 no 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 validate as per required bank screens .**

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

**I/We understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.**

### Company / Personal Details

Registered Name

Trading Name

Tax Number

VAT Number

Title:

Initials:

Full Names

Surname

Persal Number

### Address Detail

Address

( Compulsory if Supplier )

Physical

Postal

Postal Code

### New Detail

☐ New Supplier information ☐ Update Supplier information

Supplier Type:

☐ Individual  
☐ Company  
☐ CC

☐ Department  
☐ Trust  
☐ Other ( Specify )

☐ Partnership

Department Number

