



agriculture, land reform & rural development

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

Free State Shared Service Centre, Private Bag X 20803, Bloemfontein, 9300
Enquiries: MR G.G MATSHE Telephone (051) 4004200 Fax: (086) 621 2283

YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT:

BID NO : DALRRD-DRONE-02 (2022/2023)
COMPULSORY BRIEFING SESSION: N/A
CLOSING DATE : 07/11/2022

TIME: 11:00 am
TIME: 11:00 am

APPOINTMENT OF A SERVICE PROVIDER TO PROCURE REMOTELY PILOTED AIRCRAFT SYSTEMS OPERATORS CERTIFICATE APPLICATION FOR THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT, SPATIAL PLANNING AND LAND USE MANAGEMENT BRANCH.

BID PROPOSAL RECEIVED AFTER CLOSING DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED FOR CONSIDERATION.

N.B: SUPPLIERS ARE ADVISED TO REGISTER ON CSD- www.csd.gov.za

Kindly furnish us with proposal for services shown on the attached documents.

1. Attached please find the SBD1, SBD2, SBD 3.3, SBD 4, SBD 6.1, SBD 8, SBD9, ToR, and GCC.
2. If you are a sole agent or sole supplier, it is essential that you indicate your percentage commission or profit before tax in order that the reasonableness of your quotation price may be gauged, this information will be treated as strictly confidential.
3. All the documents accompanying this quotation invitation must be completed in detail where applicable and returned with your quotation.
4. Please make sure that your quotation reaches this office before the closing time.
5. When submitting your quotation, the following information must appear on the sealed envelope:-
 - (i) Name and address of bidder.
 - (ii) Bid Number
 - (iii) Closing Date.

This envelope can be placed in the bid/tender box on entrance ground Floor 136 SA Eagle Building, Maitland Street, Bloemfontein 9300.

OR

If posted, place the afore-mentioned envelope in a covering envelope addressed as follows:-

Quotations, Rural Development and Land Reform Bloemfontein Office: Private Bag X 20803 Bloemfontein 9300.

Yours faithfully,

SIGNED

MR.C MAMPA
DEPUTY DIRECTOR: SCM
FREE STATE PROVINCIAL SHARED SERVICE CENTRE
DATE: 17/11/2022

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	DALRRD-DRONE-02 (2022/2023)	CLOSING DATE:	07/11/2022	CLOSING TIME:	11H00
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DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROCURE REMOTELY PILOTED AIRCRAFT SYSTEMS OPERATORS CERTIFICATE APPLICATION FOR THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT, SPATIAL PLANNING AND LAND USE MANAGEMENT BRANCH.
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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT (STREET ADDRESS)

136 SA EAGLE BUILDING
CHARLOTTE MAXEKE STREET
BLOEMFONTEIN
GROUND FLOOR
SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
		TCS PIN:	
		<input type="checkbox"/> Yes	
		<input type="checkbox"/> No	
		OR	CSD No:
		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
	<input type="checkbox"/>	A REGISTERED AUDITOR
		NAME:

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
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SIGNATURE OF BIDDER	DATE
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CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)	
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TOTAL NUMBER OF ITEMS OFFERED	ALL	TOTAL BID PRICE (INCLUSIVE OF VAT AND ALL HIDDEN COSTS)
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BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	DALRRD	CONTACT PERSON	MR. A ERASMUS
CONTACT PERSON	MR GG MATSHE	TELEPHONE NUMBER	071 676 9416
TELEPHONE NUMBER	051 400 4200	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	Andre.erasmus@dalrrd.gov.za
E-MAIL ADDRESS	Gladman.matshe@dalrrd.gov.za		

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE	
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / 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.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

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



TAX CLEARANCE

TCC 001

Application for a Tax Clearance Certificate**Purpose**Select the applicable optionTenders ☐ Good standing ☐

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

Particulars of applicantName/Legal name
(Initials & Surname
or registered name)Trading name
(if applicable)

ID/Passport no

Company/Close Corp.
registered no

Income Tax ref no

PAYE ref no 7

VAT registration no 4

SDL ref no L

Customs code

UIF ref no U

Telephone no

Fax
no

E-mail address

Physical address

Postal address

Particulars of representative (Public Officer/Trustee/Partner)

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax
no

E-mail address

Physical address

Particulars of tender (If applicable)Tender number Estimated Tender amount R: Expected duration of the tender year(s)**Particulars of the 3 largest contracts previously awarded**

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
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Audit

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

Appointment of representative/agent (Power of Attorney)

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

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

Signature of representative/agent

Date

Name of representative/agent

Declaration

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

Signature of applicant/Public Officer

Date

Name of applicant/
Public Officer**Notes:**

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

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

DALRRD-DRONE-02 (2022/2023)

APPOINTMENT OF A SERVICE PROVIDER TO PROCURE REMOTELY PILOTED AIRCRAFT SYSTEMS OPERATORS CERTIFICATE APPLICATION FOR THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT, SPATIAL PLANNING AND LAND USE MANAGEMENT BRANCH.

PRICING SCHEDULE

(Professional Services)

NAME OF BIDDER: BID NO.: DALRRD-DRONE-02 (2022/2023)

CLOSING DATE: 07/11/2022 TIME: 11H00

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

1. The accompanying information must be used for the formulation of proposals.

TOTAL BID PRICE (INCLUSIVE OF VAT)

R.....

PHASES	EXPECTED DELIVERABLES (Including sections 4 & 5)	COST (EXCLUDING VAT@15%)
Pre-Inception PHASE 1: Appointment of ROC SP	<ul style="list-style-type: none"> Compile a detailed Process Plan with timelines and costs (SACAA fees to be included by the Service provider in the tender or quotation) Include relevant legislation and guidelines Authorities/Departments having interest 	R.....
PHASE 2: PRE-APPLICATION	Phase 1 (SACAA): <ul style="list-style-type: none"> "Letter of Intent" (CA101-02) Pre-application meeting scheduled and held with SACAA "aircraft" Certificate of Registration Obtain Third-party liability insurance exemption letter from Treasury. The post holders identified. Registration of Aircraft (needed for ASL application by SACAA). Application for Remote Pilots License (RPL). 	R.....

Name of Bidder:

APPOINTMENT OF A SERVICE PROVIDER TO PROCURE REMOTELY PILOTED AIRCRAFT SYSTEMS OPERATORS CERTIFICATE APPLICATION FOR THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT, SPATIAL PLANNING AND LAND USE MANAGEMENT BRANCH.

PHASE 3: FORMAL APPLICATION	Phase 2 (SACAA): <ul style="list-style-type: none"> Formal Application form CA101-10: the POPS form. Formal application meeting. Application rejected or accepted by SACAA. 	R.....
PHASE 4: DOCUMENT EVALUATION	Phase 3 (SACAA): <ul style="list-style-type: none"> Required manual, the Operations manual form CA101-03: "Application for a ROC". "Application for the RLA" form CA101-01. Approved/Accepted manuals by SACAA. Fully completed Statement of Compliance. 	R.....
PHASE 5: DEMONSTRATION AND INSPECTION	Phase 4 (SACAA): <ul style="list-style-type: none"> Comply with regulations, the company operations manual and safe operating practices. Onsite evaluations of all policies, procedures, methods and instructions. 	
PHASE 6: CERTIFICATION	Phase 5 (SACAA): Required Air Service License (ASL) RPAS Operators Certificate (ROC) Operational Specifications (Ops Spec).	
RETENTION	<ul style="list-style-type: none"> Finalized deliverables 	
TOTAL		R.....
VAT@15%		R.....
TOTAL BID PRICE		R.....

Bid Initials

Bid's Signature.....

Date:

Bid No.:-3-

Name of Bidder:

**APPOINTMENT OF A SERVICE PROVIDER TO PROCURE REMOTELY PILOTED AIRCRAFT SYSTEMS OPERATORS
CERTIFICATE APPLICATION FOR THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT,
SPATIAL PLANNING AND LAND USE MANAGEMENT BRANCH.**

NB: All unit cost must be inclusive of all hidden cost.

NB: Total bid price must be carried to SBD 1 of the bid document.

Any enquiries regarding bidding procedures may be directed to the –
RURAL DEVELOPMENT AND LAND REFORM
PRIVATE BAG X 20803
BLOEMFONTEIN
9300

Query	Name	Contact Details
Technical	Attention: Mr. André Erasmus	Telephone: 071 676 9416 E-mail: andre.erasmus@dalrrd.gov.za
Bid related	Mr GG Matshe Bid Management	(051) 400 4200 gladman.matshe@dalrrd.gov.za

Bid Initials

Bid's Signature.....

Every question must be answered individually on this form, whether a relationship is present or not: Failure to do so will invalidate your tender/bid

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questions must be completed and submitted with the bid.

2.1. The names of all directors / trustees / shareholders² / members/individuals, their individual identity numbers, tax reference numbers to inserted in the table below. If applicable, employee / PERSAL numbers must be indicated in the last column.

Full Name	Position held (shareholder, director, trustee, member, individual etc.)	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

If space provided is insufficient, details as specified above can be attached, however, this must be clearly indicated in this table

"State" means –

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

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.2.	Full names of bidder or his or her representative:									
2.3.	Identity Number:									
2.4.	Position occupied in the Company (Director, trustee, shareholder, member)									
2.5.	Registration number of company, enterprise, close corporation, partnership, agreement or trust									
2.6.	Tax reference number:									
2.7.	VAT Registration number:									
2.8.	<table border="1"> <tr> <td>Are you or any person connected with the bidder presently employed by the state? Kindly mark the applicable answer with a tick ✓.</td> <td>YES</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>NO</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="3">If so, furnish the following particulars:</td> </tr> </table>	Are you or any person connected with the bidder presently employed by the state? Kindly mark the applicable answer with a tick ✓.	YES	<input type="checkbox"/>		NO	<input type="checkbox"/>	If so, furnish the following particulars:		
Are you or any person connected with the bidder presently employed by the state? Kindly mark the applicable answer with a tick ✓.	YES	<input type="checkbox"/>								
	NO	<input type="checkbox"/>								
If so, furnish the following particulars:										
2.8.1.	Name of person/director/trustee/shareholder/member:									
2.8.2.	Name of state institution at which you or the person connected to the bidder is employed:									
2.8.3.	Position occupied in the state institution:									
2.8.4.	Any other particulars:									

2.9.	If you or any person connected with the bidder are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? Kindly mark the applicable answer with a tick v.	YES	
		NO	
2.9.1.	If yes, did you attach proof of such authority to the bid document? (Note: failure to submit proof of such authority, where applicable, may arise in the disqualification of the bid. Kindly mark the applicable answer with a tick v.)	YES	
		NO	
2.9.2.	If no, furnish reasons for non-submission of such proof: 		
2.10.	Did you or your spouse, or any of the company's directors/ trustees/ members of their spouses conduct business with the state in the previous twelve months? Kindly mark the applicable answer with a tick v.	YES	
		NO	
2.10.1	If yes, furnish particulars: 		
2.11.	Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation or adjudication of the bid? Kindly mark the applicable answer with a tick v.	YES	
		NO	
2.11.1	If yes, furnish particulars: 		
2.12.	Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? Kindly mark the applicable answer with a tick v.	YES	
		NO	
2.12.1	If yes furnish particulars. 		

2.13.	Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? Kindly mark the applicable answer with a tick v.	<table border="1"> <tr> <td>YES</td> <td></td> </tr> <tr> <td>NO</td> <td></td> </tr> </table>	YES		NO	
YES						
NO						
2.13.1	If yes, furnish particulars.					
2.13.2	Have you or any of the directors / trustees / shareholders / members of the company or the company in general provided any gifts, rewards, awards, sponsorships, donations or hospitality to the department or any of its employees or their family in the last 12 months? Kindly mark the applicable answer with a tick v.	<table border="1"> <tr> <td>YES</td> <td></td> </tr> <tr> <td>NO</td> <td></td> </tr> </table>	YES		NO	
YES						
NO						
2.13.3	If yes, furnish particulars, including estimated value.					
3.	DECLARATION I, THE UNDERSIGNED (NAME) _____ CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT, AND I HAVE TAKEN REASONABLE DILIGENT STEPS (AS REQUIRED BY S76 OF THE COMPANIES ACT, 2011, WHERE APPLICABLE), TO ENSURE THAT THE INFORMATION PROVIDED IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE. NAME OF BIDDER: _____ POSITION: _____ SIGNATURE: _____ DATE: _____					

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2
- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the80/20..... preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

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

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in

terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14

4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: . = (maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

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

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.4.1	If so, furnish particulars:
-------	-----------------------------

SBD 8

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids/quotes¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

CERTIFICATE OF INDEPENDENT QUOTATION/PROPOSAL DETERMINATION

I, the undersigned, in submitting the accompanying quote:

(Quote Number and Description)

in response to the invitation for the quote made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:
(Name of Bidder)

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

SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ 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.

SBD 9

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

**GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT**

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.



agriculture, land reform & rural development

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

Branch: Spatial Planning and Land Use Management, Planning Facilitations

224 Church Street, Pretoria, 0001. Private Bag X833, Pretoria, 0001. Tel: 012 312 9371; Fax: 086 692 8882

TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO PROCURE REMOTELY PILOTED AIRCRAFT SYSTEMS OPERATORS CERTIFICATE APPLICATION FOR THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT, SPATIAL PLANNING AND LAND USE MANAGEMENT BRANCH

1. INTRODUCTION

- 1.1. The Department of Agriculture, Land Reform and Rural Development (DALRRD) requires the services of a firm or a consortium of suitably qualified firms to assist the Department in successfully applying for a Remotely Piloted Aircraft Systems Operators Certificate and operational support while ROC is pending.
- 1.2. The project to assist the Department in obtaining a Remotely Piloted Aircraft Systems Operators Certificate (ROC) will be outsourced due to the highly specialised and legislated requirements stipulated by the South African Civil Aviation Authority (SACAA).
- 1.3. The project requires a team that complies with all the regulations prescribed by the South African Civil Aviation Authority and is accredited to assist the Department with the application with a Remotely Piloted Aircraft Systems Operators Certificate (ROC).
- 1.4. The composition of the technical team to be utilised in the execution of the project should consist of a team that assists the ROC application and must have a track record to show that they have successfully done so in the past.
- 1.5. The Service Provider must have an existing ROC under which the Department can register their Remote Piloted Aircraft (RPA). The Service Provider must have certified pilots to support the Department with intermediary drone operations.

- 1.6. When the Department RPL pilots have been certified, they should be registered by the Service Provider under their ROC until the Department ROC has been approved. The Service Provider must then register the Departmental pilots under the Departmental ROC so that it will not interrupt operations.

2. PROBLEM STATEMENT

- 2.1. This Terms of Reference must be read in conjunction with two other Terms of References, namely: "Procure services to assist the Department to train officials to obtain their RPL for fixed-wing and multirotor drones" and "Procure services to supply the Department with SACAA certified EVTOL Remote Piloted Aircraft (RPA) (Drones/UAVs)".
- 2.2. The Department would see the best investment return on this technology by means of detailed location information or specialised multispectral geo-rectified imagery. These are currently not available to be acquired off the shelf, especially the more specialised multispectral, thermal or lidar imagery. The Department has GISc staff in all SPLUM provincial offices who are taught to use geo-rectified imagery as part of their training. It should be noted that some upskilling of these staff will be required for activities such as precision agriculture, but these are minor courses that can be completed in a matter of a week or two.
- 2.3. The Department needs to note that the regulatory environment pertaining to the utilisation of Drones is rigorous, and it will have to comply with all requirements.
- 2.4. The Department has a vast number of land parcels in its portfolio of either urban or farmland. Adding to this portfolio is the continued acquisition of new farmland and the numerous portions of land affected by land claims, resulting in a real challenge to monitor and support all these land parcels. In reality, this is a practical challenge as access, and even with access, unpassable terrain prohibiting access to the entire land parcels poses a real challenge for the officials responsible for the various activities. The settlement land use surveying and planning, on the other hand, is equally challenging and results in many inadequacies when supporting, especially our rural and traditional communities. This proposal seeks to employ drone technology to assist with these functions.

- 2.5. While drone technology will provide numerous additional benefits, it will also greatly assist with the current challenges. These challenges, amongst others, are 1) getting a comprehensive overview of the properties we acquire in a format that can withstand legal scrutiny if later challenged in court; 2) the ability to support farmers with precision agriculture; 3) assisting with risk management related to alien invasive species, contour ploughing, firebreaks, CARA regulations – Referring to Natural Resources which include vegetation and soil – invaders / aliens / bush incroachment but also soil – over grazing / erosion, dongas and 4) support spatial planning related to our SPLUMA section 9 responsibilities and spatial planning support in traditional areas with updated settlement/site analysis and layout information.
- 2.6. With a projected land acquisition expenditure of R 366 million for 2022/23, it is clear that technology which can assist with determining all assets, crop health and areas of concern can result in valuable savings. The proposed drone technology has the capability to survey up to 700 ha of land in 90 minutes. Depending on the requirements, this can be an aerial image with a 1,2cm resolution, which is currently unavailable to us at any of the existing sources. Alternatively, a plant vegetation health survey to indicate if the current crops are healthy can be acquired, which is impossible to discern with the naked eye.
- 2.7. The fire threat is genuine and results in court cases that quickly run into millions of Rands. The Department as a landowner, cannot disown the responsibility of firebreaks on any of its properties. This technology will not only assist in monitoring if the legislated requirements are adhered to by our tenants but can also assist with the planning of fire breaks. Detail mapping of the farm terrain will allow farmers and the Department to plan, construct, and maintain effective firebreaks to prevent fires from spreading if it starts on our farms and prevent them from spreading to our farms if they start elsewhere.
- 2.8. Support for rural and traditional settlements is time-consuming, with more specialised activities like risk assessments near to impossible. The recent KZN flooding again just highlighted that even formal development could be severely affected. The grave reality is that risk assessments are not addressed in most rural areas, and subsequently, there is no risk mitigation. Land Use audits are very time consuming, and the deployment of drone technology will allow for a detailed survey of most towns in under a day. This will provide the Department with detailed layout

maps, even a 3D rendering of the town if terrain poses challenges allowing for proper planning and settlement support.

- 2.9. Change in Land Use (from agricultural to non-agricultural use) – Township / rural development or industrial and commercial development. Pre- and post inspections to determine the impact on agriculture and food security.

3. PURPOSE AND OBJECTIVE OF THE PROJECT

- 3.1. Certified Remote Pilots are required for the Department before starting with the application at the SACAA to obtain an RPAS Operators Certificate (ROC). This is necessary before any drones are legally allowed to be utilised. **It is essential to know that the Department must have certified staff with at least one drone acquired for a successful ROC application.**
- 3.2. The Drone Technology will enable the Department to provide specialised aerial imagery on demand. These, amongst others, will support risk mapping, post-disaster support, precision agriculture, extensive land use capturing, spatial planning and land audit capabilities.
- 3.3. Objective
 - 3.3.1. To appoint an accredited Service Provider to assist the Department in successfully obtaining an RPAS Operators Certificate (ROC).
 - 3.3.2. To facilitate the Department to comply with all the legal requirements stipulated by SACAA and all relevant legislation. This must include all documentation and application fees, including transfer fees of certified staff and Remote Piloted Aircraft (RPA) to Departmental ROC once it is in place.
 - 3.3.3. To ensure the Department is operational in the shortest possible timeframe through the use of the Service Provider's existing ROC and RPL certified pilots. The Service Provider must have the ability to register the Departmental Remote Piloted Aircraft (RPA) with certified pilots under their ROC to support intermediary drone operations. When the Department RPL pilots have been certified, they should be allowed to use the Service Provider's ROC until the Department ROC has been approved, after which all Remote Piloted Aircraft (RPA) are to be transferred to the Departmental ROC. The department is responsible for the insurance of its RPAs unless gross negligence is established (see 4.2 **Phase 1: Pre-application**).

- 3.3.4. Where possible, to assist the department to register existing drones that are not on the RPAS System Safety SSA Register which is in accordance with SACATS 102.02.2(1) Section 1 and 2 Only. (Bullet 3.3.4 is not a requisite, but will favour the final outcome of the tender).

4. PROJECT OUTCOMES AND SCOPE

- 4.1. The Department was issued a ROC, thus complying with the statutory requirements as set out by SACAA. The ROC should then enable the RPL Certified staff in every province to support DALRRD operational requirements for imagery as listed under bullet 2, Problem Statement.

4.1.1. Project Stakeholders

The ROC has the following essentials attached to it:

The Department must maintain a professional relationship with the South African Civil Aviation Authority (SACAA). It should keep to all requirements as stipulated and amended from time to time. Annual licence renewals and registrations must be kept up to date to ensure the drone program stays operational.

The identified internal Departmental staff must adhere to the strict legislative requirements expected of RPL Certified individuals.

GISc Professional staff need to ensure they upskill their knowledge related to the new source of spatial data to ensure it can be optimally used for operational purposes.

The Town and Regional Staff should be trained to access the produced spatial information to ensure it informs the spatial reporting done for the Department and in support of SPLUMA activities

4.1.2. Project Proposed Solution

Ensure the Department is compliant with all the legal requirements stipulated by SACAA legislation. This will enable DALRRD SPLUM (or other) staff to support all provinces with on-demand specialised remote sensing information acquired through Remote Piloted Aircraft.

4.1.3. Benefit and Value Analysis

	Output	Benefit
Government (National, Provincial and Local)	High definition Geo-rectified mosaic <ul style="list-style-type: none"> • Digital terrain model • Terrain point cloud • Land Use analysis • Fire break analysis and planning 	High definition record for areas captured Detailed infrastructural records for area captured
Co-operatives / CPAs / Farmers		Farm planning Erosion mitigation Precision Agriculture Animal count or detection Vermin detection Wildlife survey
Land Claims / Restitution	Multispectral high definition Geo-rectified mosaic <ul style="list-style-type: none"> • Precision Agriculture • Precision land analysis • Plant/Crop health • Plant species identification • Crop count 	High definition record for areas captured Detailed infrastructural records for area captured as Portfolio of Evidence
Land Acquisitions		
Traditional leaders	Infrared Panchromatic high definition Geo-rectified mosaic <ul style="list-style-type: none"> • Precision Agriculture • Animal count or detection • Vermin detection 	Settlement survey, analysis and land use planning Temporal comparisons 3D settlement models Detailed Infrastructure planning Animal count
Human Settlement / COGTAs		
Institutions of higher learning and research, E.g. ARC	Lidar point cloud <ul style="list-style-type: none"> • Digital elevation model • 3D settlement model • Settlement disaster survey and mitigation 	Plant identification research Plant health research Precision agriculture research

- 4.2. **RPAS Operators Certificate (ROC) is a five-phase process, and the Service Provider is expected to assist in the completion of all requirements on behalf of the Department, including payment of fees.**

For the Department to make use of Remote Piloted Aircraft (RPA) or UAVs / drones, it must first secure an RPAS Operators Certificate (ROC). To do this, the Department has to go through the following 5 phases:

For each step in each phase, depending on the application, the formal meeting may, at the discretion of the inspector, be conducted via telephone and/or email correspondence

Phase 1: Pre-application

The applicant submits a "Letter of Intent" (CA101-02) to the SACAA's Flight Operations Department (FOD).

The Service provider should assist the Department in obtaining the exemption letter from National Treasury related to Third-party liability insurance. This is done in terms of Treasury Regulations Part 5: Asset and liability management as captured in section 12.1.1.

Phase 2: Formal Application

Submit a formal application to SACAA.

Support the Department to attend the prescribed formal meeting.

Phase 3: Document evaluation

Once the formal application has been accepted, the Service Provider will draft all the required manuals to the CAA for approval with the Department. It is expected that the Service Provider has experience in this and, through its guidance, ensure a timeous submission and acceptance thereof.

The CAA will complete a thorough review of the manuals.

The Service Provider will ensure that a compliant and fully completed Statement of Compliance be included within the manuals submitted.

Phase 4: Demonstration and Inspection

The Service Provider must support the Department so that it can demonstrate its ability to comply with regulations, the company operations manual and safe operating practices

The Service provider must support the Department with completed documentation so that it can comply with the required demonstration and inspection phase. This will include onsite evaluations of all policies, procedures, methods, and instructions described by the regulation and operations manual.

Phase 5: Certification

After the document compliance and demonstration and inspection phase have been completed satisfactorily, the Department will be issued with an RPAS Operators Certificate (ROC) and the Operational Specifications.

The Operational Specifications must contain the authorisations, limitations and provisions applicable to the operation.

The Department as certificate holder is responsible for continued compliance with its certificate and operational specifications' regulations, authorisations, limitations, and provisions.

The SACAA will conduct periodic inspections of the operator's operation to ensure continued compliance with the regulations and safe operating procedures.

The Service Provider will guide the Department on how the following additional considerations/requirements are to be managed.

- Safety Quality considerations are a high priority.
- Control and restricted airspace consideration have to be kept in mind.
- The CAA would want to build a relationship with the Department.

- Ensure that identified staff do not have criminal records and ensure this requirement is monitored after certification.

When the Department receives the ROC, the Service Provider must assist the Department in registering all Remotely Piloted Aircraft it plans to use at that time.

5. PROJECT DELIVERABLE

- 5.1. Conduct a assessment of the department and the Branches involved to determine the ROC requirements.
- 5.2. Register departmental UAVs under the ROC of the service provider to enable DALRRD to start with operations in the shortes time frame possible.
- 5.3. Provide the department with a "Letter of Intent" (CA101-02)
- 5.4. Exemption letter from National Treasury related to Third-party liability insurance.
- 5.5. Formal application to SACAA.
- 5.6. Arranged formal meeting with SACAA
- 5.7. Required manuals drafted and supplied in MS Word format.
- 5.8. Statement of Compliance to the stasfaction of SACAA received.
- 5.9. Support DALRRD to comply with regulations, the company operations manual and safe operating practices. Including staff training and all document required.
- 5.10. Assist with onsite evaluations (9 Provinces and Nqational office) of all policies, procedures, methods, and instructions described by the regulation and operations manual.
- 5.11. Support the process upto where DALRRD is issued with RPAS Operators Certificate (ROC)
- 5.12. Operational Specifications with the authorisations, limitations and provisions applicable to the operation of DALRRD facilitated.
- 5.13. **The Service Provider will guide the Department on how the following additional considerations/requirements are to be managed.**
 - Safety Quality considerations are priority.
 - Control and restricted airspace considerations.
 - Assist DALRRD to establish a professional relationship with SACAA.
- 5.14. When the Department receives the ROC, the Service Provider must assist the Department in registering all Remotely Piloted Aircraft it plans to use at that time.

- 5.15. Certified RPL pilots that can support the operational needs of DALRRD as a transition measure. The tender document must include a tariff schedule to enable DALRRD to task the company for operational work. The tariff schedule must be split into using own RPAS equipment and using DALRRD RPAS equipment when available.

6. SKILLS REQUIREMENTS

- 6.1. Companies (or consortium) with individuals with qualifications and extensive experience will be required in the field of aviation, Unmanned Aerial Vehicles (UAVs) and the applicable processes in applying for a RPAS Operators Certificate (ROC).

Please note that above is a minimum set of skills required, the firm is welcome to add more skills as deemed necessary to undertake the work.

- 6.2. Proven company experience and thorough understanding in the following is also required:
- a) Aviation industry;
 - b) Required knowledge and skill to operate safely and legally within the South African airspace;
 - c) Be proficient in the South African Civil Aviation Authority (SACAA) policies and procedures.
 - d) Have a current RPAS Operators Certificate (ROC).
- 6.3. In the case of a consortium, a letter of commitment from the company (all directors) is required and must be submitted.
- 6.4. Certified RPL pilots that can support the operational needs of DALRRD as a transition measure.

7. PROJECT PHASES DURATION AND COST

- 7.1. The project to obtain a Remotely Piloted Aircraft Systems Operators Certificate (ROC) should be completed within 4 months from the time of the appointment of the consultant. The target dates for each milestone (as well as the associated deliverable) and the amount of financial compensation for the work done for the ROC, are scheduled in Table 2 below:

TABLE 2: PAYMENT SCHEDULE AND PROJECT PHASES

PHASES	EXPECTED DELIVERABLES	% PAYABLE	TIME FRAMES ¹	SUBMISSION/ OUTPUT
Pre-Inception PHASE 1: Appointment of ROC SP	<ul style="list-style-type: none"> • Compile a detailed Process Plan with timelines and costs (SACAA fees to be included by the Service provider in the tender or quotation) • Include relevant legislation and guidelines • Authorities/Departments having interest 	5%	2 weeks	<p>PROCESS PLAN WITH TIMELINES AND COSTS</p> <p>INCEPTION REPORT</p>
PHASE 2: PRE-APPLICATION	<p>Phase 1 (SACAA):</p> <ul style="list-style-type: none"> • "Letter of Intent" (CA101-02) • Pre-application meeting scheduled and held with SACAA • "aircraft" Certificate of Registration • Obtain Third-party liability insurance exemption letter from Treasury. • The post holders identified. • Registration of Aircraft (needed for ASL application by SACAA). • Application for Remote Pilots License (RPL). 	15%	2 weeks	<p>APPROVED DOCUMENTATION AS REQUIRED IN THE PHASE MILESTONES, AFTER APPROVAL FROM SACAA</p>
PHASE 3: FORMAL APPLICATION	<p>Phase 2 (SACAA):</p> <ul style="list-style-type: none"> • Formal Application form CA101-10: the POPS form. • Formal application meeting. 	20%	1 months	<p>FORM CA101-10 LETTER APPLICATION REJECTED OR ACCEPTED.</p>

¹ The actual work will take four months. However, the time between decisions from SACAA will not be reflected here. The actual duration of the project will be over two financial years, it is required that the service provider make fortnightly follow up progress enquiries with SACAA between submissions.

	<ul style="list-style-type: none"> Application rejected or accepted by SACAA. 			
PHASE 4: DOCUMENT EVALUATION	Phase 3 (SACAA): <ul style="list-style-type: none"> Required manual, the Operations manual form CA101-03: "Application for a ROC". "Application for the RLA" form CA101-01. Approved/Accepted manuals by SACAA. Fully completed Statement of Compliance. 	30%	1 months	FORM CA101-03 FORM CA101-01 STATEMENT OF COMPLIANCE.
PHASE 5: DEMONSTRATIO N AND INSPECTION	Phase 4 (SACAA): <ul style="list-style-type: none"> Comply with regulations, the company operations manual and safe operating practices. Onsite evaluations of all policies, procedures, methods and instructions. 	15%	2 weeks	REPORT ON DEMONSTRATION AND INSPECTION
PHASE 6: CERTIFICATION	Phase 5 (SACAA): Required Air Service License (ASL) RPAS Operators Certificate (ROC) Operational Specifications (Ops Spec).	10%	2 weeks	ASL ROC OPS SPEC
RETENTION	<ul style="list-style-type: none"> Finalized deliverables 	5%	-	CLOSE-OUT REPORT
TOTAL		100%	4 months	

8. MANDATORY REQUIREMENTS

NB: Failure to submit/attach proof/ comply with any of the following requirements in the bidder's proposal will render the service provider as non-responsive or the bid will be disqualified as they have failed to meet or comply with the below mandatory requirements.

- 8.1. Compliance with all Tax Clearance requirements: Attach Valid Tax Clearance Certificate/ Compliance Tax Status Pin, Central Supplier Database Number, where consortium/joint ventures/ sub-contractor are involved, each party to the association must submit separate Tax Clearance requirements.
- 8.2. Original company resolution on a company letter head authorising a particular person to sign the bid document (even if the company owner is a sole owner, resolution should be completed and signed), the signature of the person authorised

or delegated to sign the bid document should also be reflected on the resolution, with all Directors of the Company, Firm or Consortium having signed the resolution. The signatures on the resolution should be original and copies will not be accepted.

- 8.3. Bidders are required to fill in the Pricing Schedule (SBD 3.1- for Firm Prices) in terms of the required phases as stated. All phases or items in the Pricing schedule should be priced for and indicate the total price. Failure to price for any item in the pricing schedule will render the proposal as non-responsive. No separate pricing schedule will be accepted.
- 8.4. The company (or consortium) must have an existing ROC in good standing.

9. CONTENTS OF THE PROJECT PROPOSAL

A clear and concise project proposal covering the aspects listed below as well as responding to the terms of reference is required.

- 9.1. DALRRD considers skills development as an integral part of the out-sourcing process. The process should ensure that skills development and transfer is achieved within the municipality. Proposals should indicate how skills development and transfer would be achieved in the municipality / district municipality.
- 9.2. Progress on skills transfer to be part of the monthly progress report.
- 9.3. An executive summary of the key issues covered in the Proposal.
- 9.4. A profile of each employee/company to work on the project with clear references to similar and related work undertaken in the past with clear evidence where a person member participated in or managed certain projects in the past which bears relevance to the work at hand. Clear indication of actual roles and responsibilities must be presented with verifiable proof.
- 9.5. General methodology for undertaking work of this nature. The methodology should also indicate the project milestones that will be used to measure the project progress.
- 9.6. Certified copies of all certificates, references, professional registration and related certification for all members of the proposed team must be attached.

- 9.7. Evidential and documentary proof of professional qualification, registration and affiliation. For instance, if a team member claims to be a Professional Planner, a copy of the registration with the South African Council for Planners (SACPLAN) is required.
- 9.8. Any other information relevant to the determination of the suitability of the interested bidder for this project should be listed.
- 9.9. *The following technical information **must** be submitted with the bid proposal:*
- a) Relevant professional experience of the team leader and core supporting experts;
 - b) Organizational, managerial and technical ability;
 - c) Full CV's of all proposed team members;
 - d) Minimum 3 contactable current and previous client references for 3 different clients;
 - e) Associations and Professional Affiliations of companies and individuals;

10. INFORMATION GATHERING

- 10.1. The selected service provider will be expected to contact all the relevant officials and units within all spheres of government and other stakeholders of government or any entity holding information relevant to the project to obtain relevant information that will be required for the project when a need arises.
- 10.2. Existing information, which is available within the DALRRD Branch: Spatial Planning and Land Use Management (SPLUM) will be made available to the appointed service provider during the execution of the project.
- 10.3. In the case where a letter to confirm and motivate for requesting information from the different spheres of government or parastatals is required, the Department will provide the requested letter.
- 10.4. Notwithstanding anything written in these terms of reference, the responsibility for collecting information necessary for the successful execution of the project remains entirely with the service provider.

11. TERMS AND CONDITIONS OF THE BID

- 11.1. Awarding of the bid will be subject to the Service Provider's express acceptance of the DALRRD Supply Chain Management general contract conditions.
- 11.2. The DALRRD and successful Service Provider(s) will sign a Service Level Agreement upon appointment. Such a Service Level Agreement will include the following:
- a) Period of agreement;
 - b) Project objectives and scope;
 - c) Staffing;
 - d) Project plan and project plan management;
 - e) Budget;
 - f) Cost and fee payment;
 - g) Method of communication;
 - h) Reporting relationship;
 - i) Deliverables and terms of deliverables;
 - j) Form and formats of working papers;
 - k) Reviews;
 - l) Uncompleted work;
 - m) Confidentiality;
 - n) Disputes; and
 - o) Financial penalties and termination of contract.
- 11.3. The service provider should submit an acceptance letter and be available to commence with the project within five (5) days after receiving official order and the service level agreement signed.
- 11.4. During the execution of the project, the service provider is required to give reports on the progress of the project. It is the responsibility of the service provider to provide a dedicated Project Manager who will organise the progress report meetings and have one of their representatives assigned to taking minutes and circulating them to the steering committee members.
- 11.5. Project team members must be available for the duration of the project, the service provider is not allowed to change the composition without prior consent of the DALRRD.

- 11.6. Any deviation from the project plan should be put in writing and signed by the project manager of DALRRD.
- 11.7. Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.
- 11.8. Payments will be on work-completed basis i.e. on set milestones as per the project plan.
- 11.9. Financial penalties will be imposed for agreed upon milestones, targets, and deadline not met without providing:
- a) Timely notification of such delays.
 - b) Reasons for the delays.
 - c) Supporting evidence that the delays were outside of the influence of the service provider.
- 11.10. Payment will **ONLY** be made as per deliverables and upon **SATISFACTION** of services rendered or good and quality products delivered. Therefore, original invoices submitted for payments must be submitted for payment with relevant supporting documents. No copies or e-mailed invoices will be processed.
- 11.11. Financial penalties will be imposed if the outputs produced do not meet the agreed upon deliverable criteria as stipulated in the General Conditions of Contract.
- 11.12. Original invoices to substantiate all costs must be provided. The invoices should include the Department of Rural Development and Land Reform order number that will be provided to the selected service provider upon acceptance of the proposal.
- 11.13. When DALRRD accepts the final product, the appointed service provider will be liable to correct errors and fill gaps that may be discovered in the data/project, at no charge to DALRRD. This condition will apply for a period of one month from the day the project was completed and submitted to DALRRD.
- 11.14. The department reserves the right not to appoint anyone.

- 11.15. No material or information derived from the provision of the services under the contract may be used for any other purposed except for those of the DALRRD, except where duly authorized to do so in writing by the DALRRD.
- 11.16. Copyright in respect of all documents and data prepared or developed for the project by the Service Provider shall be vested in DALRRD.
- 11.17. The successful Service Provider agrees to keep confidential all records and information related to the project and not disclose such records or information to any third party without the prior written consent of DALRRD.
- 11.18. Monthly reports (per phase) will be forwarded by the service provider to the Free State office of the DALRRD – Spatial Planning and Land Use Management Services (SPLUMS) situated in Bloemfontein. The service provider will be required to report via a written and electronic report.

12. REPORTING AND ACCOUNTABILITY

- 12.1. All team members must be available for the duration of the project and the service provider is not allowed to change the composition without prior consent of the department.
- 12.2. During the execution of the project, the service provider will be required to submit progress reports and attend meetings at intervals as it will be determined by the project team or steering committee managing the project.
- 12.3. All information captured and or used to generate the outputs of the project remains the property of DALRRD and must be handed over in its totality when the project is closed. DALRRD will retain copyright and all associated intellectual rights thereof. This document together with all agreements to be or reached during the project become part of the contract. The information must be captured and provided in a digital format as agreed (in writing) between the service provider and DALRRD. This agreement must be reached and signed off together with the project plan before the project commences.

13. EVALUATION CRITERIA

13.1. The 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA) will be applied to evaluate this bid. The lowest acceptable bid will score 80 points for price and maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution.

13.2. This bid shall be evaluated in three stages. On first stage, bids will be evaluated on functionality, second stage on presentation and the third stage in accordance with 80/20 preference points system as stipulated above.

13.3. First Stage-Evaluation of Functionality

The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality, criteria and values.

The applicable values that will be utilized when scoring each criterion ranges from **0 being no submission, 1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.**

Scoring Criterion	0 No submission	1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
Firms experience (similar previous work)	No Proof of experience attached after being issued an ROC	ROC issued 1 year ago	ROC issued 2 years ago	ROC issued 3 years ago	ROC issued 4 years ago	ROC issued 5 or more years ago
Assisted a company to successfully apply for an ROC	No proof provided	N/A	N/A	At least 1 reference letter from a client on behalf of which was applied.	At least 2 reference letter from a client on behalf of which was applied.	At least 3 reference letter from a client on behalf of which was applied.
Have certified drone pilots to assist the department during application of their ROC	No proof attached or drone pilots is not certified	N/A	N/A	Have proof of 1 certified drone pilot	Have proof of 2 certified drone pilots	Have proof of 3 certified drone pilots

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

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	
1. Capability:	Firms experience (similar previous work), documented proof submitted with the tender.	20	20
2. Composition of Technical Team	Assisted a company to successfully apply for an ROC , documented proof submitted with the tender.	25	50
	Have certified drone pilots to assist the department during application of their ROC , documented proof submitted with the tender.	25	
3. Methodology	Clear approach and methodology of how the project deliverables will be executed	10	30
	A project plan demonstrating a coordinated approach of how various project deliverables will be managed against timeframes.	10	
	Approach to the development of the SACAA engagements	10	
4. Total Points for Functionality		100	100

NB: Service Providers are required to score a minimum of 60 points on functionality in order to be evaluated further on price and preference. Failure to obtain the minimum points required will result in the proposal being disqualified or render the service provider as non-responsive.

13.4. Second Stage - Evaluation in terms of 80/20 Preference Points System

Only bids that achieve the minimum qualifying score for functionality and presentation will be evaluated further in accordance with the 80/20 preference points system.

13.5. Calculation of points for price

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

13.6. Calculating of points for B-BBEE status level of contribution

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

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

- 13.7. Bidders must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by Independent Regulatory Board of Auditor (IRBA), together with their bids, to substantiate their B-BBEE claims. The Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.

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

- 13.8. Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract. It is expected that the consultant will regularly effect all recommended amendments before the plan or document is resubmitted to relevant stakeholders. *The Department of Agriculture, Land Reform and Rural Development reserves the right not to award the bid to any service provider, or to various Service Providers.*

14. PROJECT MANAGEMENT WITHIN DALRRD

- 14.1. This project will be facilitated by a team consisting of officials from the Department of Agriculture, Land Reform and Rural Development (DALRRD) and any other person/s appointed by DALRRD.

15. OUTCLAUSE

- 15.1. The Department of Agriculture, Land Reform and Rural Development reserves the right not to appoint if suitable candidates are not found, at the complete discretion of the Department.
- 15.2. The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance.

16. PUBLICATION AND CLOSING OF BID.

- 16.1. 21 calendar days' advertisement.
- 16.2. E-tender and Departmental website
- 16.3. **CLOSING DATE: 07 NOVEMBER 2022**
- 16.4. **TIME OF CLOSING: 11H00**
- 16.5. **VENUE WHERE BIDS/ PROPOSALS SHOULD BE DEPOSITED:**
DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL
DEVELOPMENT (DALRRD)
SA EAGLE BUILDING
136 CHARLOTTE MAXEKE STREET
BLOEMFONTEIN
TENDER BOX, SITUATED ON GROUND FLOOR NEXT TO SECURITY

17. BRIEFING SESSION INFORMATION

THERE WILL BE NO BRIEFING SESSION THAT WILL BE HELD REGARDING THIS BID. SERVICE PROVIDERS ARE ADVISED TO CONTACT THE OFFICIALS INDICATED ON THE ENQUIRY SHOULD THERE BE ANY QUESTIONS OR CLARITY WHICH THEY MAY REQUIRE.

- 18. N.B NO LATE SUBMISSIONS WILL BE ACCEPTED, ALL DOCUMENTS/ PROPOSALS SHOULD BE IN THE BID BOX BY THE TIME AND DATE OF CLOSING.**

19. CONTACT PERSON FOR TECHNICAL ENQUIRIES

All enquiries related to this bid call must be forwarded to:

**DIRECTOR: SPLUMS FS
DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT
OMNI BUILDING, GROUND FLOOR
73 ALIWAL STREET
BLOEMFONTEIN
9301**

For attention:

Mr. André Erasmus

Telephone: 071 676 9416

E-mail: andre.erasmus@dalrrd.gov.za

SUPPLY CHAIN MANAGEMENT ENQUIRIES:

Mr. Gladman Matshe

Telephone: (051) 400 4200; gladman.matshe@dalrrd.gov.za

OR:

Mr. Calvin Mampa

Telephone: (051) 400 4200; calvin.mampa@dalrrd.gov.za

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

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

2. Application	<p>2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
3. General	<p>3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za</p>
4. Standards	<p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
5. Use of contract documents and information; inspection.	<p>5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.</p> <p>5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.</p> <p>5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p>
6. Patent rights	<p>6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p>
7. Performance security	<p>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.</p>

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

**8. Inspections,
tests and
analyses**

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

supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard

the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security,

damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination
for insolvency**

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

**27. Settlement of
Disputes**

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

**28. Limitation of
liability**

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

		(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation Programme (NIP)	33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.