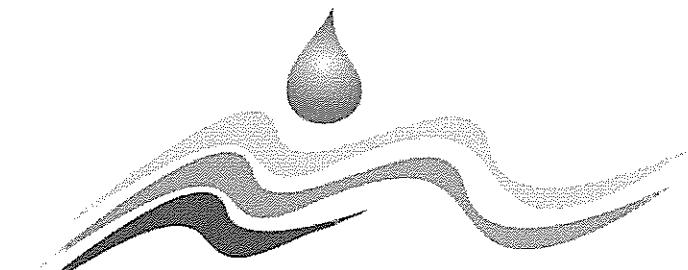


# LEPELLE NORTHERN WATER



LEPELLE NORTHERN WATER  
Water is our passion

**TENDER NO: LNW 15/22/23**

**PROJECT NAME: LABORATORY INFORMATION MANAGEMENT SYSTEM  
(LIMS)**

**CLOSING DATE: 15<sup>th</sup> FEBRUARY 2023 @ 11:00am**

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**ISSUED BY:**

**LEPELLE NORTHERN WATER**

**Physical address:** 01 Landros Mare Street  
Polokwane  
0700

**Postal address:** Private Bag X9522  
Polokwane  
0700

**Tel:** 015 295 1800  
**Fax:** 015 295 1931  
**E-mail:** [information@lepellex.co.za](mailto:information@lepellex.co.za)

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**NAME OF TENDERER:** \_\_\_\_\_

**TOTAL AMOUNT:** \_\_\_\_\_ **(incl. VAT)**

**PART A**  
**INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LEPELLE NORTHERN WATER**

BID NUMBER:	LNW 15/22/23	CLOSING DATE:	15/02/2023	CLOSING TIME:	11H00am
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DESCRIPTION	LABORATORY INFORMATION MANAGEMENT SYSTEM SYSTEM (LIMS)
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT NO.01 LANDROS MARE STREET
--

LEPELLE NORTHERN WATER HEAD OFFICE
------------------------------------

01 LANDROS MARE STREET
------------------------

POLOKWANE
-----------

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Rose Mulaudzi	CONTACT PERSON	Mulalo Machilana
TELEPHONE NUMBER	015 295 1871	TELEPHONE NUMBER	082 313 4881
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	rosem@lepelle.co.za	E-MAIL ADDRESS	mulaom@lepelle.co.za

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				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No. MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

[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	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
[IF YES ENCLOSE PROOF]			

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

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

**2. TAX COMPLIANCE REQUIREMENTS**

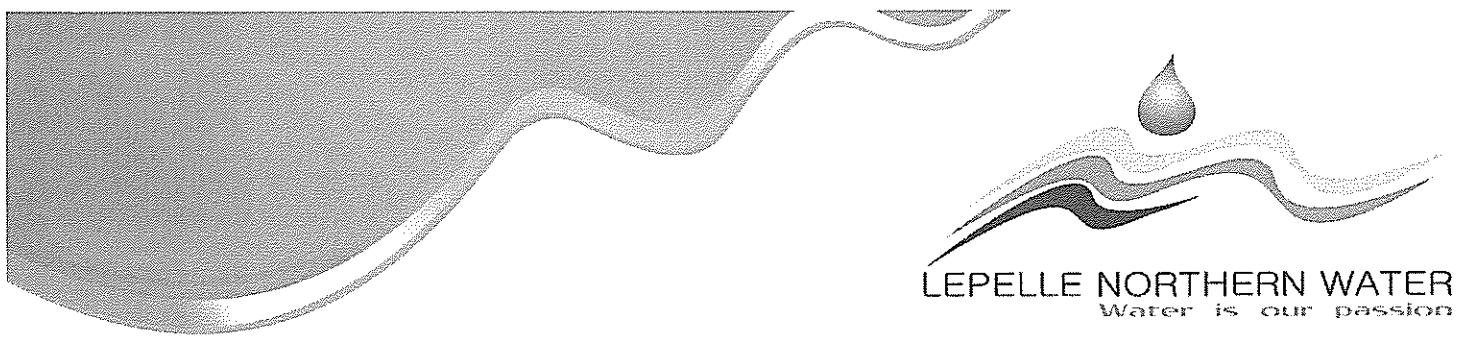
- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY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

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

SIGNATURE OF BIDDER: .....

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

DATE: .....



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**PROJECT NAME: LABORATORY INFORMATION MANAGEMENT  
SYSTEM (LIMS) THREE YEARS.**

**PROJECT NO: LNW 15/22/23**

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**USER DEPARTMENT: SCIENTIFIC SERVICES UNIT**

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## **1. PURPOSE**

The purpose of this specification is to request the approval to proceed with tendering and implementation process for appointment of professional service providers for the supply,

installation, and maintenance of the Laboratory Information Management System (LIMS). The software must be able to:

- 1.1 Accept imported information in MS Excel format
- 1.2 Export information in CSV format.
- 1.3 Generate laboratory reports.
- 1.4 Meet all the requirements set out in the LIMS Requirements Specification
- 1.5 The system must be compatible to upload information to other systems from regulatory stakeholders e.g., IRIS or Blue/ Green Drop
- 1.6 The system must enable IRIS or Blue/Green Drop to calculate water quality compliance

## **2. BACKGROUND**

Lepelle Northern Water intend to appoint service provider for supply, installation, and maintenance of the Laboratory Information Management System (LIMS). LNW central laboratory currently does not have a LIMS which poses challenges when it comes to turnaround times for producing tests reports to clients and eliminating errors. It is critical for LNW to implement LIMS to address human errors that are currently experienced and the reduction of turnaround time in providing client reports.

## **3. SPECIFICATION**

Bids are hereby invited from bidders with experience in the LIMS industry to provide Lepelle Northern Water (LNW) with an all-inclusive cost to supply, installation, and maintenance of the Laboratory information Management System (LIMS)

## **4. SCOPE OF WORK**

4.1 The scope of work for the project entails the following:

- i. Software installation
- ii. Annual support and maintenance.

4.2 Licensing –access for 20 users

4.3 The successful service provider will be required to provide key activities on the following:

- 4.3.1 Execution of the project plan within the specified period.
- 4.3.2 The successful service provider MUST provide the Project plan within 14 days of contract appointment; and
- 4.3.3 Provide the system documentation

**The Project entails the following User Requirements**

REQ. REFERENCE	PRIORITY	DESCRIPTION
URS 1	2	<p>The ability to capture water sampling details at point of sampling using hand-held devices</p> <ul style="list-style-type: none"> <li>• submit sampling information to the lab from the sampling site using hand-held devices</li> </ul>
URS 1.1	1	The ability to print bar code (ID) for samples at reception
URS 1.2	1	The ability to manage sample batches, i.e., samples batched per sample type
URS 2	1	The ability to schedule and assign tests to be undertaken by the Lab Technicians
URS 2.1	1	The ability to estimate test completions and send notifications to relevant stakeholders (workflow capability)
URS 2.2	1	The ability to define process (testing)steps so that stakeholders can be notified at various test stages
URS 3	1	The ability to capture test results by the Lab Technicians (for physical tests) – manual capturing on the system
URS 4	1	The ability to integrate to LNW lab instruments
URS 4.1	1	Ability to import data/results onto LIMS from specified data formats (e.g., csv, txt, ASCII, etc.) and destinations (e.g., shared network drive)
URS 5	1	<p>The ability to provide required reports from the LIMS database, as per client/plant request</p> <ol style="list-style-type: none"> <li>1. Microbiology Test Reports</li> <li>2. Chemistry Test Reports</li> <li>3. Non-Routine Test reports</li> </ol>
URS 5.1	1	<p>3. The ability to provide users with flexibility of designing own reports and import relevant information to populate the report templates, e.g. using Crystal Reporting Tools</p>
URS 5.2	1	<p>4. The ability to generate HTML, PDF, MS Excel, CSV, and MS Word reporting formats</p>
URS 6	1	The ability to notify clients/plants on status of tests or stage of testing process (via email)

<b>URS 7</b>	<b>1</b>	The ability to seamlessly submit test results/report to the IRIS system (integration to IRIS)
<b>URS 8</b>	<b>1</b>	Workflow capabilities for approval, Quality Assurance of test results by Lab Technicians and Supervisor
<b>URS 8.1</b>	<b>1</b>	The ability to email test results/reports to clients from the LIMS system
<b>URS 9</b>	<b>1</b>	The ability to capture, store and update the testing methods on the system
<b>URS 9.1</b>	<b>1</b>	The ability to assist the Lab Supervisor with the validation of the captured results against the approved SANS standards and methods
<b>URS 9.2</b>	<b>1</b>	The ability to manage sample batches, i.e., samples batched per sample type
<b>URS 10</b>	<b>1</b>	<p>The ability to manage stock levels (equipment, consumables, etc.)</p> <ul style="list-style-type: none"> <li>• All necessary Lab Stock must be registered in LIMS.</li> <li>• Stock levels of consumables must be adjusted with the prescribed quantities as defined in the specific method for the test being performed.</li> </ul>

## 5. SUMMARY OF CORE FUNCTIONAL AREAS

### 5.1 Sampling

- 5.1.1 Site sampling
- 5.1.2 Receiving of samples

### 5.2 Scheduling and allocation of tests

- 5.2.1 Test results capturing
- 5.2.2 Data importing and exporting into LIMS
- 5.2.3 Sampling plan/ programme

### 5.3 Reporting

- 5.3.1 LNW Plants
- 5.3.2 LNW Clients
- 5.3.3 Sample submission and/ or reception reports

### 5.4 IRIS

- 5.4.1 Research and Development (trend analysis and compliance reports)

## 5.5 Stakeholder Notification

- 5.5.1 Instrument or reagents stock management
- 5.5.2 Quotation Management
- 5.5.3 Notification of due instrument calibrations at least 30 days before due date

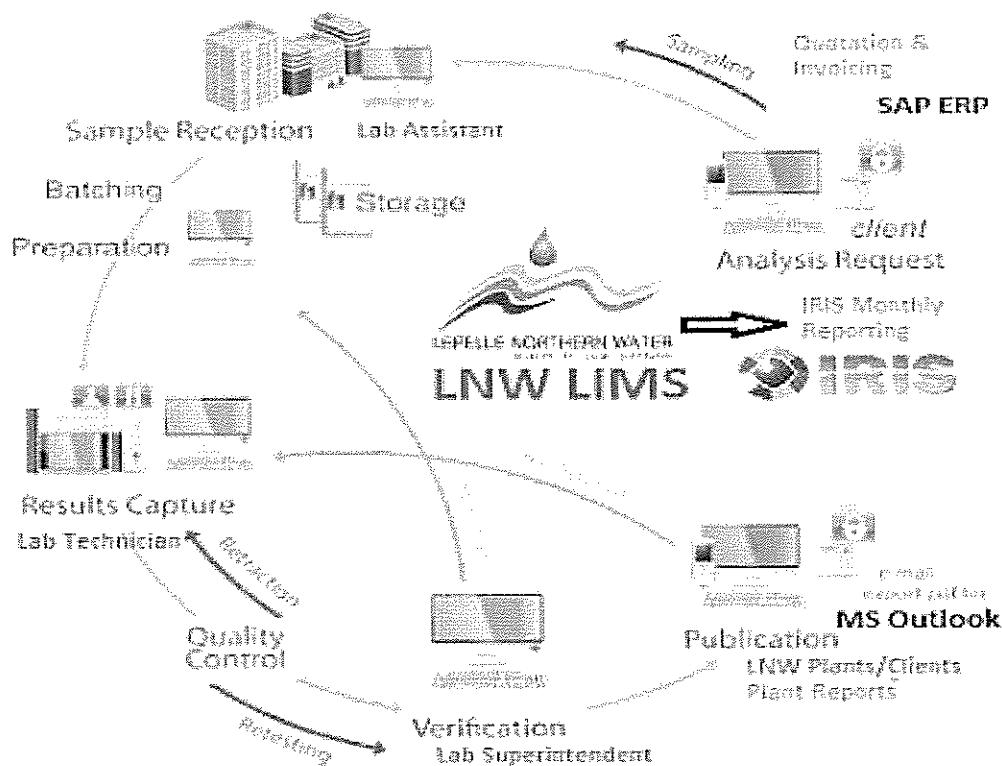


Figure 1: LIMS Functional Areas

## 6. FUNCTIONAL REQUIREMENTS BY MODULE

This section sets out the functional requirements of the system by module. It would include details of key functions that the system must perform:

- Creation/Amendment/Deletion of records

The requirements set out here are ranked in MoSCoW order:

M – Must Have  
 S – Should Have  
 C – Could Have  
 W – Would like to have

## 6.1 Module 1: Sampling

To manage and administer all water sampling from site to the LAB.

Function Id	Sampling Functional description	Priority Level (MoSCoW )	Key Analysis Points/Notes	User Requirement (in URS Document)
6.1.1	<p>Allow Production Officers to capture water samples and send them to the LAB via hand-held sampling devices.</p> <p>System must allow the printing of bar codes 14 days in advance.</p> <p>Allow samplers to scan and save information in the handheld devices at sampling point.</p> <p>To include the sending of notifications to the LIMS system at the LAB with information such as:</p> <ul style="list-style-type: none"> <li>• Sampler</li> <li>• Date</li> <li>• Time of sampling</li> </ul> <p>Email notification to Lab Assistant</p>	W	<ul style="list-style-type: none"> <li>• Network coverage and availability at point of sampling and at the lab</li> </ul>	URS 1
6.1.2	<p>Allow authorized Lab personnel to scan bar codes on received samples.</p> <p>Sample bar code to include:</p> <ul style="list-style-type: none"> <li>• Sample Point</li> </ul>	W	<ul style="list-style-type: none"> <li>• Sample Printing</li> </ul>	URS 1.1

	<ul style="list-style-type: none"> <li>• Sample No</li> <li>• Sampling Date</li> <li>• Sampling Time</li> </ul>			
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## 6.2 Module 2: Scheduling and allocation of tests

To manage and administer work allocation to lab staff.

Function Id	Scheduling Functional description	Priority Level (MoSCoW)	Key Analysis Points/Notes	User Requirement (in URS Document)
6.2.1	<p>Allow authorized Lab personnel to allocate tests via workflow.</p> <p>Based:</p> <ul style="list-style-type: none"> <li>• User profile</li> <li>• User role</li> <li>• Workflow escalation route/paths</li> </ul> <p>System should allow the setup of sampling types and procedures, i.e., routine, and non-routine</p> <p>LIMS should be able to create users and allocate desired roles</p> <p>Allocation function data:</p> <ul style="list-style-type: none"> <li>• Sample Number</li> <li>• Date allocated</li> <li>• Person Allocated to</li> <li>• Test Type</li> <li>• Time of Allocation</li> <li>• Person to escalate to</li> <li>• Expected time of completion</li> </ul> <p>Link allocation to stock management module</p> <ul style="list-style-type: none"> <li>a. LIMS to notify on minimum stock levels</li> </ul>	M	<ol style="list-style-type: none"> <li>1. User profiles setup</li> <li>• User roles setup</li> <li>• Escalation route/paths setup</li> </ol>	URS 2 URS 2.1 URS 8

	<p>before sample are received</p> <p>Email notification to Senior Lab Technicians or any authorized personnel</p>			
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### 6.3 Module 3: Test results capturing

To manage and administer capturing of test results, importing results into LIMS, and exporting data from LIMS.

Function Id	Test results capturing Functional description	Priority Level (Mo SCo W)	Key Analysis Points/Notes	User Requirement (in URS Document)
6.3.1	<ul style="list-style-type: none"> <li>• Capturing of manual test to LIMS <ul style="list-style-type: none"> <li>◦ Create Validation Rules on LIMS</li> <li>◦ Validate data that is captured in LIMS</li> </ul> </li> <li>• The ability to integrate to LNW lab instruments (via importing and exporting of data) <ul style="list-style-type: none"> <li>◦ Storing of instruments' results on each instrument's local drive by Lab Technicians</li> <li>◦ LIMS to point to and access each instrument local drive</li> <li>◦ Importing of instruments' results into LIMS</li> <li>◦ Validate data that is imported into LIMS</li> </ul> </li> <li>• Microbiology tests that LIMS must upload per test method: <ul style="list-style-type: none"> <li>◦ Total Coliform (MPN/100mL)</li> <li>◦ E. coli (MPN/100mL)</li> <li>◦ Faecal Coliform (MPN/100mL)</li> </ul> </li> </ul>	M	<ul style="list-style-type: none"> <li>• Create Folders for test data storage</li> <li>• Protect Folders</li> <li>• Upload of Methods onto LIMS</li> <li>• Lab team to provide unit of measure for all determinants.</li> <li>• Setup of SANS limits on LIMS for each determinant</li> </ul>	URS 3 URS 4 URS 4.1 URS 9 URS 9.1

	<ul style="list-style-type: none"> <li>○ Heterotrophic Plate Count ( cfu/mL)</li> <li>○ Somatic Coliphages (count/ 10mL)</li> <li>○ Giardia and Cryptosporidium(count/10 L)</li> <li>○ Free Chlorine(mg/L)</li> <li>○ Microplate reader</li> <li>○ Total Microcystin(µg/L)</li> </ul> <p>For each determinant SANS 241 limits must be made available. For results that are above limits must appear in a different colour.</p> <p>The system must allow Lab Technicians to report results below Reporting Limits as less than Reporting Limits.</p> <p>System to allow the capturing of each determinant's unit of measure</p> <ul style="list-style-type: none"> <li>● Chemistry tests that LIMS must upload per instrument: <ul style="list-style-type: none"> <li>○ ICP-OES <ul style="list-style-type: none"> <li>▪ Aluminum(µg/L)</li> <li>▪ Iron(µg/L)</li> <li>▪ Manganese(µg/L)</li> <li>▪ Chromium(µg/L)</li> <li>▪ Total Chromium(µg/L)</li> <li>▪ Copper(µg/L)</li> <li>▪ Cobalt(µg/L)</li> <li>▪ Cadmium(µg/L)</li> <li>▪ Zinc(mg/L)</li> <li>▪ Boron(µg/L)</li> <li>▪ Barium(µg/L)</li> <li>▪ Nickel(µg/L)</li> <li>▪ Lead(µg/L)</li> <li>▪ Antimony(µg/L)</li> <li>▪ Selenium(µg/L)</li> <li>▪ Uranium(µg/L)</li> <li>▪ Vanadium</li> <li>▪ Mercury(µg/L)</li> <li>▪ Arsenic(µg/L)</li> </ul> </li> </ul> </li> </ul>		
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	<ul style="list-style-type: none"> <li>▪ Magnesium(mg/L)</li> <li>▪ Calcium(mg/L)</li> <li>▪ Sodium(mg/L)</li> <li>▪ Potassium(mg/L)</li> </ul> <ul style="list-style-type: none"> <li>○ TOC Fusion           <ul style="list-style-type: none"> <li>▪ Total Organic Carbon(mg/L)</li> </ul> </li> <li>○ Aquakem           <ul style="list-style-type: none"> <li>▪ Sulphate(mg/L)</li> <li>▪ Nitrate as N*(mg/l )                (Calculated)</li> <li>▪ Nitrate (mg/L)</li> <li>▪ + Nitrite(mg/L)</li> <li>▪ Nitrite as N(mg/L)</li> <li>▪ Fluoride(mg/L)</li> <li>▪ Orthophosphate(mg/L)</li> <li>▪ Ammonia as N(mg/L)</li> <li>▪ Chloride(mg/L)</li> <li>▪ Phenols(µg/L)</li> <li>▪ Colour (mg/L as Pt-Co)</li> </ul> </li> <li>○ pH Meter           <ul style="list-style-type: none"> <li>▪ pH (pH units @ 25°C and Electrical Conductivity (mS/m as 25°C)</li> <li>▪ Total Dissolved Solids (mg/L)               <ul style="list-style-type: none"> <li>▪ (Calculated)</li> </ul> </li> </ul> </li> <li>○ Turbidity Meter           <ul style="list-style-type: none"> <li>▪ Turbidity (NTU)</li> <li>▪               <ul style="list-style-type: none"> <li>▪ Suspended Solids(mg/L)</li> <li>▪ Temperature25°C Chemical Oxygen Demand(mg/L)</li> </ul> </li> <li>▪ Total Alkalinity (mg/L as CaCO<sub>3</sub>)</li> </ul> </li> </ul>		
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	<ul style="list-style-type: none"> <li>▪ Total Hardness (mg/L as CaCO<sub>3</sub>)</li> <li>▪ Calcium Hardness (mg/L as CaCO<sub>3</sub>)</li> <li>▪ Magnesium Hardness (mg/L as CaCO<sub>3</sub>)</li> </ul>			
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#### 6.4 Module 4: Reporting

To manage and administer reporting requirements.

Function Id	Reporting Functional description	Pri ori ty  Lev el  MoS Co W)	Key Analysis Points/Notes	User Requirement (In URS Document)
6.4.1	<p>The ability to provide required reports from the LIMS database, as per client/plant request</p> <p>LIMS should allow the creation of reporting templates on the Crystal Reporting tool to include but not limited to, headers and footers for each report.</p> <p>These report templates should be customizable as per user requests/needs.</p> <p>1. Microbiology Test Reports</p> <p>a. <i>Standard report information as per clause 7.8.2 in ISO 17025 standard:</i></p> <ul style="list-style-type: none"> <li>i. Title</li> <li>ii. Name and address</li> <li>iii. "End of Report" Statement at the end of the report</li> </ul>	M	<ul style="list-style-type: none"> <li>• Report templates creation on LIMS</li> </ul>	URS 5 URS 5.1 URS 5.2

	<p>iv. Name and Contact information of the customer</p> <p>v. Method Number</p> <p>vi. Date and Time Received</p> <p>vii. Test Date</p> <p>viii. Sampling Date</p> <p>ix. Sampling Time</p> <p>x. Sample Name</p> <p>xi. Sampler</p> <p>xii. Report No</p> <p>xiii. Sample Type</p> <p>xiv. Temperature</p> <p>xv. Sampling Plan</p> <p>xvi. Sampling Procedure</p> <p>xvii. "Results relate to the sample(s) received" statement.</p> <p>xviii. "Test marked with **, are not included in the SANAS schedule of accreditation for this laboratory" statement.</p> <p>xix. "This report must not be reproduced except in full without approval of the laboratory" statement.</p> <p>xx. "Uncertainty of measurement is available upon request" statement.</p> <p>xxi. "Interpretations and opinions" statement</p> <p>xxii. "Noted deviations" statement.</p> <p>xxiii. "Sample conditions" statement.</p>		
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	<p>xxiv. "Red Bold Out of specification results" statement.</p> <p>xxv. "MPN- Most Probable Number" statement</p> <p>xxvi. "N/A- Not Applicable" Statement</p> <p>xxvii. "&lt;1- Not Detected (No growth)" Statement</p> <p>xxviii. "HPC- Heterotrophic Plate Count" statement.</p> <p>xxix. "cfu/mL: Colony forming units per milliliter" Statement</p> <p>xxx. "Shaded Column- Information is provided by the customer" statement.</p> <p>xxxi. "For results sent electronically, signatures are on file" statement</p> <p>xxxii. "Comments" statement.</p> <p>xxxiii. Date of reporting</p> <p>xxxiv. SANS 241 Standard Limit</p> <p>xxxv. Approved by (Technical Signatory)</p> <p>xxxvi. Signature</p> <p>xxxvii. Date of Issue</p> <p>xxxviii. Company logo</p> <p>xxxix. SANAS logo including T0516</p> <ul style="list-style-type: none"> <li>▪ *Free Chlorine(mg/L)</li> <li>▪ Total Coliform MPN/100mL</li> </ul>		
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	<ul style="list-style-type: none"> <li>▪ E. coli MPN/100mL</li> <li>▪ HPC cfu/mL</li> <li>▪ Somatic Coliphages(count /10mL)</li> <li>▪ Giardia and Cryptosporidium( count/10L).</li> <li>▪ Total Microcystin(<math>\mu</math>g/L )</li> </ul> <p>2. Sewage Micro Report</p> <p>a. Standard report information (Copy standard information under chemistry test report point (i) to (xxxix) except point (xxxiv) which SANS 241 should be replaced with General Limits</p> <ul style="list-style-type: none"> <li>• Faecal Coliform (MPN/100mL)</li> <li>• E. coli (MPN/100mL)</li> <li>• Free Chlorine(mg/L )</li> </ul> <p>3. Chemistry Test Reports</p> <p>a. <i>Standard report information as per clause 7.8.2 in ISO 17025 standard:</i></p> <ul style="list-style-type: none"> <li>i. Title</li> <li>ii. Name and address</li> <li>iii. "End of Report" Statement at the end of the report</li> <li>iv. Name and Contact information of the customer</li> </ul>		
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	<p>v. Method Number</p> <p>vi. Date and Time Received</p> <p>vii. Test Date</p> <p>viii. Sampling Date</p> <p>ix. Sampling Time</p> <p>x. Sample Name</p> <p>xi. Sampler</p> <p>xii. Report No</p> <p>xiii. Sample Type</p> <p>xiv. Temperature</p> <p>xv. Sampling Plan</p> <p>xvi. Sampling Procedure</p> <p>xvii. "Results relate to the sample(s) received" statement.</p> <p>xviii. "Test marked with "*", are not included in the SANAS schedule of accreditation for this laboratory" statement.</p> <p>xix. "This report must not be reproduced except in full without approval of the laboratory" statement.</p> <p>xx. "Uncertainty of measurement is available upon request" statement.</p> <p>xxi. "Interpretations and opinions" statement</p> <p>xxii. "Noted deviations" statement.</p>		
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	<p>xxiii. "Sample conditions "statement.</p> <p>xxiv. "Red Bold-Out of specification results" statement.</p> <p>xxv. "For results sent electronically, signatures are on file" statement</p> <p>xxvi. "Comments" statement.</p> <p>xxvii. Date of reporting</p> <p>xxviii SANAS 241 Standard Limit</p> <p>xxix. Approved by (Technical Signatory)</p> <p>xxx. Signature</p> <p>xxxi. Date of Issue</p> <p>xxxii. Company logo</p> <p>xxxiii. SANAS logo including T0516</p> <ul style="list-style-type: none"> <li>▪ Aluminum(µg/L)</li> <li>▪ Iron(µg/L)</li> <li>▪ Manganese(µg/L)</li> <li>▪ Chromium(µg/L)</li> <li>▪ Total Chromium(µg/L)</li> <li>▪ Copper(µg/L)</li> <li>▪ Cobalt(µg/L)</li> <li>▪ Cadmium(µg/L)</li> <li>▪ Zinc(mg/L)</li> <li>▪ Boron(µg/L)</li> <li>▪ Barium(µg/L)</li> <li>▪ Nickel(µg/L)</li> <li>▪ Lead(µg/L)</li> <li>▪ Antimony(µg/L)</li> <li>▪ Selenium(µg/L)</li> <li>▪ Uranium(µg/L)</li> <li>▪ Vanadium</li> <li>▪ Mercury(µg/L)</li> <li>▪ Arsenic(µg/L)</li> </ul>		
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	<ul style="list-style-type: none"> <li>▪ Magnesium(mg/L )</li> <li>▪ Calcium(mg/L)</li> <li>▪ Sodium(mg/L)</li> <li>▪ Potassium(mg/L)</li> <li>▪ Total Organic Carbon(mg/L)</li> <li>▪ Sulphate(mg/L)</li> <li>▪ Nitrate as N*(mg/L) (Calculated)</li> <li>▪ Nitrate (mg/L)</li> <li>▪ + Nitrite(mg/L)</li> <li>▪ Nitrite as N(mg/L)</li> <li>▪ Fluoride(mg/L)</li> <li>▪ Orthophosphate( mg/L)</li> <li>▪ Ammonia as N(mg/L)</li> <li>▪ Chloride(mg/L)</li> <li>▪ Phenols(µg/L)</li> <li>▪ Colour (mg/L as Pt-Co)</li> <li>▪ pH (pH units @ 25°C and Electrical Conductivity (mS/m as 25°C )</li> <li>▪ Total Dissolved Solids (mg/L) (Calculated)</li> <li>▪ Turbidity (NTU)</li> <li>▪ Suspended Solids(mg/L)</li> <li>▪ Temperature</li> <li>▪ Chemical Oxygen Demand(mg/L)</li> <li>▪ Total Alkalinity (mg/L as CaCO<sub>3</sub>)</li> <li>▪ Total Hardness (mg/L as CaCO<sub>3</sub>)</li> <li>▪ Calcium Hardness (mg/L as CaCO<sub>3</sub>)</li> </ul>		
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	<ul style="list-style-type: none"> <li>▪ Magnesium Hardness (mg/L as CaCO<sub>3</sub>)</li> </ul> <p>3. Sewage Test Reports</p> <p>Standard report information: (Copy standard information under chemistry test report point (i) to (xxxiii) except point (xxviii) which SANS 241 should be replaced with General Limits</p> <ul style="list-style-type: none"> <li>• Ammonia(mg/L )</li> <li>• COD (mg/L)</li> <li>• Conductivity (mS/m)</li> <li>• Nitrate</li> <li>• Orthophosphate (mg/L)</li> <li>• pH ((pH units @ 25°C)</li> <li>• Sulphate (mg/L)</li> <li>• Temperature</li> <li>• Chlorides (mg/L)</li> <li>• Suspended Solids (mg/L)</li> </ul> <p>4. Physical Test Reports</p> <p>a. Standard report information: (Copy standard information under chemistry test report point (i) to (xxxiii)</p> <ul style="list-style-type: none"> <li>▪ pH (pH units @ 25°C and Electrical</li> </ul>		
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	<p>Conductivity (mS/m as 25°C )</p> <ul style="list-style-type: none"> <li>▪ Total Dissolved Solids (mg/L)</li> <li>▪ (Calculated)</li> <li>▪ Turbidity (NTU)</li> </ul> <p>5. Environmental Reports</p> <p>a. Standard report</p> <p>Information: (Copy standard information under chemistry test report point (i) to (xxxiii))</p> <ul style="list-style-type: none"> <li>▪ Iron(µg/L)</li> <li>▪ Manganese(µg/L)</li> <li>▪ Copper(µg/L)</li> <li>▪ Sulphate(mg/L)</li> <li>▪ Nitrate as N*(mg/L) (Calculated)</li> <li>▪ Fluoride(mg/L)</li> <li>▪ Ammonia as N(mg/L)</li> <li>▪ Chloride(mg/L)</li> <li>▪ pH (pH units @ 25°C and Electrical Conductivity (mS/m as 25°C )</li> <li>▪ Total Dissolved Solids (mg/L)</li> <li>▪ (Calculated)</li> <li>▪ Turbidity (NTU)</li> </ul> <p>6. Research and Development trend reports</p> <p>a. Standard report information</p> <ul style="list-style-type: none"> <li>i. Sample Point</li> <li>ii. Date of sampling</li> <li>iii. Parameter</li> <li>iv. SANS standard limit</li> </ul>		
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	<p>v. Raw Water</p> <p>vi. Final Water</p> <p>b. LIMS to generate expected graphs</p> <p>c. LIMS should be able to calculate percentage compliance per parameter</p> <p>Email option availability to Crystal Reporting tool user</p>			
6. 4.2	<p>LIMS system through its Crystal Reporting tool, to create the IRIS report in CSV format</p> <p>IRIS reports this format:</p> <ul style="list-style-type: none"> <li>• source_id</li> <li>• analysis_id</li> <li>• sample_id</li> <li>• sample_date</li> <li>• sample_time</li> <li>• sample_person</li> <li>• sample_type</li> <li>• site_id</li> <li>• det_id</li> <li>• analysis_value</li> <li>• unit_id</li> <li>• lab_date</li> <li>• lab_id</li> <li>• action_id</li> </ul>	M	<ul style="list-style-type: none"> <li>• Obtain source_ID from the IRIS helpdesk</li> </ul>	URS 7

## 6.5 Module 5: Stakeholder Notification

To manage and administer all email notifications

Function Id	Stakeholder Notification Functional description	Priority Level (MoSCoW)	Key Analysis Points/Notes	User Requirement (in URS Document)
6.5.1	<ul style="list-style-type: none"> <li>• LIMS Outlook API setup to enable direct link to MS Outlook</li> <li>• Email option built in all functions (Sampling, Scheduling, Reporting, Stock Management, etc.)</li> <li>• LIMS should have full email functionality</li> </ul>	M	<ul style="list-style-type: none"> <li>• LIMS internal Outlook API connection</li> </ul>	URS 6 URS 6.1

## 6.6 Module 6: Stock Management

To manage and administer lab stock (equipment, consumables, etc)

Function Id	Stock Management Functional description	Priority Level (MoSCoW)	Key Analysis Points/Notes	User Requirement (in URS Document)
6.6.1	<ul style="list-style-type: none"> <li>• Stock capturing onto LIMS</li> <li>• Ordering level stock setup</li> <li>• Email notification to lab Manager and Senior Technicians</li> <li>• Reporting on stock levels</li> </ul>	M	<ul style="list-style-type: none"> <li>• Stock upload onto LIMS</li> </ul>	URS 10

## 6.7 Module 7: Quotation Management

To manage and administer quotations that are created and sent to stakeholders.

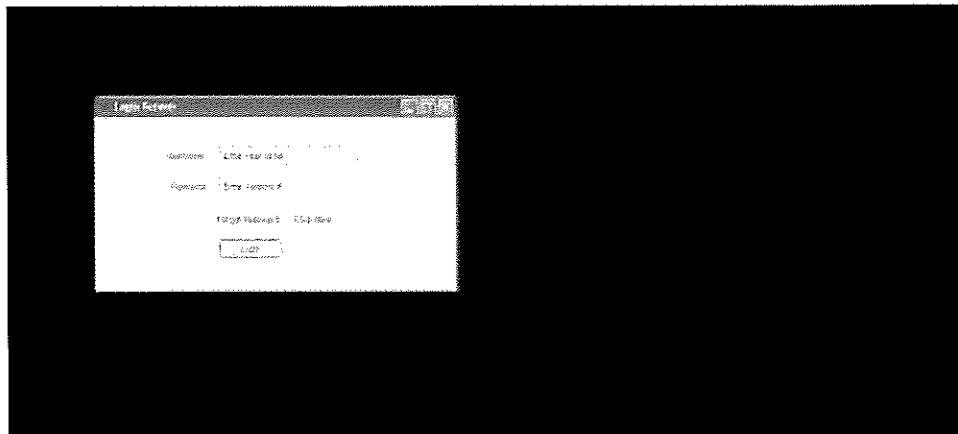
Function Id	Quotation Management Functional description	Priority Level (MoSCoW)	Key Analysis Points/Notes	User Requirement (in URS Document)
6.7.1	<ul style="list-style-type: none"><li>• Create clients for quotation on LIMS</li><li>• Create new quotation and invoice</li><li>• Update quotation and invoice</li><li>• Print quotation and invoice</li><li>• Email quotation and invoice</li></ul>	M	<ul style="list-style-type: none"><li>• Linking of LIMS with ERP System (SAP)</li></ul>	URS 11

## 6.8 Screens and Workflows

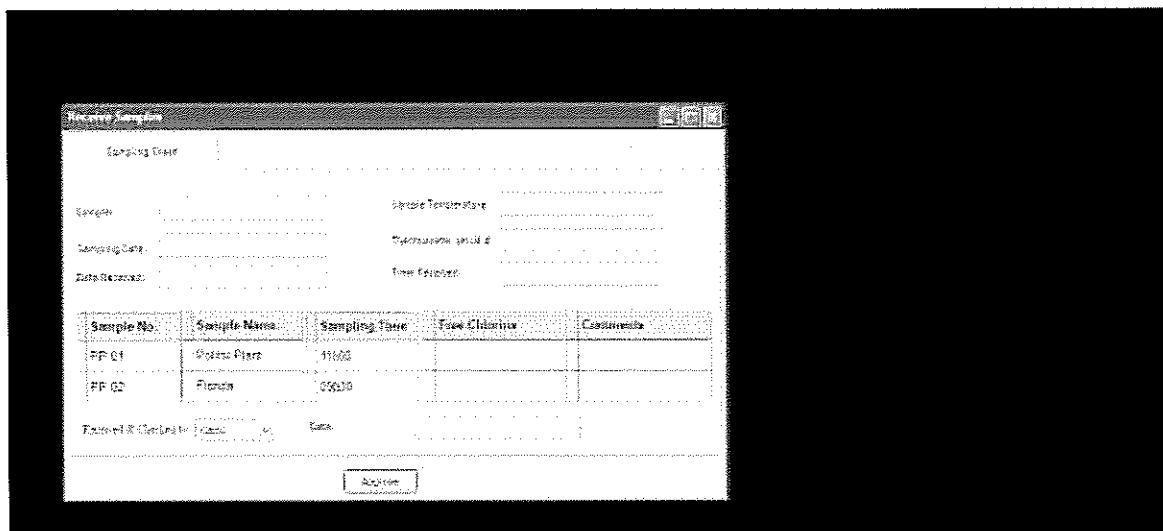
### 6.8.1 Capture Sample



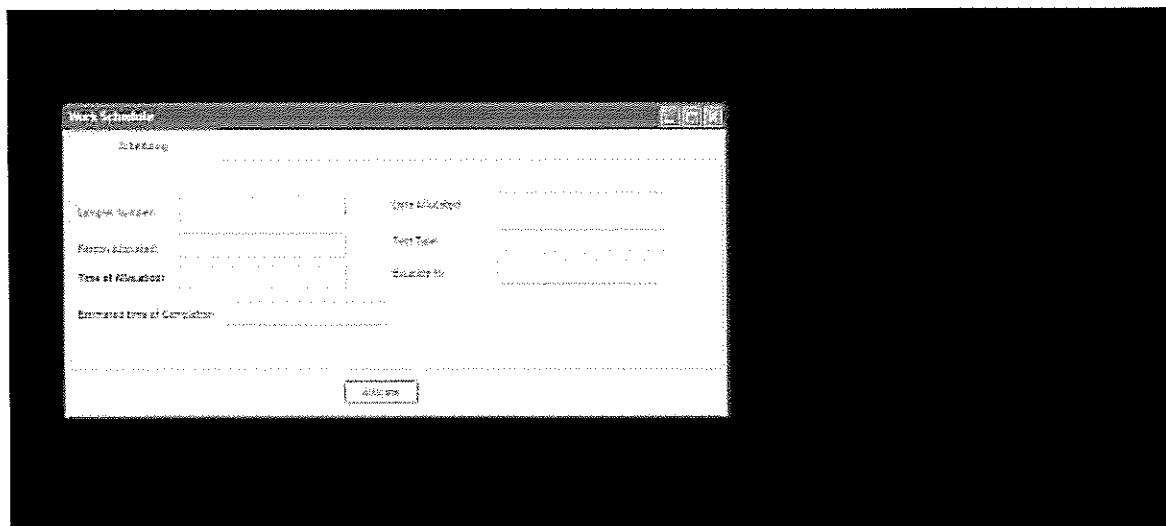
### 6.8.2 Receive Sample – login screen



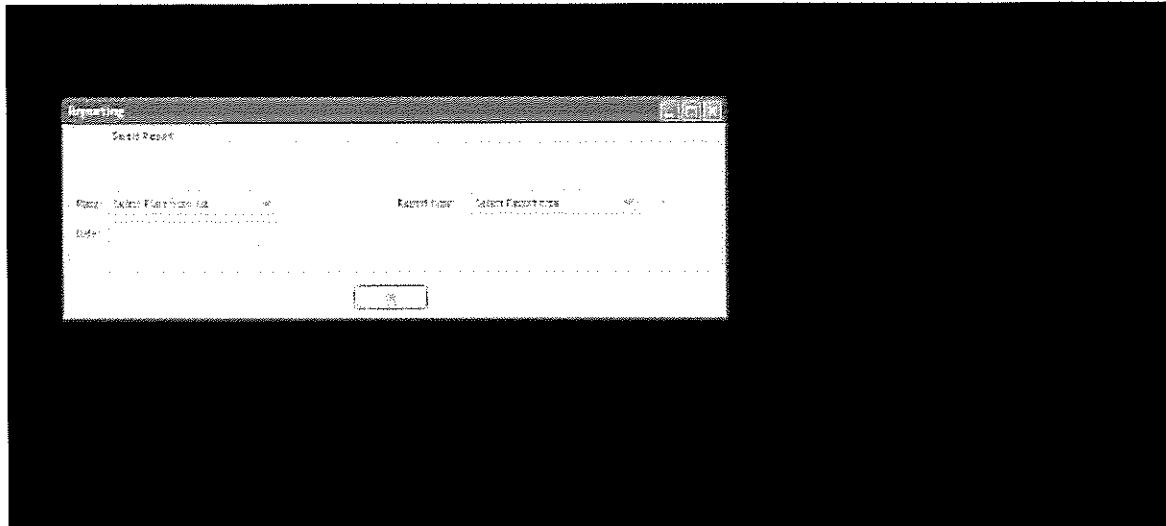
### 6.8.3 Receive Sample – Sample Sheet Screen



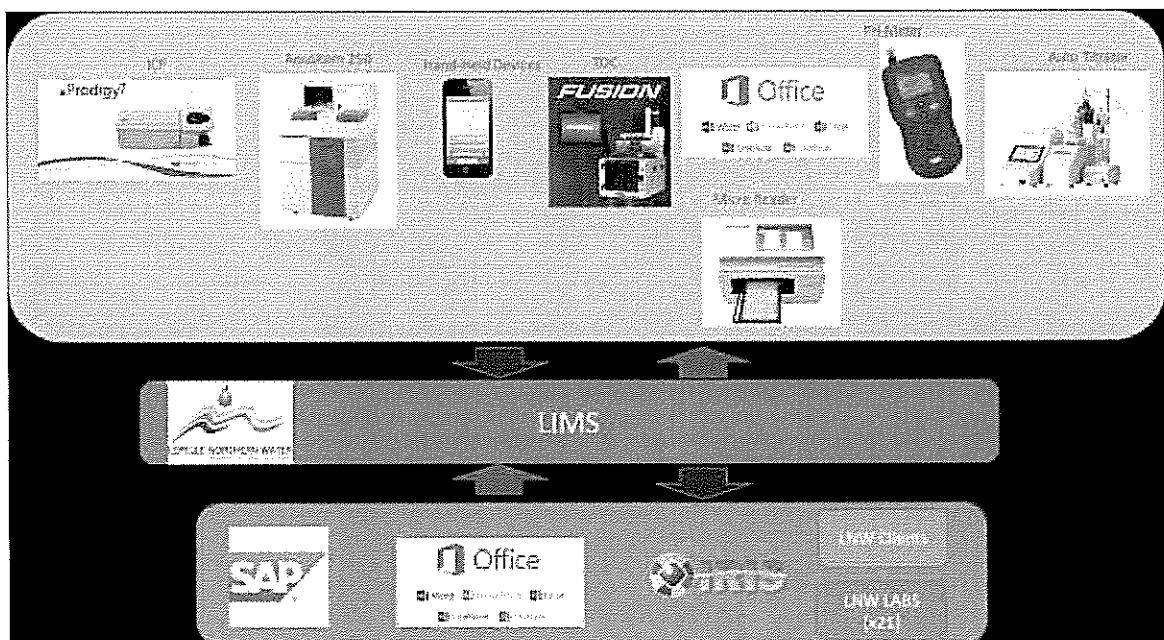
### 6.8.4 Scheduling and allocation of tests



### 6.8.5 Reporting – Main



### 6.8.6 Interfaces to other systems



## 6.8.7 Reporting

### 6.8.7.1 As defined in the Module 4: Reporting section of the document

## 6.9 Users and Security

User Role	Function role (Add/Amend/Delete/View)
System Administrator	(Add/Amend/Delete/View) – <i>Back-End System functions, e.g. creating users, backups, adding new instruments</i>
Guest User	View
Data capturer	Add/Amend/View
Supervisor	(Add/Amend/Delete/View)
Quality Assurer	Amend/View
Super User	(Add/Amend/Delete/View) – <i>Main LIMS functions</i>

## 6.10 System administration and maintenance

System Administration & Maintenance	Data Owner
Lepelle Northern Water IT	Head: Scientific Services

## 6.11 Non-Functional Requirements

PRIORITY	DESCRIPTION	STAKEHOLDER S
1	System should be web based	Scientific Services & IT Department
1	Test results must become available online and be downloadable offline	Scientific Services & IT Department
1	System should have audit trail capabilities	Scientific Services & IT Department
1	The system should allow users to capture results offline	Scientific Services & IT Department
1	System should be accessible to multiple users at the same time	Scientific Services & IT Department
1	System should have a user management module. It should be possible to submit a request for a password to be reset via LIMS	Scientific Services & IT Department
1	System should allow the creation of Temporary Accounts for non-permanent users, e.g. for Interns	Scientific Services & IT Department
1	<b>Security:</b>	Scientific Services & IT Department
	<p>The Service Provider's system should provide defined mechanisms to ensure the secure transfer of data and the safe execution of business functionality. These mechanisms include firewall, ports control and encryption.</p> <ul style="list-style-type: none"> <li>• Firewall refers to the ability for the LIMS system to control all security policies for system integration from the system entities involved</li> <li>• Ports control refers to the ability for the LIMS to direct traffic data flow into the predetermined port address (in case of seamless integration is provided)</li> </ul>	

	<ul style="list-style-type: none"> <li>Encryption refers the ability for the LIMS to protect data from possible intrusion and data corruption from possible external or internal factors</li> </ul>	
1	The system must have back-up capability (on-site and off-site)	Scientific Services & IT Department

## 7. TECHNICAL SUPPORT

- The service provider to provide a 24 hour a day, seven days a week technical support to the LNW: Central Laboratory for problems with the service and liaise with the LNW: Central Laboratory to resolve these problems.
- All critical calls (no emails flowing either inbound or outbound, integration challenges with instruments) to be responded to within 60 minutes and resolved within 4 hours.
- All other calls to be responded to within 4 business hours and resolved within 24 hours
- Critical Calls -Defined as no emails flowing either inbound or outbound. Partial or total loss of service.
- All Other Calls -Changes to active directory synchronization and replication of files, queries relating to individual email deliveries
- In case LNW discontinued with service due to whatever reason may be, service provider should ensure effortless access to archived data or migration of data.
- Integrate the instruments to LIMS
- Improve better data management
- Manage samples and associated information

## 8. PROJECT MANAGEMENT

Typical Activities	Typical Deliverables
<b>Phase 1: Initiation</b>	
• Define project objectives	Project charter
<b>Phase 2: Planning</b>	
• Assist with developing a project plan	Project plan
<b>Phase 3: Project execution &amp; control</b>	
• Develop templates for progress monitoring	Status reports Meeting notes
<b>Phase 4: Project closure</b>	
• Create and present project close-out report • Develop architectural designs and blueprints	Project close-out report Blueprints of the system flow diagram

## 9. PRICE SCHEDULE

### Year one

Item	Estimated (qty)	Rate	Total
Supply, Deliver & Installation of LIMS	1		
Annual licensing	20 users		
Support and maintenance rate/hour	50		
Training Cost per person	1		
Travel Cost (Rate per Kilometer)	350		
Total (VAT excl)			
Total (VAT incl)			

### Year Two

Item	Estimated (qty)	Rate	Total
Annual licensing renewal	20 users		
Support and maintenance rate/hour	50		
Training Cost per person	1		
Travel Cost (Rate/Kilometer)	350		
Total (VAT excl)			
Total (VAT incl)			

### Year Three

Item	Estimated (qty)	Rate	Total
Annual licensing renewal	20 users		
Support and maintenance rate/hour	50		
Training Cost per person	1		
Travel Cost (Rate/Kilometer)	350		
Total (VAT excl)			
Total (VAT incl)			

NB: Estimated hours are for evaluation purposes

### Total Bid Price

Year 1	
Year 2	
Year 3	
Total (VAT Excl)	
Total (VAT incl)	

## 10. PROCUREMENT PROCESS

The normal LNW process will be followed in line with the company's SCM policy and procedures with no deviations from the normal anticipated at this stage.

Validity of Tender	:	90 days
Contract Period	:	36 months
Date advert published	:	
Tender document available	:	
Closing date of Advert	:	
Site Inspection date	:	

## 11. EVALUATION CRITERIA

*Preferential Points System will be used to evaluate this bid in line with the Preferential Procurement Policy Framework Act,2017. Bidders will be evaluated on functionality first and will qualify by achieving the minimum cut off point of 50%(10 points). This will be followed by administrative compliance and then price and BBB-EE as the final stage.*

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. LNW SCM Policy
5. PPPFA & associated regulations
  - a. Mandatory requirements (Pre-qualification)

- The JV agreement for JV partners to be submitted indicating 100% split for partners to render agreement valid.
- Registration on the Central Suppliers Database

**NB: Failure to comply with any of the above requirements will lead to disqualification of the tenderer.**

## 12. BID EVALUATION METHOD

Bids will further be evaluated in terms of Method 4:

- Stage 1: Evaluation on Functionality (Minimum of 50% (10 points) to be scored to be considered responsive)
- Stage 2. Evaluation on 80/20 or 90/10 preferential points system (Price and BBBEE)

#### Stage 1: Evaluation on Functionality

Under functionality, Bidders must achieve a minimum of 50% (10 points) of functionality in order to be considered for further evaluation in phase 2.

**NB: Only the combined Price & BBBEE points will determine the highest point scoring bidder to be awarded the contract**

#### Phase 1 Functionality

EVALUATION PROCESS.	Points
All submissions duly lodged will be evaluated on functionality as qualifying criteria. The evaluation criteria and points for measuring functionality are indicated.	20
<b>Criterion</b>	
<b>Maximum Points for Functionality</b>	
Functionality is subdivided as follows:	
<b>Company Experience</b> Successfully completed and traceable projects in supply, installation, and maintenance of LIMS with fully signed and traceable dated reference letters on an official letter head will be allocated points as follows: <ul style="list-style-type: none"> <li>• One project (1) = 5 Points</li> <li>• Two (2) projects = 10 Points</li> <li>• Three (3) projects = 15 points</li> <li>• More than Three (3) projects = 20 points</li> </ul> Attach a signed and traceable reference letters on an official letter head of completed/ ongoing for at least 2 years projects Failure to submit signed and traceable dated reference letters on an official letter head indicating the supply, installation and maintenance will lead to a score of zero LNW reserves the right to verify all submitted reference letters.	20
<b>Total Points</b>	20

**Minimum points to be scored is 10 (50%) to qualify under functionality**

Bidders on JV must note that points on functionality will be scored in line with their share ownership as per their JV agreement.

### 13. ADMINISTRATIVE COMPLIANCE

- i. Company registration documents
- ii. Attach proof of Company or Shareholders Municipal Rates or Lease agreement with statement or a dated stamped letter from tribal authority. (Proof not more than three months old from advert date)
- iii. Certified ID copies of the company shareholders
- iv. Completed SBD forms (SBD1,2,3,1,4,6,1)
- v. All bid documents must be completed in full and in black ink (No tampering of bid documents with either correction fluid, sticky papers or any other thing which can indicate that the bid document has been tampered with)

Note:

- ✓ *All certified copies must not be older than three months from tender closing*
- ✓ *Lepelle Northern Water reserves the right to verify any information provided by bidder.*

#### NOTE:

- a) *The JV partners must submit both mandatory and administrative documents for each Company.*
- b) *Preferred JV bidder will be required to submit a JV bank account and VAT number*
- c) *The client reserves the right to verify any information provided by the bidder. Falsified references/experience will lead to disqualification and blacklisting in terms of the SCM process in conjunction with legal processes.*
- d) *The bidders must comply with all terms and conditions including requirements as stipulated in the Tender Documents to be evaluated further.*
- e) *LNW is not compelled to accept the lowest or any bid.*
- f) *LNW reserves the right to reduce the scope of works by more than 50%*
- g) *Contract period is three years renewable annually subject to performance.*
- h) *LNW reserves the rights to negotiate pricing with the recommended bidder.*
- i) *LNW reserves the right to increase or reduce the scope of the project.*

*Please note that the above administrative required documents will be deemed as mandatory to the preferred bidder if not submitted with the tender document on the closing date. Required documents will be requested for submission within two working days and failure to submit will be deemed as non-responsive.*

Stage 2: Evaluation on Price and BBBEE 80/20 or 90/10

**NB: Bidders who fail to submit the certified BBB-EE certificate or affidavit will not be scored points on preference**

Financial offer and BBBEE

- 1) Score tender evaluation points for financial offer.
- 2) Confirm that tenderers are eligible for the BBBEE claimed, and if so, score tender evaluation points for BBBEE.

- 3) Calculate total tender evaluation points.
- 4) Rank tender offers from the highest number of tender evaluation points to the lowest.
- 5) Recommend tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

NB: NO BIDDER WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition on SBD 4 attached)

#### Scoring functionality

Score functionality in each of the categories stated in the Tender Data and calculate total score for functionality.

#### Scoring Financial Offers

Score the financial offers of remaining responsive tender offers using the following formula:

$N_{FO}$  =  $W_1 \times A$  where:

$N_{FO}$  = the number of tender evaluation points awarded for the financial offer.

$W_1$  = the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.

$A$  = a number calculated using either formulas 1 or 2 below as stated in the Tender Data.

Formula	Basis for comparison	Option 1	Option 2
1	Highest price or discount	$(1 + \frac{(P - P_m)}{P_m})$	$P/P_m$
2	Lowest price or percentage commission/fee	$(1 - \frac{(P - P_m)}{P_m})$	$P_m/P$

where:

$P_m$  = the comparative offer of the most favorable tender offer.  
 $P$  = the comparative offer of tender offer under consideration.

The 80/20 or 90/10 Preferential Point System will be used to evaluate the bid.

**Table 2: Preference Points Allocation (As per the Preferential Procurement regulations 2017)**

B-BBEE Status Level of Contributor	Number of points	Number of points
1	20	10
2	18	9

3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

**The points scored by the tenderer in respect of the level of B-BBEE contribution must be added to the points scored for price.**

## **TAX CLEARANCE CERTIFICATE REQUIREMENTS**

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

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



TAX CLEARANCE

TCC 001

**Application for a Tax Clearance  
Certificate****Purpose**Select the applicable option .....  Tenders  Good standingIf "Good standing", please state the purpose of this application .....  
.....**Particulars of applicant**

Name/Legal name (Initials & Surname or registered name)	Company/Close Corp. registered no
Trading name (if applicable)	PAYE ref no 7
ID/Passport no	SDL ref no L
Income Tax ref no	UIF ref no U
VAT registration no 4	Fax no
Customs code	
Telephone no	
E-mail address	
Physical address	
Postal address	

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

Surname	Income Tax ref no
First names	
ID/Passport 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:**

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

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: ..... BID NO.: LNW 15/22/23

CLOSING TIME 11:00

CLOSING DATE: 15/02/2023

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

ITEM	DESCRIPTION
NO : LNW 15/22/23 : LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS)	
<b>BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)</b>	

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

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

R.....	.....

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

R.....	..... days

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

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

R.....	.....

TOTAL: R.....

Name of Bidder: .....

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

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

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

TOTAL: R.....

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

\*[DELETE IF NOT APPLICABLE]

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Any enquiries regarding bidding procedures may be directed to the –  
Rose Mulaudzi  
Lepelle Northern Water,  
No, 01 Landros Mare Street  
Polokwane 0699  
Tel. 015 295 1871

Or for technical information –

Mulalo Machimana  
Lepelle Northern Water,  
No, 01 Landros Mare Street  
Polokwane 0699  
Tel. 015 295 1800

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

---

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

SBD4

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

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

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

**SBD4**

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

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 69 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

This document must be signed and submitted together with your bid

## THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

### INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

### 1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
  - (a) Any single contract with imported content exceeding US\$10 million.  
or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.  
or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.  
or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

## **2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of R10 million (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

## **3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedi.gov.za](mailto:Elias@thedi.gov.za) for further details about the programme.

## **4 PROCESS TO SATISFY THE NIP OBLIGATION**

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;

- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DII and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number ..... Closing date: .....

Name of bidder.....

Postal address .....

.....  
Signature..... Name (in print).....

Date.....

**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.**

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**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all bids:
  - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2
  - a) The value of this bid is estimated to exceed/ not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 or 90/10 preference point system shall be applicable; or
  - b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).
- 1.3 Points for this bid shall be awarded for:
  - (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:
 

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>
- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 or

90/10

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS | FVFL OF CONTRIBUTOR**

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

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

## 5. BID DECLARATION

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

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

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

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

## 7. SUB-CONTRACTING

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

(*Tick applicable box*)

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

7.1.1 If yes, indicate:

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

(*Tick applicable box*)

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

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
Black people	✓	
Black people who are youth		
Black people who are women		

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
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 proprietor
- 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	..... .....

**THE NATIONAL TREASURY**

**Republic of South Africa**



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**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT**

**July 2010**

# **GOVERNMENT PROCUREMENT**

## **GENERAL CONDITIONS OF CONTRACT**

### **July 2010**

#### **NOTES**

The purpose of this document is to:

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

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

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

## TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information, inspection
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20. Subcontracts
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22. Penalties
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27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

## **General Conditions of Contract**

### **1. Definitions**

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

RSA.

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

obligations of the supplier covered under the contract.

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

**2. Application**

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

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

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

**3. General**

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

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

**4. Standards**

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

**5. Use of contract documents and information; inspection.**

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

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

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

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

**6. Patent rights**

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

<b>7. Performance security</b>	<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> <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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>(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</li> <li>(b) a cashier's or certified cheque</li> </ul> <p>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.</p>
<b>8. Inspections, tests and analyses</b>	<p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>8.7 Any contract supplies may on or after delivery be inspected, tested or</p>

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

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

**9. Packing**

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

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

**10. Delivery and documents**

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

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

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

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

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

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

**14. Spare parts**

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
  - (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

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

**16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

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

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

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

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

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

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

**22. Penalties**

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

**23. Termination for default**

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

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

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

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

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

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

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

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

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

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

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

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

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

may be due to him

**25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

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

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

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

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

Js General Conditions of Contract (revised July 2010)