 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA		Provincial Supply Chain Management								
		INVITATION TO BID		Page 1 of 4						
BID NUMBER										
BID DESCRIPTION										
CUSTOMER DEPARTMENT										
CUSTOMER INSTITUTION										
BRIEFING SESSION	Y		N		SESSION COMPULSORY		Y		N	
					SESSION HIGHLY RECOMMENDED		Y		N	
BRIEFING VENUE						DATE			TIME	
COMPULSORY SITE INSPECTION		Y		N		DATE			TIME	
SITE INSPECTION ADDRESS										
TERM AGREEMENT CALLED FOR?		Y		N		TERM DURATION				
CLOSING DATE						CLOSING TIME				
TENDER BOX LOCATION										

NOTES

THE TENDER BOX IS OPEN

- Bids / tenders must be deposited in the Tender Box on or before the closing date and time.
- Bids / tenders submitted by fax will not be accepted.
- This bid is subject to the preferential procurement policy framework act, 2000 and the preferential procurement regulations, 2022, the general conditions of contract (gcc) 2010 and, if applicable, any other special conditions of contract.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL GPG BID FORMS – (NOT TO BE RE-TYPED) - ALL REQUIRED INFORMATION MUST BE COMPLETED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

THE TENDERING SYSTEM

The Invitation to Bid Pack consists of Section 1. This section must be submitted , clearly marked with the Tender Number and the Section Number.

TRAINING SESSIONS

Non-compulsory **"How to tender"** workshops are held every Wednesday from 10:00 to 13:00. Kindly follow our social media platforms / etenders@gauteng.gov.za (Publications) for the venue of the training.



Provincial Supply Chain Management

INVITATION TO BID

Page 2 of 4

PART A INVITATION TO BID

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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	



Provincial Supply Chain Management

INVITATION TO BID

Page 3 of 4

TENDER DOCUMENTS CAN BE OBTAINED FROM: <https://e-tenders.gauteng.gov.za/Pages/Advertised-Open-Tenders.aspx>
OR

ALTERNATIVELY SEND AN E-MAIL TO: Tender.admin@gauteng.gov.za

ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE	
E-MAIL ADDRESS	

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE	
E-MAIL ADDRESS	



Provincial Supply Chain Management

INVITATION TO BID

Page 4 of 4

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, 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 CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

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



CONSENT FORM TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, NO. 4 OF 2013 (POPIA).

The purpose of the POPIA is to protect personal information of individuals and businesses and to give effect to their right of privacy as provided for in the Constitution.

By signing this form, you consent to your personal information to be processed by the Gauteng Infrastructure Financing Agency and consent is effective immediately and will remain effective until such consent is withdrawn.

APPLICATION FOR THE CONSENT OF A DATA SUBJECT FOR THE PROCESSING OF PERSONAL INFORMATION FOR THE PURPOSE OF BIDS

Name & Surname/Company: _____

Residential/Postal or Business Address: _____

Contact number (s): _____

Email address: _____

1. In the furtherance of the Gauteng Infrastructure Financing Agency's (**The Department**) operational requirements and for purposes of complying with its policies, procedures and privacy laws, we may be required to disclose, process and/or further process your personal information provided to us and/or made available by virtue of submission of this bid.
2. For purposes contemplated in paragraph 1, the Department, hereby requests your consent and/or authorisation for the disclosure, processing and/or further processing of any and/or all your personal information as may be necessary for reasons provided in paragraph 1.
3. By signing this Personal Information Processing Consent Form, you hereby grant the Department permission, consent and/or authorisation to disclose, process and further process your personal information within our records, as may be required and/or necessary from time to time.

I, the undersigned, _____ (*INSERT FULL NAME AND SURNAME*) with Identity Number _____, in my personal capacity or acting on behalf of _____
_____ (Name of **Company**), confirm that:

4. I have read and understood the contents of this Personal Information Processing Consent form, the details of which have been explained to me and furthermore I understand my right to privacy and the right to have my personal information processed in accordance with the conditions for the lawful processing of personal information.
5. I declare that all my personal information supplied to the Department is accurate, up to date, not misleading and that it is complete in all respects and will be held and/ or stored securely for the purpose for which it was collected and that I will immediately advise the Department of any changes to my Personal Information should any of these details change.
6. I also understand that I have the right to request that my personal information be corrected or deleted, if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully or that the personal information or record be destroyed or deleted if the Department is no longer authorised to retain it.
7. I declare that my personal/the Company's information and/or data may be disclosed, processed and/or further processed by the Department (including its employees, agents, contractors and representatives) and such other third parties contracted with the Department involved in the processing, verification and management of my and/or Company's Personal Information in accordance with the requirements set out in paragraph 1;
8. I accept the data security and protection measures adopted and/or applied by the Department in their retention, disclosure, processing, and further processing of my and/or Company's personal information/data.
9. I accept that the Department may retain any of my personal/the Company information/data as may be required for purposes contemplated in paragraph 1.

10. With my signature below, do hereby give my or the Company's irrevocable consent, and/or authorisation for purposes required and/or detailed in this *Personal Information Processing Consent* form.

Signed at this day of20.....

.....

Name of data subject/ designated person

.....

Signature

.....

Name/Surname/Dept of Responsible Party

.....

Signature

Date:



PROVINCIAL SUPPLY CHAIN MANAGEMENT

INSTRUCTION TO BIDDERS

Page: 1 of 4

1.	The INVITATION TO BID Pack is drawn up so that certain essential information should be furnished in a specific manner. Any additional particulars shall be furnished in a separate annexure.
2.	The INVITATION TO BID forms should not be retyped or redrafted, but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question or on other forms obtainable from the relevant Department or Institution advertising this BID. Additional offers made in any other manner may be disregarded.
3.	Should the INVITATION TO BID forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a black ink.
4	Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated.
5	The INVITATION TO BID forms shall be completed, signed and submitted with the bid. SBD 5 (National Industrial Participation Programme Form) will only be added to the INVITATION TO BID pack when an imported component in excess of US \$ 10 million is expected.
6	A separate SBD 3.1, SBD 3.2 or SBD 3.3 form (PRICING SCHEDULE per item) shall be completed in respect of each item. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this BID (not applicable for PANEL of BIDDERS).
7	Firm delivery periods and prices are preferred. Consequently, bidders shall clearly state whether delivery periods and prices will remain firm for the duration of any contract, which may result from this BID, by completing SBD 3.1 (PRICING SCHEDULE per item) (not applicable for PANEL of BIDDERS).
8	If non-firm prices are offered bidders must ensure that a separate SBD 3.2 (Non-Firm Prices per item) is completed in respect of each item for which a non-firm price is offered. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this BID (not applicable for PANEL of BIDDERS).



PROVINCIAL SUPPLY CHAIN MANAGEMENT

INSTRUCTION TO BIDDERS

Page: 2 of 4

9	Where items are specified in detail, the specifications form an integral part of the BID document (see the attached specification) and bidders shall indicate in the space provided whether the items offered are to specification or not (not applicable for PANEL of BIDDERS).
10	In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified" (see the attached specification) (not applicable for PANEL of BIDDERS).
11	In cases where the items are not to specification, the deviations from the specifications shall be indicated (see the attached specification).
12	In instances where the bidder is not the manufacturer of the items offered, the bidder must as per SBD 3.1 or SBD 3.2 (PRICING SCHEDULE per item) submit a Letter of Supply from the relevant manufacturer or his supplier (not applicable for PANEL of BIDDERS).
13	The offered prices shall be given in the units shown in the attached specification, as well as in SBD 3.1 or SBD 3.2 (PRICING SCHEDULE per item) (not applicable for PANEL of BIDDERS).
14	With the exception of imported goods, where required, all prices shall be quoted in South African currency. Where bids are submitted for imported goods, foreign currency information must be supplied by completing the relevant portions of SBD 3.1 (PRICING SCHEDULE per item) and SBD 3.2 (PRICING SCHEDULE per item) (not applicable for PANEL of BIDDERS).
15	Unless otherwise indicated, the costs of packaging materials (if applicable) are for the account of the bidder and must be included in the bid price on the (PRICING SCHEDULE per item) (not applicable for PANEL of BIDDERS).
16	<p>Delivery basis (not applicable for PANEL of BIDDERS):</p> <ul style="list-style-type: none"> a) Supplies which are held in stock or are in transit or on order from South African manufacturers at the date of offer shall be offered on a basis of delivery into consignee's store or on his site within the free delivery area of the bidder's centre, or carriage paid consignee's station, if the goods are required elsewhere. b) Notwithstanding the provisions of paragraph 16(a), offered prices for supplies in respect of which installation / erection / assembly is a requirement, shall include ALL costs on a "delivered on site" basis, as specified on the (PRICING SCHEDULE per item).



PROVINCIAL SUPPLY CHAIN MANAGEMENT

INSTRUCTION TO BIDDERS

Page: 3 of 4

17	Unless specifically provided for in the BID document, no bids transmitted by facsimile or email shall be considered.
18	Failure on the part of the bidder to sign any of the INVITATION TO BID forms and thus to acknowledge and accept the conditions in writing or to complete the attached INVITATION TO BID forms, Preference documents, questionnaires and specifications in all respects, may invalidate the bid.
19	Bids should preferably not be qualified by the bidder's own conditions of bid. Failure to comply with these requirements (i.e. full acceptance of the General Conditions of Contract or to renounce specifically the bidder's own conditions of bid, when called upon to do so, may invalidate the bid.
20	In case of samples being called for together with the bid, the successful bidder may be required to submit pre-production samples to the South African Bureau of Standards (SABS) or such testing authority as designated at the request of the relevant Department concerned. Unless the relevant Department decides otherwise, pre-production samples must be submitted within thirty (30) days of the date on which the successful bidder was requested to do so. Mass production may commence only after both the relevant Department and the successful bidder have been advised by the SABS that the pre-production samples have been approved.
21	Should the pre-production samples pass the inspections / tests at the first attempt, the costs associated with the inspections / tests will be for the account of the relevant Department. If the SABS or such testing authority as designated do not approve the pre-production samples, but requires corrections / improvements, the costs of the inspections / tests must be paid by the successful bidder and samples which are acceptable in all respects must then reach the SABS or such testing authority as designated within twenty-one (21) days of the date on which the findings of the SABS or such testing authority as designated were received by the successful bidder. Failure to deliver samples within the specified time and to the required standards may lead to the cancellation of the intended contract.
22	In case of samples being called for together with the bid, the samples must be submitted together with the bid before the closing time and date of the BID, unless specifically indicated otherwise. Failure to submit the requested sample(s) before the closing time and date of the BID may invalidate the bid.
23	In cases where large quantities of a product are called for, it may be necessary for the relevant item to be shared among two (2) or more suppliers.




PROVINCIAL SUPPLY CHAIN MANAGEMENT

INSTRUCTION TO BIDDERS

Page: 4 of 4

24	In cases where the relevant Department or Institution advertising this BID may deem it necessary, a formal contract may be entered into with the successful bidder, in addition to a Letter of Acceptance and / or purchase order being issued.
25	If any of the conditions on the BID forms are in conflict with any special conditions, stipulations or provisions incorporated in the bid invitation, such special conditions, stipulations or provisions shall apply.
26	This BID is subject to the General Conditions of Contract and re-issues thereof. Copies of these conditions are obtainable from any office of the Gauteng Provincial Government (GPG).
27	<p>Each bid must be submitted in a separate, sealed envelope on which the following must be clearly indicated:</p> <ul style="list-style-type: none"> • NAME AND ADDRESS OF THE BIDDER; • THE BID (GT) NUMBER; AND • THE CLOSING DATE. <p>The bid must be deposited or posted;</p> <ul style="list-style-type: none"> • To the address as indicated on SBD1 and to reach the destination not later than the closing time and date; OR • deposited in the tender box as indicated on SBD1 before the closing time and date.
28	The Gauteng Provincial Government has become a member and as such a key sponsor of the Proudly South African Campaign. GPG therefore would like to procure local products of a high quality, produced through the practise of sound labour relations and in an environment where high environmental standards are maintained. In terms of the Proudly South African Campaign South African companies are encouraged to submit interesting and innovative achievements in the manufacturing field (if relevant to this BID) – including information on new products, export achievements, new partnerships and successes and milestones.
29	Compulsory GPG Contract: It is a mandatory requirement that successful bidder/s (to whom a tender is awarded) sign a GPG Contract upon award of any given contract.

	<h1>PROVINCIAL SUPPLY CHAIN MANAGEMENT</h1>	
	<h2>POINT SYSTEM</h2>	Page 1 of 1


BID NUMBER		CLOSING DATE	
VALIDITY OF BID		CLOSING TIME	

The goods / services are required by the Customer Department / Institution, as indicated on SBD 01.

This BID will be evaluated on the basis of the under noted point system, as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000).

TYPE OF CONTRACT (COMPLETED BY PROJECT MANAGER)

SERVICE BASED	Y		N		SERVICE BASED	Y		N		VALUE BASED	Y		N	
VALUE BASED	Y		N											
QUANTITY BASED	Y		N											
TERM BASED	Y		N											

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	PROVINCIAL SUPPLY CHAIN MANAGEMENT	
	BIDDER'S DISCLOSURE	Page: 1 of 3

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 1 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

1 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.

	PROVINCIAL SUPPLY CHAIN MANAGEMENT	
	BIDDER'S DISCLOSURE	Page: 2 of 3

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

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

2.2.1 If so, furnish particulars:

--

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 2 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.

2 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.

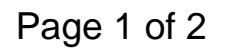
	PROVINCIAL SUPPLY CHAIN MANAGEMENT	
	BIDDER'S DISCLOSURE	Page: 3 of 3

- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

Signature		Date	
Position		Name of the Bidder	





PROVINCIAL SUPPLY CHAIN MANAGEMENT

EVALUATION METHODOLOGY PROCESS

Page 2 of 2

BIDDERS JOB CREATION ANALYSIS

Company Name		Vendor Number		Date Established	
--------------	--	---------------	--	------------------	--

	Permanent	Temp	SA Citizens	Other	Comments
Staff compliment at Establishment of Enterprise					
Current staff compliment					
Number of jobs to be created if Bid is successful					

The successful bidder may be audited during the course of the contract to verify the above information.

Comments to include:

- If Job Creation is direct (by your own company) or indirect (by your source of supply)
- Where the jobs created for employees that were in existing positions or unemployed? (Net Job Creation)

NOTE: Job Creation should adhere to all applicable RSA Legislation and Regulations.

THIS SECTION IS FOR OFFICE USE ONLY						
Observations	Initial Job Count	Job Creation Potential	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Year 1						
Year 2						
Year 3						
Year 4						
Year 5						



**TERMS OF REFERENCE FOR THE
PRE-QUALIFICATION OF A PANEL OF TRANSACTION ADVISORY
SERVICE PROVIDERS TO THE GAUTENG INFRASTRUCTURE FINANCING
AGENCY**

A. TABLE OF CONTENTS

PREFACE

- A. TABLE OF CONTENT**
 - B. TENDER ENQUIRIES AND COLLECTION**
 - C. DISCLAIMER**
 - D. GLOSSARY OF TERMS**
 - E. DEFINITIONS**

 - 1. INTRODUCTION**
 - 2. GIFA BUSINESS OFFERING**
 - 3. GIFA PANEL UTILISATION**
 - 4. RATIONALE FOR THE SERVICE**
 - 5. SCOPE OF WORK**
 - 6. AREAS OF EXPERTISE REQUIRED**
 - 7. BID EVALUATION**
-

ANNEXURE WITH EVALUATION CRITERIA FOR TECHNICAL EXPERTISE

Annexure A – Finance, Legal and Technical Evaluation

B. TENDER ENQUIRIES AND COLLECTION

The Gauteng Infrastructure Financing Agency ("**GIFA**") hereby invites tenders from transaction advisors relating to areas of expertise listed in this Terms of Reference ("**TOR**"), herein also referred to as "**the Tender**") Tenderers may ask for clarification on this Tender up to close of business day, 48 (forty-eight) hours before the closing date specified for this Tender. Any request for clarification by a tenderer must be e-mailed to the responsible officials set out in Table 1 below, and it is important to note that telephonic or written requests will not be accepted. Any verbal information given by any official representing GIFA prior to the closing date of this Tender will not be regarded as binding on GIFA. Only information issued formally by the GIFA in writing or by electronic mail will be regarded as formal and binding.

Tenderers may not contact the GIFA on any matter pertaining to this Tender invite after the closing date of the Tender to the time the tenderers are finally pre-qualified on the panel. Any effort by a tenderer to influence the pre-qualification decision in any manner will result in the rejection of the tender proposal concerned.

Table 1

Tender description:	Terms of Reference for the pre-qualification of transaction advisory service providers to the Gauteng Infrastructure Financing Agency	
Institution:	The Gauteng Infrastructure Financing Agency	
Technical enquiries:	Eamon Marais	Project Manager
Email:	e.marais@gifa.co.za	
General enquiries:	Motlatsi M	Procurement Services
Email:	m.modumo@gifa.co.za	
Collection:	The physical address for collection of documentation is Gauteng Provincial Treasury, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg	
Download	Documents are available free of charge via download from the Gauteng Provincial Government Tender Portal	
Tender box location	Tenders must be deposited in the tender box at the [Gauteng Provincial Treasury, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg	
Closing date: 19 September 2025]	Closing time: 11h00	

Tender validity	The tender offer validity period is 120 days
Training sessions	Not-compulsory "How to tender" workshops are held every Wednesday at the Gauteng Provincial Treasury, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg

C. DISCLAIMER

The information contained in the Tender has been prepared by the Gauteng Infrastructure Financing Agency ("**GIFA**") in good faith based on information obtained from various resources. While all reasonable care has been taken in preparing the Tender documents, the information contained herein does not purport to be comprehensive to have been verified by the GIFA or any of its officers, employee's agents or any other person. Accordingly, neither the GIFA nor any of its advisors make any representation or warranty or give any undertaking express or implied, or accept any liability or responsibility for the adequacy or completeness of any of the information or opinions stated herein or any other written or oral information made available in connection with this Tender and nothing contained herein is, or shall be relied upon as, a promise or representation or whether as to the past or the future.

The Tender may not contain all information that tenderers may request to develop their tender proposals. Each tenderer should conduct its own independent analysis of these requirements, and the relevant data supplied or referred to herein or that have been obtained during its investigation. The terms and conditions set out in the Tender is stipulated for the express benefit of the GIFA and, save as expressly stated to the contrary, may be waived at the GIFA's discretion at any time.

The GIFA reserves the right to amend, modify, withdraw or cancel the Tender or terminate any of the procedures or requirements prior to closing of the Tender and in respect of which the Tender has been issued, through public notice to tenderers on the Gauteng Provincial Government ("**GPG**") Tender Portal. The GIFA and its staff shall not, under any circumstances, be liable for any cost, damages or expenses incurred by tenderers as a result of the above amendments, modification or cancelation of the Tender.

Tenderers submitting a tender proposal will be deemed to do so on the basis that they have satisfied themselves with the authority of GIFA to procure these services and are fully acquainted with the laws of South Africa regarding the subject matter of these services. Tenderers are therefore, at any stage of the procurement phase and service contract, not entitled to request any advice or opinion from anyone of the advisors to GIFA on the competency of GIFA to procure these services in relation to the Tender.

Any response by a tenderer to the Tender does not imply that GIFA is assured of the tenderer's financial stability, technical competence or ability in any way to carry out the requirements of this Tender.

D. GLOSSARY OF TERMS

The following acronyms are used in this Request for Proposal:

BEC	Bid Evaluation Committee
B-BBEE	Broad Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
CSD	Central Supplier Database
CV	Curriculum Vitae
DTIC	Department of Trade Industry and Competition
EME	Exempted Micro Enterprise
GDID	Gauteng Department of Infrastructure Development
GIFA	Gauteng Infrastructure Financing Agency
GPG	Gauteng Provincial Government
IRR	Internal Rate of Return
PFMA	Public Finance Management Act
PPPFA	Preferential Procurement Policy Framework Act, 2000
PPP	Public Private Partnership
QSE	Qualifying Small Enterprise
SANAS	South African National Accreditation System
SARS	South African Revenue Services
TOR	Terms of Reference
VAT	Value Added Tax

E. DEFINITIONS

The following definitions are used in this tender invite:

Gauteng Provincial Government Tender Portal means the Gauteng tender portal that is available on <http://www.gauteng.gov.za/citizens/Pages/Tenders.aspx>;

General Conditions of Contract means the contractual conditions set for arrangements between government institutions and private entities, issued on the 17th June 2015, obtainable from the National Treasury website on www.treasury.gov.za/citizen/Pages/Tenders.aspx;

Project Manager means the official appointed by GIFA to manage the professional services on the panel;

The Tender means this Tender for the pre-qualification of Transaction Advisory Services.

1. INTRODUCTION

The GIFA has identified the need to establish and pre-qualify a panel of transaction advisory service providers as depicted in the TOR to support GIFA's mandate in the Gauteng Province.

The GIFA is a government component established within the Gauteng Department of Infrastructure Development ("GDID") to provide programme management, strategic transaction advisory services and support across provincial and local spheres of the Gauteng Province. Its central mandate is to obtain alternative funding solutions, but it is also tasked with the objectives to assist client institutions to support their capacity through the appointment of specialised services for implementing high-impact catalytic infrastructure projects. GIFA provides its advice by using a range of long and short-term external transaction advisory specialist resources to complement the services it provides to client departments.

The GIFA's principal place of business is located at 82 Grayston Drive, Sandton. The establishment of GIFA brought together a number of business lines, which include amongst others advice on Public Private Partnerships ("PPP"), project advisory support, project appraisal, technical consulting, and structuring of financing and legal support. In addition to GIFA's own capacity, GIFA is required to have ready access to specialised external skills and experience. The GIFA, therefore, intends to pre-qualify a panel of external service providers to provide professional services so that GIFA may efficiently make available expertise to client departments. The TOR defines the terms and conditions for establishing such a panel.

2. GIFA BUSINESS OFFERING

GIFA provides services to its client departments as authorised by law, including understandings with National and Provincial Treasury. Its services are typically initiated by a request from a client institution to assist with a specific project that requires specialised service support. More information on this government component and its work may be found on the GIFA website.

GIFA specifically provides assistance to client departments in the planning procurement and structuring of large-scale transactions for infrastructure development and related projects. GIFA assists client departments in establishing appropriate advisory support for large scale infrastructure projects and provides diverse advisory support for smaller transactions. It also provides support for major infrastructure projects through procurement mechanisms such as Public Private Partnerships (PPPs) and service delivery improvement programs, starting from project conception and registration, transaction process support, legal and financial advice at commercial and financial close, and stages during hand-over and contract management. Transaction Advisory Services include amongst others transaction planning, project structuring, conducting of feasibility studies, procurement preparation and evaluation, as well as advising in negotiations leading to commercial and financial close as well as assistance in hand-over of projects and project management

3. GIFA PANEL UTILISATION

3.1 Utilisation

In addition to GIFA's own capacity, it is required to have ready access to a broad base of external skills and experience. The GIFA, therefore, intends to create a panel and pre-qualify service providers (companies or individuals) to provide advisory services and support, so that the GIFA may efficiently make available appropriate expertise to assist client departments.

The panel will be used to source external skills and capacity for projects as specific needs arise. Project delivery is regularly supplemented by additional skills and pre-qualified transaction advisors may be advised to work jointly with other pre-qualified advisors on projects.

3.2 Panel Duration

The GIFA seeks to pre-qualify a panel of external transaction advisory services to render advisory support to the GIFA over a period of **thirty-six months (three years)**.

3.3 Tender Validity

The Tender shall be valid for a period of 120 (hundred and twenty) days. This Tender does not constitute an offer to enter into a contractual relationship with any tenderer but is merely a solicitation of tender proposals to pre-qualify on the panel. A tender shall constitute a tender offer to the GIFA, which shall remain open for pre-qualification during the validity period.

3.4 The selection of service providers from the panel is on a competitive basis

When the services of any of the pre-qualified tenderers are required, GIFA will engage the pre-qualified service providers in line with appropriate supply chain management processes. An appointment for a particular service will be extended to service providers who could be suitable for such work. GIFA will utilise the Panel in a manner which promotes the elements of transparency, fairness and equal opportunity in the utilisation and management of the Panel. The basic procurement principle governing the selection and appointment of service providers from the pre-qualified panel is to issue work on a rotational basis. The procurement principle of rotation ensures that each pre-qualified service provider is extended a chance to bid on a particular TOR as and when the services are required.

The procurement of the principle of rotation must, however, be aligned and subject to the specific needs of the GIFA, relating to the requirements in a category at a specific time. This requires the alignment of the specific needs required by GIFA to the skills, competencies, experience and general capacity and availability of transaction advisory service providers pre-qualified for a category. Due to the uncertainty surrounding the complexity, duration as well as number of resources and particular skills required, the precise cost required for the identified services may be unknown and hence price will not be considered as part of the pre-qualification process, and will only be considered when a selected pre-qualified service provider is requested to provide a bid proposal for a specific service as required by GIFA. Under an extended TOR for a specific assignment, the pre-qualified services provider will have to bid on technical

capabilities, as well as B-BBEE and Price. A service provider must be in a position to commence and complete work according to the timeframe as specified in the respective TOR.

If any of the pre-qualified tenderers has changed their critical skills and resources during the effective duration of this panel, the pre-qualified tenderer must submit a written letter to GIFA stating the nature and reason(s) for the change of critical resources. A written permission has to be obtained from GIFA that the skills and expertise of the replacement resource are equivalent to the replaced resource.

4. RATIONALE FOR THE SERVICE

The GIFA plays a leading role in advising Provincial Departments and Municipalities within Gauteng Province on the preparation, structuring and packaging of catalytic infrastructure projects, including exploration of alternative funding mechanisms for these projects.

Ultimately, the implementation of these projects will assist in the improvement of service delivery and in meeting the Gauteng Provincial Government's development objectives. The preparation of these projects is complex, requiring professional service providers with specialised skills in conducting feasibility studies per sector, structuring and packaging the projects for procurement, and preparing the tender documents with transaction-specific agreements. The teams also have to provide assistance with tender evaluation, negotiation, commercial, legal, technical, financial close, handover and aspects of contract management. The objective is to improve the quality of the project outcome.

Given the complexity of projects, the GIFA specifically requires specialised skills and services that can at any point address the work required throughout the project life cycle and any other ancillary work required to support the project including ad-hoc research and policy development.

5. SCOPE OF WORK

The transaction advisor(s) must be able to give input to various ad hoc assignments that relate to the structuring, financing and development of infrastructure projects. They should also be able to achieve project preparation from feasibility to financial close, hand-over and contract management. The scope of work may amongst others include the following work:

Feasibility study/Business Case development and Financial Close, which may include the following areas:

- a. Market and Needs assessment;
- b. Legal and Regulatory analysis and advise;
- c. Technical/engineering studies
- d. BEE and Socioeconomic Analysis;
- e. Stakeholder Analysis and Engagement;
- f. Project structure design;
- g. Funding Analysis;

- h. Sensitivity Analysis of options;
- i. Identification of Direct Fiscal and other Contingencies;
- j. Procurement options and process;
- k. Contract design, negotiations;
- l. Funding initiatives with local and international funders;
- m. Market sounding with various local and international funders;
- n. Contract Management
- o. Any other related services to GIFA's mandate or provide project support.

The workings with GIFA will involve adherence and knowledge amongst others to the following practice notes and guidance manuals that have been developed to assist in the implementation of infrastructure projects:

- Public Private Partnership Toolkit for Tourism;
- Municipal Service Delivery and PPP Guidelines;
- Appraisal of Infrastructure Guidelines;
- Capital Planning Guidelines;
- Guideline on Budget Submission for Large Strategic Infrastructure Proposals;
- Guidelines on using infrastructure user charges.
- Public Finance Management Act, 1999 (PFMA) and National Treasury Regulations, Instructions and the Framework for Infrastructure Delivery and Procurement Management (FIDPM)
- Preferential Procurement Policy Framework Act, 2000 (PPPFA) and the Preferential Procurement Regulations, 2022 (and any applicable National Treasury circulars)
- Municipal Finance Management Act, 2003 (MFMA) and SCM Regulations, where municipalities/municipal entities are implicated
- Infrastructure Development Act, 2014
- National Environmental Management Act, 1998 (NEMA) and the Environmental Impact Assessment Regulations
- Occupational Health and Safety Act, 1993 (OHS Act) and applicable Construction Regulations
- Broad-Based Black Economic Empowerment Act, 2003 and the Codes of Good Practice
- Protection of Personal Information Act, 2013 (POPIA)
- Construction Industry Development Board Act, 2000 and standards (where applicable)
- National Treasury PPP Manual and Standardised PPP Provisions
- Applicable Gauteng Provincial Treasury Instructions and provincial infrastructure delivery frameworks.

6. AREAS OF EXPERTISE REQUIRED

6.1 Technical expertise

The panel is designed to cater for a multiplicity of skills and disciplines across a number of sectors based on the type of projects or sector GIFA focusses on. In the nature of assignments normally required from the panel, the following are almost always required:

- Finance and Legal/Regulatory
- Energy and related advisory services
- Roads and stormwater
- Water and sanitation
- Agriculture and agri-related services
- Freight and logistics
- Traffic and transportation
- ICT and related services
- Real estate
- Public Health infrastructure
- Public Education infrastructure
- Tourism

Tenders are evaluated as per the criteria set out in the TOR and specifically scored and evaluated in line with "Annexure A".

7. BID EVALUATION

7.1 Bid Evaluation Process

The evaluation shall be conducted in strict accordance with the Preferential Procurement Policy Framework Act (PPPFA) and the Preferential Procurement Regulation, 2022. The evaluation process will comprise the following stages set out below:

Stage 1A: Administrative Compliance Administrative Compliance will be assessed as the initial gateway to the evaluation process. This sub-stage will be divided into two categories:

- **Mandatory Documents:** Bidders must submit all documents listed as mandatory for a compliant bid. Failure to submit any mandatory document will result in automatic disqualification and no further consideration in the evaluation.
- **Non-Mandatory Documents:** These documents, while advisable to submit, do not result in disqualification if omitted, but may be required at a later stage or for due diligence purposes.

Stage 1B: Functionality Only bidders who pass the mandatory Administrative Compliance stage will proceed to the Functionality evaluation. Here, the bid responses will be measured against the outlined technical criteria as stipulated in Annexure "A" of the Tender. Detailed scoring guidelines and

qualification thresholds for this stage are provided herein to ensure all bidders understand how their submission will be assessed. The weighted scoring applied for the Functionality Evaluation is:

NO.	DESCRIPTION	WEIGHTED POINTS
1.	Finance	20
2.	Legal	20
3.	Technical	60
TOTAL SCORE		100
MINIMUM THRESHOLD - 70%		70

NOTE: Tenderers are hereby informed that this Invitation to tender is solely for the purpose of pre-qualifying them according to the specified categories of services outlined in the panel. When services are needed, relevant pre-qualified tenderers will be invited on a rotational basis to submit bids or tenders as and when required by GIFA. It is important to note that GIFA does not guarantee any work or selection for all pre-qualified tenderers, as the award of contracts will depend entirely on the specific service needs during the contracted period.

7.2 Bidding Requirements

Stage 1: Administrative Responsiveness

The 'Supply Chain Tender Office' will verify all proposals received against certain requirements set in the RFQ, and these will include the following:

Compulsory/mandatory requirements

The following are compulsory requirements for any proposal received:

- The RFP pack must be completed and signed by the bidder which entails the SBD 1 and SBD 4;

Non-Compulsory requirements

The following are non-compulsory requirements for any proposal received:

- Proof of registration with the National Treasury Central Supplier Database (CSD) / (MAAA number);
- Financial statements as prescribed by Law issued for the last 2 years;
- Consortia/Joint Ventures (JV's) signed Service Level Agreement.

Special Consideration for Consortia/Joint Ventures (JV's): Given the technical nature of the services required, bidders may submit as individual entities or as part of a consortium or joint venture. In such cases, bidders are required to provide evidence of the Service Level Agreement (SLA) indicating the agreed revenue split among members, or alternatively, clearly indicate the Lead Partner responsible for the implementation of the project.

ANNEXURE A: FUNCTIONALITY EVALUATION SCORECARD

FUNCTIONALITY EVALUATION CRITERIA			
FINANCE EVALUATION CRITERIA			WEIGHT
1. EVALUATION OF PERSONNEL NOMINATED FOR FINANCE DISCIPLINE			20
1.1 Finance Lead Evaluation Score			14
1.1.1	Finance Lead (Ad hoc advisory) Relevant highest qualification(s) (Certified copy of the qualification(s)/certificate(s) to be provided for point scoring)	<ul style="list-style-type: none"> • Masters or Equivalent = 3 • Honours or Equivalent = 2 • Degree/National Diploma or Equivalent = 1 • Matric or less = 0 	3
1.1.2	Finance Lead (Ad hoc advisory) Advisory service and experience in the public and private sectors for the respective discipline which may encompass reporting, research, policies, models, advisory work and any other ancillary work etc. (Copy of CV to be provided for point scoring)	<u>Non-PPP infrastructure projects</u> <ul style="list-style-type: none"> • One (1) point per project with maximum of 3 projects (Bidder will not get more points for the same cases/projects i.e. Each case/project is independent of each other for point scoring purpose from the CV)	3
1.1.3	Finance Lead (Transaction Advisory) Relevant highest qualification(s) (Certified copy of the qualification(s)/certificate(s) to be provided for point scoring)	<ul style="list-style-type: none"> • Masters or Equivalent = 3 • Honours or Equivalent = 2 • Degree/National Diploma or Equivalent = 1 • Matric or less = 0 	3
1.1.4	Finance Lead (Transaction Advisory) Transaction specific advisory services that are relevant to the development of the full project life cycle and implementation of infrastructure projects (including PPP) as follows: <ul style="list-style-type: none"> ➤ Project Preparation ➤ Project Appraisal ➤ Project Structuring ➤ Project Finance ➤ Preparation of procurement documents ➤ Project risk analysis ➤ Negotiating commercial agreement including PPPs ➤ Contract Management ➤ Socio-economic analysis (Copy of CV to be provided for point scoring)	<u>PPP infrastructure projects</u> <ul style="list-style-type: none"> • One (1) point per project with maximum of 5 projects (Bidder will not get more points for the same cases/projects i.e. Each case/project is independent of each other for point scoring purpose from the CV)	5

1.2 Company Experience Evaluation Score for Finance			6
1.2.1	Advisory Experience (Ad-hoc) Reference/ Award/ Completion letters signed by the respective project owner/sponsor including client name and relevant project information as follows: <ul style="list-style-type: none"> - Name of project - Value of project - Date project was completed 	<ul style="list-style-type: none"> • 1 Point per project with maximum of 3 projects (No points will be awarded if the reference letter does not contain the relevant project details and not signed by the respective project owner/sponsor)	3
1.2.2	Infrastructure Project Experience - PPP/ Transaction advisory Public and/or Private projects successfully completed or in progress Reference/Award/Completion letters signed by the respective project owner/sponsor including client name and relevant project information as follows: <ul style="list-style-type: none"> - Name of project - Value of project - Date project was completed 	<ul style="list-style-type: none"> • 1 Point per project with maximum of 3 projects (No points will be awarded if the reference letter does not contain the relevant project details and not signed by the respective project owner/sponsor)	3
TOTAL FINANCE SCORE			20

FUNCTIONALITY EVALUATION CRITERIA			
LEGAL EVALUATION CRITERIA			WEIGHT
2. EVALUATION OF PERSONNEL NOMINATED FOR LEGAL			20
2.1 Legal Lead Evaluation Score			14
2.1.1	Legal Lead (Ad hoc advisory) Relevant highest qualification(s) (Certified copy of the qualification(s)/certificate(s) to be provided for point scoring)	<ul style="list-style-type: none"> • Masters or Equivalent = 3 • Honours or Equivalent = 2 • Degree/National Diploma or Equivalent = 1 • Matric or less = 0 	3
2.1.2	Legal Leader (Ad hoc advisory) Advisory service and experience in the public and private sectors for the respective discipline which may encompass reporting, research, policies, models, advisory work and any other ancillary work etc. (Copy of CV to be provided for point scoring)	<u>Non-PPP infrastructure projects</u> <ul style="list-style-type: none"> • One (1) point per project with a maximum of 3 projects (Bidder will not get more points for the same cases/projects i.e. Each case/project is independent of each other for point scoring purpose)	3
2.1.3	Legal Lead (PPP/Transaction advisory) Relevant highest qualification(s) (Certified copy of the qualification(s)/certificate(s) to be provided for point scoring)	<ul style="list-style-type: none"> • Masters or Equivalent = 3 • Honours or Equivalent = 2 • Degree/National Diploma or Equivalent = 1 • Matric or less = 0 	3
2.1.4	Legal (PPP/Transaction Advisory) Transaction specific advisory services that are relevant to the development of the full project life cycle and implementation of infrastructure projects (including PPP) as follows: <ul style="list-style-type: none"> ➤ Project Preparation ➤ Project Appraisal ➤ Project Structuring ➤ Project Finance ➤ Preparation of procurement documents ➤ Project risk analysis ➤ Negotiating commercial agreement including PPPs ➤ Contract Management (Copy of CV to be provided for point scoring)	<u>PPP infrastructure projects</u> <ul style="list-style-type: none"> • One (1) point per project with maximum of 5 projects (Bidder will not get more points for the same cases/projects i.e. Each case/project is independent of each other for point scoring purpose from the CV)	5

2.2 Company Experience Evaluation Score for Legal			6
2.2.1	Advisory Experience (Ad-hoc advisory) Conference/Award/Completion letters signed by the respective project owner/sponsor including client name and relevant project information as follows: <ul style="list-style-type: none"> - Name of project - Value of project - Date project was completed 	<ul style="list-style-type: none"> • 1 Point per project with a maximum of 3 projects (No points will be awarded if the reference letter does not contain the relevant project details and not signed by the respective project owner/sponsor)	3
2.2.2	PPP/Infrastructure Project Experience Public and/or Private projects successfully completed or in progress. Reference/Award/Completion letters signed by the respective project owner/sponsor including client name and relevant project information as follows: <ul style="list-style-type: none"> - Name of project - Value of project - Date project was completed 	<ul style="list-style-type: none"> • 1 Point per project with a maximum of 3 projects (No points will be awarded if the reference letter does not contain the relevant project details and not signed by the respective project owner/sponsor)	3
TOTAL LEGAL SCORE			20
TOTAL FINANCE AND LEGAL SCORE			40

FUNCTIONALITY EVALUATION CRITERIA			
3. TECHNICAL EVALUATION CRITERIA			WEIGHT
3.1 Technical Specialists/Expertise Qualification & Professional Registration	Relevant qualification(s) and professional registration		40
3.1.1 Provide certified copies of all qualifications (1 point) and valid and active registrations (1 point) with Professional Bodies for the listed experts	Qualifications/ Professional registration		
Architect	<ul style="list-style-type: none"> • Relevant qualification = 1 • Pr. Arch (SACAP) = 1 		2
Civil / Structural Engineer	<ul style="list-style-type: none"> • Relevant qualification = 1 • Pr. Eng (ECSA) = 1 		2
Mechanical Engineer:	<ul style="list-style-type: none"> • Relevant qualification = 1 • Pr. Eng (ECSA) = 1 		2
Electrical Engineer	<ul style="list-style-type: none"> • Relevant qualification = 1 • Pr. Eng (ECSA) = 1 		2
Quantity Surveying	<ul style="list-style-type: none"> • Relevant qualification = 1 • Pr. QS (SACQSP) = 1 		2
Environmental Specialist	<ul style="list-style-type: none"> • Relevant qualification = 1 • Prof. Natural Scientist (SACNASP) = 1 		2
Health and Safety Specialist	<ul style="list-style-type: none"> • Relevant qualification = 1 • SAIOSH registered = 1 or • SACPCMP registered = 1 		2

	Town Planner	<ul style="list-style-type: none"> Relevant qualification = 1 Professional Town Planner (SACPLAN) = 1 	2
	Geotechnical Engineer	<ul style="list-style-type: none"> Relevant qualification = 1 Professional Geotech engineer (ECSA) = 1 	2
	Land Surveying	<ul style="list-style-type: none"> Relevant qualification = 1 Professional Land Surveyor = 1 	2
	Economist	<ul style="list-style-type: none"> Relevant qualification = 5 	5
	Facilities Manager	<ul style="list-style-type: none"> Relevant qualification = 1 Professional FM (SAFMA) = 1 	2
	Property valuer	<ul style="list-style-type: none"> Relevant qualification = 1 Professional valuer (SACPVP) = 1 	2
	Transportation/Traffic Engineer	<ul style="list-style-type: none"> Relevant qualification = 3 Pr. Eng (ECSA) = 1 	4
	Civil Engineer (Water & Sanitation)	<ul style="list-style-type: none"> Relevant qualification = 3 Pr. Eng (ECSA) = 1 	4
	Health/Clinical Planner	<ul style="list-style-type: none"> Relevant qualification = 2 Professional health planner (HPCSA) = 1 	3
3.1.2	Project Experience for the technical experts (Copy of CV to be provided for point scoring)	Project demonstration for point scoring:	20
	Architect	<ul style="list-style-type: none"> 5 or more projects 	2
	Civil / Structural Engineer	<ul style="list-style-type: none"> 5 or more projects 	1
	Mechanical Engineer	<ul style="list-style-type: none"> 5 or more projects 	1
	Electrical Engineer	<ul style="list-style-type: none"> 5 or more projects 	1
	Quantity Surveying	<ul style="list-style-type: none"> 5 or more projects 	2
	Environmental Specialist	<ul style="list-style-type: none"> 5 or more projects 	1
	Health and Safety Specialist	<ul style="list-style-type: none"> 5 or more projects 	1
	Town Planner	<ul style="list-style-type: none"> 5 or more projects 	1
	Geotechnical Engineer	<ul style="list-style-type: none"> 5 or more projects 	1
	Economist	<ul style="list-style-type: none"> 5 or more projects 	4
	Facilities Manager	<ul style="list-style-type: none"> 5 or more projects 	1
	Property Evaluator	<ul style="list-style-type: none"> 5 or more projects 	1
	Transportation/Traffic Engineer	<ul style="list-style-type: none"> 5 or more projects 	1
	Civil Engineer (Water & Sanitation)	<ul style="list-style-type: none"> 5 or more projects 	1
	Health/Clinical planner	<ul style="list-style-type: none"> 5 or more projects 	1
	NOTE: 1 point will be allocated for a minimum number of 5 projects demonstrated except for Architect, Quantity Surveyor and Economist. Respondents are requested to demonstrate project experience over a variety of sectors.		
	TOTAL TECHNICAL EXPERTISE SCORE		60
	TOTAL OVERALL SCORE		100
	MINIMUM THRESHOLD - 70%		70



Provincial Supply Chain Management

Financial Statements

Page 1 of 1

Submission of Financial Statements

The latest financial statements for the last two years are required (except if it is a new or a dormant entity)

- a) Financial statements must be signed by the auditor (in the case of companies) or the accounting officer (in the case of close corporations) the owner (in case of sole proprietors). Signatures must be on the accounting officer's / auditors report on the auditor's /accounting officer's letterhead.
- b) Financial statements must be signed by the member/s (in the case of close corporations) or by the director/s (in the case of companies.)
- c) In bids where consortia/joint ventures/sub-contractors and partnerships are involved, all bidders must submit their financial statements.
- d) If it is a new or dormant entity an opening set of financial statements must be submitted. A letter from the auditor (in the case of companies) or the accounting officer (in the case of close corporations) stating that the entity has not yet traded must be submitted.
- e) In cases where an entity has operated for a period less than a year the Management Accounts Report for the period in operation must be submitted signed accordingly as stated in paragraph (a) and (b) of this document.
- f) In cases where the entity has operated for a period more than a year but less that two years, then the financial statement for the first year of operation signed accordingly as per paragraph (a) and (b) of this document must be submitted.



GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**GAUTENG ETHICS &
ANTI CORRUPTION**

INTEGRITY PACT FOR BUSINESSES



FIGHTING CORRUPTION, PROMOTING INTEGRITY

1. INTRODUCTION

This agreement is part of the tender document, which shall be signed and submitted along with the tender document. The Chief Executive Officer of the bidding company or his/her authorised representative shall sign the integrity pact. If the winning bidder has not signed this integrity pact during the submission of the bid, the tender/proposal shall be disqualified.

2. OBJECTIVES

Now, therefore, the Gauteng Provincial Government and the Bidder agree to enter into this pre-contract agreement, hereinafter referred to as an integrity pact, to avoid all forms of corruption by following a system that is fair, transparent, and free from any influence/unprejudiced dealings before, during and after the currency of the contract to be entered, with a view to:

- 2.1 Enable the Gauteng Provincial Government to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
- 2.2 Enable bidders to abstain from bribing or any corrupt practice to secure the contract by assuring them that their competitors will refrain from bribing and other corrupt practices and the Gauteng Provincial Government will commit to preventing corruption, in any form by their officials by following transparent procedures.

3. GOVERNANCE

- 3.1 The integrity pact seeks to ensure that both parties comply with all applicable provincial, national, continental, and international laws and regulations regarding fair competition and anti-corruption.

4. ENVIRONMENT

- 4.1 The integrity pact requires that both parties comply with all applicable environmental, health, and safety regulations.

5. PROTECTION OF INFORMATION

- 5.1 The integrity pact seeks to ensure that both parties undertake to protect the confidentiality of information. Each party, when given access to confidential information as part of the business relationship should not share this information with anyone unless authorised.



GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**GAUTENG ETHICS &
ANTI CORRUPTION**

6. REPUTATION

- 6.1 The Gauteng Provincial Government wants to work with bidders who are proud of their reputation for fair dealing and quality delivery.
- 6.2 The Gauteng Provincial Government wants to ensure that working with government is reputation enhancing for the supplier.
- 6.3 The Gauteng Provincial Government expects bidders/suppliers to be protective of government's reputation, and ensure that neither they, nor any of their partners or subcontractors, bring government to disrepute by engaging in any act or omission which is reasonably likely to diminish the trust that the public places in government.
- 6.4 The Gauteng Provincial Government further requires its bidders/suppliers to always adhere to ethical conduct even outside their contractual obligation with the Gauteng Provincial Government.

7. VALUES OF THE GAUTENG PROVINCIAL GOVERNMENT

- 7.1 The value system of the Gauteng City Region is shown below:

GAUTENG CITY REGION VALUES SYSTEM	
CORE VALUES	ETHICAL VALUES
Patriotism Purposefulness Team focused Integrity Accountability Passionate Activism	Integrity Accountability Dignity Transparency Respect Honesty

- 7.2 The Gauteng Provincial Government commits to ensure that the values system is embedded into the day-to-day operations of its institutions.

8. COMMITMENTS OF THE GAUTENG PROVINCIAL GOVERNMENT

The Gauteng Provincial Government commits itself to the following:

- 8.1 The GPG commits that its officials will at all times conduct themselves in accordance with Treasury Regulations 16A.8¹, copy of which is attached marked Annexure A, and that:
 - 8.1.1 The GPG is committed to doing business with integrity and proper regard for ethical business practices.
 - 8.1.2 The GPG hereby undertakes that no official of the GPG, connected directly or indirectly with the contract will demand, take a promise for or accept, directly or through

¹ Government Notice No. R. 225 of 2005 published under Government Gazette No. 27388 of 15 March 2005, as amended



GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**GAUTENG ETHICS &
ANTI CORRUPTION**

intermediaries, any bribe, consideration, gift, reward, favour, or any material or immaterial benefit or any other advantage from the bidder, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

- 8.1.3 The GPG further confirms that its officials have not favoured any prospective bidder in any form that could afford an undue advantage to that bidder during the tendering stage and will further treat all bidders alike.
- 8.1.4 The GPG will during the tender process treat all Bidder(s) with equity.
- 8.1.5 All officials of the GPG shall report any attempted or completed violation of clauses to the following details:

	Gauteng Ethics Hotline	National Anti-Corruption Hotline
Toll-free number	080 1111 633	0800 701 701
SMS call-back	49017	N/A
E-mail	gpethics@behonest.co.za	nach@psc.gov.za
Fax	086 726 1681	0800 204 965
Website	www.thehotline.co.za	www.publicservicecorruptionhotline.org.za
Post	Chief Directorate: Integrity Management Private Bag X61 Marshalltown 2001	Public Service Commission Private X121 Pretoria 0001
Walk-in	Office of the Premier 55 Marshall Street Marshalltown Johannesburg 2001	Gauteng Provincial Office Public Service Commission Schreiner Chambers 6 th Floor 94 Pritchard Street Johannesburg



- 8.1.6 Following the report on the violation of the above clauses by the official(s), through any source, the GPG shall investigate allegations of such violations against the official or other role players and when justified:
- a) Take steps against such official and other role players (necessary disciplinary proceedings, and/or any other action as deemed fit, bar such officials from further dealings related to the contract process). In such a case, while an enquiry is being conducted by the Gauteng Provincial Government the proceedings under the contract would not be stalled.
 - b) Inform the relevant Treasury of steps taken in 8.1.5(a) against such officials; and
 - c) Report any conduct by such official and other role players that may constitute an offence to the South African Police Service.

9. COMMITMENTS OF THE BIDDERS

The bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his/her bid or during any pre-contract or post contract stage to secure the contract or in furtherance to secure it and commits himself/herself to the following:

- 9.1 The bidder is committed to doing business with integrity and proper regard for ethical business practices.
- 9.2 The bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to any official of the Gauteng Provincial Government, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 9.3 The bidder further undertakes that he/she has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to an official of the Gauteng Provincial Government or otherwise in procuring the contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Gauteng Provincial Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Gauteng Provincial Government.
- 9.4 The bidder will not collude with other parties interested in the contract to preclude the competitive bid price, impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 9.5 The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.



GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**GAUTENG ETHICS &
ANTI CORRUPTION**

- 9.6 The Bidder(s)/Contractor(s) will, when presenting his / her bid, disclose any and all payments he /she has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- 9.7 In case of sub-contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub-Contractor.
- 9.8 The bidder shall report any attempted or completed violation of clauses 9.1 to 9.7 including any alleged unethical conduct to the Gauteng Ethics Hotline (details are provided at clause 8.1.4).
- 9.9 The bidder (or anyone acting on its behalf) warrants that:
 - 9.9.1 It has not been convicted by a court of law for fraud and/or corruption with respect to the procurement/tendering processes; and/or
 - 9.9.2 It has not been convicted by a court of law for theft or extortion; and/or
 - 9.9.3 It is not listed on the National Treasury's database of Restricted Suppliers or Register of Tender Defaulters.

10. SANCTIONS FOR VIOLATION

- 10.1 The breach of any aforesaid provisions or providing false information by employers, including manipulation of information by evaluators, shall face administrative charges and penal actions as per the existing relevant rules and laws.
- 10.2 The breach of the Pact or providing false information by the Bidder, or anyone employed by him, or acting on his behalf (whether without the knowledge of the Bidder), or acting on his/her behalf, shall be dealt with as per the provisions of the Prevention and Combating of Corrupt Activities Act (12 of 2004).
- 10.3 The Gauteng Provincial Government shall also take all or any one of the following actions, wherever required:
 - 10.3.1 To immediately call off the pre-contract negotiations without giving any compensation to the bidder. However, the proceedings with the other bidder(s) would continue.
 - 10.3.2 To immediately cancel the contract, if already awarded/signed, without giving any compensation to the bidder.
 - 10.3.3 To recover all sums already paid by the Gauteng Provincial Government.
 - 10.3.4 To cancel all or any other contracts with the bidders and GPG shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value.
 - 10.3.5 To submit the details of the bidder to the National Treasury to register on the database for tender defaulters.



GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**GAUTENG ETHICS &
ANTI CORRUPTION**

11 CONFLICT OF INTEREST

- 11.1 A conflict of interest involves a conflict between the public duty and private interest (for favor or vengeance) of a public official, in which the public official has private interest which could improperly influence the performance of their official duties and responsibilities. Conflicts of interest would arise in a situation when any concerned members of both parties are related either directly or indirectly or has any association or had any confrontation. Thus, conflict of interest of any tender committee must be declared in a prescribed form.
- 11.2 The bidder shall not lend or borrow any money from or enter any monetary dealings or transactions, directly or indirectly, with any member of the tender committee or officials of the Gauteng Provincial Government, and if he/she does so, the Gauteng Provincial Government shall be entitled forthwith to rescind the contract and all other contracts with the bidder.

12 LEGAL ACTIONS

- 12.1 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

13 VALIDITY

- 13.1 The validity of this Integrity Pact shall cover the tender process and extend until the completion of the contract to the satisfaction of both the Gauteng Provincial Government and the bidder (service provider).
- 13.2 Should one or several provisions of the Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

GPG INTEGRITY PACT FOR BUSINESSES

BIDDER/SUPPLIER/SERVICE PROVIDER	
Signature of the CEO	
Full name of the CEO	
Tender number	
Date	

Annexure A

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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

General Conditions of Contract

1. Definitions

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

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

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,

security

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

may have against the supplier under the contract.

16. Payment

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily

available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of liability

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

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

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

Js General Conditions of Contract (revised July 2010)