



**BID NUMBER: RFP/05/01/25**

**SUPPORT AND MAINTENANCE OF LOAN MANAGEMENT AND LOAN  
APPLICATION SYSTEMS OF THIRTY-SIX (36) MONTHS**

**COMPULSORY BRIEFING SESSION- 06 JUNE 2025 @11:00am**  
Via Microsoft teams (To join click on the link below):

**[Join the meeting now](#)**

**Submit at Gauteng Partnership Fund, GPF Offices, 82 Grayston Drive, 1<sup>st</sup>  
Floor, Sandton, 2196 (Deposit in the tender box)**

**ENQUIRIES: [tenders@gpf.org.za](mailto:tenders@gpf.org.za)**

**CLOSING DATE AND TIME: 24 JUNE 2025 AT 11H00am**

GPF	Gauteng Partnership Fund
SLA	Service Level Agreement
GDHS	Gauteng Department of Human Settlements
PPE	Provincial Public Entity
GPG	Gauteng Provincial Government
PFMA	Public Finance Management Act
SLA	Service Level Agreement
BBBEE	Broad Black Based Economic Empowerment
SANAS	South African National Accreditation System
CIPC	Companies and Intellectual Properties Commission
EME	Exempted Micro Enterprise
QSE	Qualifying Small Enterprise

## 1 SECTION 1: GENERAL CONDITIONS OF BID

### Proprietary Information

GPF considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to GPF. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of GPF.

## 2 Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled in writing to:

Name: Ms. Mandudu Legodi

Email address: [tenders@gpf.org.za](mailto:tenders@gpf.org.za)

- 2.2 **The closing date for enquiries** in relation to this RFP will be **13 June 2025**

- 2.3 The enquiries will be consolidated and GPF will issue one response and such response will be posted, within two days after the last day of enquiries, onto the GPF website ([www.gpf.org.za](http://www.gpf.org.za)) under tenders i.e. next to the same RFP document.

- 2.4 All enquiries should directly be directed to

- 2.5 The GPF may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the GPF on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

## 3 Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of 180 days counted from the bid closing date.

#### 4 Instructions on submission of Bids

- 4.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD/USB) in PDF format all bound in a sealed envelope endorsed. The sealed envelope must be placed in the bid box at the First-floor area of the GPF Offices, 82 Grayston Drive, 1<sup>st</sup> Floor, Sandton, 2196 by no later than 17 June 2025 **11:00 AM [Telkom time]**.
- 4.2 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 4.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 4.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box found on the GPF Offices, 82 Grayston Drive, 1<sup>st</sup> Floor, Sandton, 2196. **The GPF will not be held responsible for any delays where bid documents are handed to the GPF Receptionist/ officials.**
- 4.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 4.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the GPF's policy not to consider late bids for tender evaluation.**

#### 5 Preparation of Bid Response

- 5.1 All the documentation submitted in response to this RFP must be in English.
- 5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by bidders which comprised of companies must be signed by a person or persons duly authorized thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none of their documents are missing or duplicated. No liability will be accepted by GPF regarding anything arising from the fact that pages/documents of a bid are missing or duplicated.
- 5.5 A valid tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status.

- 5.6 All bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids and include in their bid a copy of their Master Registration Number (Supplier Number) in order for GPF to verify the bidder's tax status on CSD and other Governing compliances.

## 6 **Supplier Performance Management**

Supplier Performance Management is viewed by the GPF as a critical component in ensuring value for money acquisition and good supplier / or service provider relations between the GPF and all its suppliers.

The successful bidder shall, upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the GPF, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to GPF's business.

## 7 **Supplier Development**

The GPF promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the GPF and the successful bidder.

## 8 **GPF's Rights**

- 8.1 The GPF is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the GPF has record of such bidders, may be advised in writing of such amendments in good time and any such changes will be posted on the GPF's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2 The GPF reserves the right to award this bid as a whole or in part.
- 8.3 The GPF reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2024/2025: Revised Cost Containment Measures**, where relevant.
- 8.4 The GPF reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the GPF to

conduct background checks on the bidding entity and any of its directors / trustees / shareholders / members.

## 9 Undertakings by the Bidder

- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the GPF on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder may be required to attend an interview should GPF require such and the bidder shall be notified thereof in good time before the actual presentation date. Such interview may include a practical demonstration of understanding products or services as called for in this RFP.
- 9.3 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with GPF, as the principal(s) liable for the due fulfilment of such contract.
- 9.4 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become GPF property unless otherwise stated by the bidder/s at the time of submission.

## 10 Reasons for disqualification

- 10.1 The GPF reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
  - 10.1.1 Bidders who submit incomplete information and documentation according to the requirements of this RFP document.
  - 10.1.2 Bidders who submit information that is fraudulent, factually untrue or inaccurate.
  - 10.1.3 Bidders who receive information not available to other potential bidders through fraudulent means.
  - 10.1.4 Bidders who do not comply with **mandatory requirements** as stipulated in the RFP document; and/or

## **SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION**

### **1. BACKGROUND**

- 1.1 The Gauteng Partnership Fund (GPF) was founded in 2002 as a Benevolent Trust under the Trust Properties Control Act 57 (1988), by the Executive Authority of the GPF, Gauteng Department of Human Settlements. Gauteng Partnership Trust is trading as the Gauteng Partnership Fund (GPF):
- 1.2 31 August 2005 GPF was listed as a Schedule 3C Provincial Public Entity (PPE), in terms of the Public Finance Management Act (Act 1 of 1999, as amended by Act 29 of 1999) (PFMA). The Gauteng Partnership Trust trading as Gauteng Partnership Fund (GPF) is a PFMA Schedule 3C provincial public entity under the Gauteng Department of Human Settlements (GDHS).
- 1.3 The mandate of the GPF is to serve as the Gauteng Department of Human Settlements (GDHS) capital raising and implementing agent of identified Mega Projects in the Gauteng Province. In 2002, the Gauteng Department of Housing (later configured as the Gauteng Department of Local Government and Housing, and since 2013 as the Gauteng Department of Human Settlements).
- 1.4 GPF reports to the Gauteng Department of Human Settlements (GDHS) as its Executive Authority, and from which it receives its annual budget allocation. It aims to support the National priorities and outcomes as detailed in the National Development Plan (NDP) and aligned Medium Term Strategic Framework (MTSF) and directs its efforts at contributing to the decisive spatial transformation and modernisation of human settlements pillars of the Gauteng Provincial Government's (GPG) Ten Pillars Programme of Transformation, Modernisation and Reindustrialisation (TMR).

### **2. THE BID WILL BE EVALUATED BASED ON THE FOLLOWING STAGES.**

- 2.1 **Administrative Compliance (Stage 1)**
- 2.2 **Mandatory Criteria (Stage 2)**
- 2.3 **Functionality Evaluation Criteria (Stage 3)**
- 2.4 **Preference Point System Evaluation (Stage 4)**

### **3. SCOPE OF WORK**

#### **3.1 Introduction**

The GPF entered into a three-year contract for the development and maintenance of both Loan Application System (LAS) and Loan Management System (LMS) which expires in December 2024. Both systems require ongoing maintenance and support and may also need future development and enhancements as required by GPF's evolving business needs, changing products/services, policy changes, or new legislative requirements.

The Gauteng Partnership Fund (GPF) is currently searching for a partner to provide full support and management of the Loan Application System (LAS) and/or Loan management support . **The service provider can tender for either both systems or any one of the 2 systems.**

##### **3.1.1 Loan Application System**

The Loan Application System (LAS) was custom developed to create a digital platform for managing the entire loan process from application to disbursement for the GPF. The LAS is designed to accommodate a variety of roles within the organization, with at least 10 internal users. It allows external customers to apply for funding for various GPF products through the GPF website, enabling seamless interaction between GPF staff and external customers.

**The system was developed using the following configuration:**

##### **3.1.1.1 Technical system configuration details**

System Configuration: The system is hosted on Microsoft Azure

Framework: Laravel Framework 8.83.1

Programming Language: PHP V8.1.2

Database: MySQL - version 8.0.35 - (AWS Remote Desktop Session)



### **3.1.2 Loan Management System**

It is a cloud-based solution that handles the entire lifecycle of a loan, from origination to repayment. It manages payments, calculates interest, and tracks balances, interest earned, and principal paid. LMS also provides communication tools for lenders and borrowers, offers reporting and analytics on loan status, portfolio risk, and performance metrics, ensures compliance with regulations, and aids in debt collection when borrowers become unresponsive.

**Margil Loan Management System is an off-the-shelf system . Bidders must partner with the Original Equipment Manufacturer (OEM) as the OEM is the only one that can do development. Therefore, there is no functional evaluation criteria for LMS**

#### **3.1.2.1 Technical system configuration**

Platform: off the shelf - Margill loan manager

OEM website: [Margill | Loan Servicing Software Solution](#)

### **3.2 Additional support services expectations**

The partner is expected to provide comprehensive LAS and LMS services, including but not limited to the following services :

- Aligning the system with GPF's backup policies for daily, weekly, monthly, and yearly operations
- Carrying out restores for business continuity
- Managing system updates and patches
- Performing system administration tasks such as adding, deleting, and segregating users on the system
- Upgrading the system to ensure compliance with security patches
- Ensuring sufficient server resources for the efficient operation of the application
- Handling all system administration tasks related on both systems
- Ability to further develop additional functionality on the system, and so on

### **3.3 Experience and Skills set requirement to support the LAS environment**

To support the LAS environment, it is expected that the service provider will possess a diverse skill set.

The following skill sets are amongst the critical skills that GPF has identified as being crucial for maintaining and

supporting the LAS system. The resource who possesses these skills must also have a minimum of three 3 years' working experience.

This criterion is also a part of the evaluation process.

- **Full-stack Developer**, efficient in working on cloud-based platforms, building and maintaining both the front-end and the back-end of a website, specializing in different technologies and programming languages which include SQL, Laravel Framework 8.83.1, PHP V8.1.2 language
- **Business Analysis Skills**- with experience in the areas of business architecture analysis, problem identification, solution design, and process documentation to increase efficiency and strengthen business processes.
- **Cloud System Support Engineer** - proficiency in tools for VM management and orchestration, like VMware vCenter, Microsoft System Center, Virtual Machine Manager, or cloud management platforms (e.g. AWS Management Console, Azure Portal)

**Please note that the GPF is aware that, in some instances, the LMS and LAS functionality are integrated into a single system. Therefore, reference letters required on functional criteria for LAS services will also consider LMS experience.**

### **3.4 Description of the RFP**

Proposals are being sought from reputable and experienced bidders to provide the following services for three (3) years:

- **Support and Maintenance of the Loan Management System (LMS) and Loan Application System (LAS)**
  - Providing Application Maintenance including but not limited to error/bug fixes, additions/modifications to the software to cater to changes to data sources, and/or new reporting requirements.
  - Communicate and/or implement new software releases/versions, and patches to ensure that GPF is aligned to the OEM's Software Application Roadmap
  - Ensure that GPF Deployment is aligned to Industry Best Practices to ensure that GPF extracts maximum functional benefits from the system
  - Provide Technical Support including but not limited to i.e. system maintenance, data extraction, cyber security backup, restore retrieval, archival, database management/maintenance, ad hoc queries, etc.
  - Provide End-User Training as and when required in case of additional functionality or major system upgrade
- **License Renewal Proposal for a period of three years for LAS and LMS Software**
- **Ad-hoc Professional/Consulting Services must be quoted based on Rate per Hour**

## 4. EVALUATION CRITERIA

### 4.1 Administrative Compliance (Stage 1)

#### 4.1.1 Required Returnable Documents

Required Documents	Comments	Submitted (Yes /No)
SBD 1 (Invitation to Bid)	Duly completed and signed	
SBD 3.1 - Pricing Schedule : Firm Prices (Purchases)	Duly completed and signed – ZAR currency only (all applicable taxes included)	
Annexure A1: Pricing Schedule	Duly completed	
SBD 4 (Bidder's Disclosure)	Declaration must be duly completed, submitted and signed(failure to fully complete the disclosure form will result in disqualification)	
A Trust/Consortium/Joint Venture An agreement must be in place at the time of tendering between all parties to the agreement	Duly completed and signed agreement between all stakeholders, clearly outlining the percentage revenue split, roles and responsibilities between the parties	

#### 4.1.2 Other Returnable Documents

Other Returnable Documents	Comments	Submitted (Yes /No)
Tax Compliance Status Pin (issued by SARS) (A trust, consortium or joint venture must submit a valid TCS Pin for each party)	This information will be used to verify the bidder's tax compliance status.	
Annexure 5: GPF's Standard Condition of bid and General Condition of Contract	Signed / Initialed	
Annexure 6: General Conditions of Contract	Signed / Initialed	
Annexure 7: Protection of Personal Information Act 4 of 2013 (POPIA)	Duly completed and signed	
Central Supplier Database (CSD) Registration	Bidders to submit proof of CSD registration.	

Other Returnable Documents	Comments	Submitted (Yes /No)
Report Bidders can register on CSD using the following link: <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a>	Each party in a Trust/ Consortium/Joint Venture must submit separate proof of CSD registration	
SBD 6.1 (Preferential Points Claim Form)	Duly completed and signed	
<p>B-BBEE Credentials</p> <ol style="list-style-type: none"> <li>1. An Exempted Micro Enterprise (EME) is required to submit a valid sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim preference points as prescribed by the Preferential Procurement Regulations.</li> <li>2. A Qualifying Small Enterprises (QSE) which is at least 51% black owned is required to submit a valid sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership to claim preference points as prescribed by the Preferential Procurement Regulations.</li> <li>3. A Qualifying Small Enterprise (QSE) which is less than 51% black owned is required to submit a valid B-BBEE Status Level Verification Certificate including a valid sworn affidavit declaring their annual total revenue of between R10 million and R50 million, based on the Financial Statements/Management Accounts and other information available on the latest financial year-end.</li> <li>4. Bidders who do not qualify as EME's and QSE's as outlined above, must submit valid B-BBEE Status Level Verification Certificates.</li> <li>5. Public entities and tertiary institutions must submit valid B-BBEE Status Level Verification certificates.</li> <li>6. A trust, consortium or joint venture must submit a valid consolidated B-BBEE status level verification certificate for every separate bid.</li> </ol>		

## 4.2 Mandatory Criteria (Stage 2)

All bid responses that do not meet the Mandatory Criteria requirements will be disqualified and not be considered for further evaluation on the Functionality Evaluation Criteria (Stage 3).

**NB: Bidders must take note of the following:**

**Only bidders responding to the Loan Management System services will be subjected to Mandatory Criteria evaluation.**

- **To be completed by the bidders: bidders must indicate whether they comply and attach proof thereof.**
- **The proof attachments must be referenced as Annexure A.**

Number	Mandatory Requirements	Comply	Do not comply	Properly mark your attachments Annexure A
1.	Margil Loan manager OEM partner letter			

### 4.3 Functionality Evaluation Criteria (Stage 3)

The bidders will be required to score a **minimum of 70** points (functionality/technical) to qualify for further evaluation

**This Functionality Evaluation Criteria applies to the bidders responding to the Loan Application System service requirements ONLY**

FUNCTIONALITY EVALUATION CRITERIA	MAXIMUM SCORE
<p><b>1. Extensive experience implementing and maintaining loan management or loan application systems in any financial services institution.</b></p> <p>The bidder is to attach a signed reference letter, not older than 5 (five) years, limited to 2 (Two) letters per client for the support, and maintenance of the Loan Application system/ or loan management system The letterhead must have contactable details, and be signed off by the client.</p> <ul style="list-style-type: none"><li>• No reference letter – (0 points)</li><li>• 1 - 3 reference letters – (3 points)</li><li>• 4 - 6 reference letters – (6 points)</li><li>• 6– 10 reference letters – (10 points)</li><li>• More than 10 reference letters – (15 points).</li></ul> <p><b>Reference letters with inadequate information or information not related to the Loan Application/Management System in any Financial Services Institution will be deemed invalid and as such will not be awarded any points.</b></p>	<b>15</b>

FUNCTIONALITY EVALUATION CRITERIA	MAXIMUM SCORE
<p><b>2. Expertise and Ability</b></p> <p>The bidder must submit a <b>company profile and organogram</b> of the team that will support and maintain the loan application system, with a <b>list of resource names, designations, qualifications, years of experience, and areas of specialisation</b>. For each resource, a detailed CV and certified copies of qualifications should be submitted.</p> <ul style="list-style-type: none"> <li>• If profile, team organogram, and CV are not attached – (0 points)</li> <li>• Profile with staff organogram – (5 points)</li> <li>• Profile with staff organogram with CV relevant skills defined without proof of qualification attached – (10 points).</li> <li>• Profile with, organogram, list of name, designation, experience, qualifications, and area of specialty – (15 points)</li> </ul> <p>The information provided must align with section 3.4 Experience and Skills set required to support the LAS environment of the tender requirement else it will be deemed invalid and as such will not be awarded any points.</p>	15
<p><b>3. Technical Skills Set</b></p> <p>The ICT qualification has to be accredited in accordance with SAQA accreditation, and certification from a reputable and accredited institution.</p> <p><b>3.1 BUSINESS ANALYST (Maximum Score 20 points)</b></p> <p>A <b>certified</b> Business Analyst with over 3 years of experience working with Loan Application/Management Systems or any other similar role.</p> <p><b>(a) Qualification in ICT Technology Field (10 points)</b></p> <ul style="list-style-type: none"> <li>• No required qualification attached - (0 points)</li> <li>• National Diploma (NQF Level 6) - (5 points)</li> <li>• Degree (NQF Level 7) - (8 points)</li> <li>• Post Graduate or higher qualification (NQF Level 8) - (10 points)</li> </ul> <p><b>(b) Certification in Business Analyst (5 points)</b></p> <ul style="list-style-type: none"> <li>• Business analyst professional certification - (5 points)</li> <li>• No certificate attached - (0 points)</li> </ul> <p><b>(c) Years of experience (5 points)</b></p> <ul style="list-style-type: none"> <li>• Less than 3 years – (0 points)</li> <li>• 3 years’ to less than 4 years’ working experience years – (2 points)</li> <li>• 4 years’ to less than 5 years’ working experience - (3 points)</li> <li>• Over 5 years’ working experience - (5 points)</li> </ul>	70

FUNCTIONALITY EVALUATION CRITERIA	MAXIMUM SCORE
<p><b>3.2 FULL STACK DEVELOPER (Maximum Score 30 points)</b></p> <p>A full-stack developer with over 3 years of experience in Laravel Framework 8.83.1 specializing in PHP, SQL, CSS, and HTML</p> <p><b>(a) Qualification in ICT Technology Field (10 points)</b></p> <ul style="list-style-type: none"> <li>• No required qualification attached - (0 points)</li> <li>• National Diploma (NQF Level 6) - (5 points)</li> <li>• Degree (NQF Level 7) - (8 points)</li> <li>• Post Graduate or higher qualification (NQF Level 8) - (10 points)</li> </ul> <p><b>(b) Certification in Laravel (10 points)</b></p> <ul style="list-style-type: none"> <li>• No certification – (0 points)</li> <li>• Laravel certification – (10 points)</li> </ul> <p><b>(c) Years of experience (10 points)</b></p> <ul style="list-style-type: none"> <li>• 1 to 3 years' experience – (0 points)</li> <li>• 4 years working experience years – (6 points)</li> <li>• 5 years working experience - (8 points)</li> <li>• Over 5 years working experience - (10 points)</li> </ul> <p><b>3.3 CLOUD SYSTEM SUPPORT ENGINEER (Maximum Score 20 points)</b></p> <p>A certified System Cloud Support Engineer to perform IT systems planning, analysis, improvement, and troubleshooting tasks.</p> <p><b>(a) Qualification in ICT Technology Field (10 points)</b></p> <ul style="list-style-type: none"> <li>• No required qualification attached - (0 points)</li> <li>• National Diploma (NQF Level 6) - (5 points)</li> <li>• Degree (NQF Level 7) - (8 points)</li> <li>• Post Graduate or higher qualification (NQF Level 8) - (10 points)</li> </ul> <p><b>(b) Certification in Cloud System Support Engineer ( 5 points)</b></p> <ul style="list-style-type: none"> <li>• No certificate attached – (0 points)</li> <li>• Cloud Practitioner certification – (5 points)</li> </ul> <p><b>(c) Years of experience field (5 points)</b></p> <ul style="list-style-type: none"> <li>• 1 to 3 years experience – (0 points)</li> <li>• 4 years working experience – (2 points)</li> <li>• 5 years of working experience – (3 points)</li> <li>• Over 5 years of working experience – (5 points)</li> </ul> <p><b><i>Qualifications that are not certified or in line with the requirements will be deemed invalid and no score will be awarded</i></b></p>	
<b>Total Score for Functionality</b>	<b>100</b>



FUNCTIONALITY EVALUATION CRITERIA	MAXIMUM SCORE
<b>Minimum Threshold to qualify for further evaluation</b>	<b>70</b>

#### 4.4 Preference Point System Evaluation (Stage 4)

The contract will be awarded in terms of Regulation 4 of the 2022 Preferential Procurement Regulations - 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million, which calculation comprises the following:

80/20 – PREFERENCE POINTS SYSTEM		POINTS
<b>Price</b>	In accordance with Preferential Procurement Regulation 4 as defined below	<b>80</b>
<b>Specific Goals</b>		<b>20</b>

##### 4.4.1 Specific Goals

The following preferential procurement targets will be scored out of 20 points as outlined below:

- The Bidder must attach supporting documents in support of the specific goals listed, failing which the related points will be forfeited.
- A bidder who fails to duly complete the SBD 6.1 or completes it incorrectly, will receive a score of zero for that specific goal.

**THE RFQ WILL BE EVALUATED USING THE 80/20 PREFERENTIAL POINT SYSTEM AS STIPULATED IN THE BELOW TABLE:**

GEYODI	80/20 (Allocation of 20 points)
Women	8
Youth	8
People with Disabilities	4

**The GEYODI points will be calculated based on the percentage of the ownership information.**

## **5. PROPOSAL SUBMISSIONS**

The service providers are advised to provide one original proposal and an electronic copy on a USB, that must be submitted in a sealed envelope marked with the Tender Number and Tender Description.

### **5.1 Compulsory Briefing Session**

The compulsory briefing session for this tender will be held on Date: 23 May 2025 at 11h00am. The representative attending the compulsory site briefing may only attend on behalf of one bidding enterprise and/or Joint Venture/Consortium/Trust.

### **5.2 Bid Submission**

- Bids/tenders must be deposited in the Tender Box on or before the closing date and time
- Bid submitted after the closing date and time will not be accepted
- Bids/tenders submitted by email and/or facsimile will not be accepted
- All bids/tenders must be deposited in the Tender Box at the following address:

82 Grayston Drive  
Sandown  
Johannesburg  
2196

Attention: Supply Chain Management

## 6. CONTACT DETAILS

### **Tender Enquiries:**

Related to the tender/bidding process should be directed to:

**Name:** Mandudu Legodi

**Email address:** [mandudul@gpf.org.za](mailto:mandudul@gpf.org.za)

### **Technical Enquiries:**

Technical requirements should be directed to:

**Name:** Ntombikayise Macozoma

**Email address:** [ntombikayisem@gpf.org.za](mailto:ntombikayisem@gpf.org.za)

## 7. ANNEXURE A1: PRICING SCHEDULE

NB: USE INK PREFERABLY BLACK TO FILL IN THIS FORM

**NAME OF BIDDER:** \_\_\_\_\_

**VALIDITY: 180 DAYS**

**N. B:** PRICES ARE TO BE FIRM FOR THE DURATION OF THE CONTRACT, BIDDERS ARE ADVISED TO TAKE INTO ACCOUNT ALL OTHER COSTS WHEN PRICING THEIR PROPOSALS, AND NO PRICE CHANGE WILL BE ENTERTAINED AFTER THE AWARD OR DURING THE CONTRACT PERIOD

Description	Year 1 Total Cost	Year 2 Total Cost	Year 3 Total Cost	Total Cost for 3 years
3-year maintenance and support cost LAS				
3-year maintenance and support cost LMS				
License for LAS (if applicable)				
License cost for LMS (if applicable)				
Consulting fee per hour				
<b>Total Cost to be transferred to SBD 3.1 - Pricing Schedule</b>				

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GPF</b>					
BID NUMBER:	<b>RFP/05/01/25</b>	CLOSING DATE:	<b>24 June 2025</b>	CLOSING TIME:	<b>11:00AM</b>
DESCRIPTION	<b>SUPPORT AND MAINTENANCE OF LOAN MANAGEMENT AND LOAN APPLICATION SYSTEMS OF THIRTY-SIX (36) MONTHS</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>Gauteng Partnership Fund Offices</b>					
<b>1<sup>st</sup> Floor</b>					
<b>82 Grayston Drive</b>					
<b>Johannesburg, 2196</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Mandudu Legodi</b>		CONTACT PERSON	<b>Ntombikayise Macozoma</b>	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:tenders@gpf.org.za">tenders@gpf.org.za</a>		E-MAIL ADDRESS	<a href="mailto:ntombikayisem@gpf.org.za">ntombikayisem@gpf.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION					
NUMBER					

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

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

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

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

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

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

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

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

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

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

**(a) PART B**

**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 RETYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

## 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://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."

### (b) TERMS AND CONDITIONS FOR BIDDING

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

## DECLARATION OF INTEREST

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

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

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

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

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

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.



2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

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

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

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

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1so, furnish particulars.

.....

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

2.10.1 If so, furnish particulars.

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

**YES/NO**

2.11.1 If so, furnish particulars:

### 3 Full details of directors / trustees / members / shareholders.

[illegible]

**4 DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF  
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION  
PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

May 2011

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all the tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)}
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Percentage of Women	4	8		
Percentage of Youth	4	8		
Percentage of People with Disabilities	2	4		
Total points	10	20		

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

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

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

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



## PRICING SCHEDULE – FIRM PRICES (PURCHASES)

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
<hr/>			
-	Required by:	.....	
-	At:	.....	
		.....	
-	Brand and model	.....	
-	Country of origin	.....	
-	Does the offer comply with the specification(s)?		*YES/NO
-	If not to specification, indicate deviation(s)	.....	
-	Period required for delivery	.....	
			*Delivery: Firm/not firm
-	Delivery basis	.....	

**Note:** All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

\*Delete if not applicable

## SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

\_\_\_\_\_  
I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name</b>	
<b>Registration Number</b>	
<b>Enterprise Address</b>	

3. I hereby declare under oath that:
  - The enterprise is \_ % black owned;
  - The enterprise is \_ % black woman owned;
  - Based on the management accounts and other information available on the \_ financial year, the income did not exceed R10,000,000.00 (ten million rands);
  - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	<b>Level One</b> (135% B-BBEE procurement recognition)	
More than 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition)	
Less than 51% black owned	<b>Level Four</b> (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.

5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp

## SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

\_\_\_\_\_  
I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	

<b>Definition of “Black People”</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p>
<b>Definition of “Black Designated Groups”</b>	<p>“Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</p>

3. I hereby declare under Oath that:

- The Enterprise is \_ % Black Owned as per

Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is \_ % Black Female Owned as per Amended Code Series 100 of the

Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is \_ % Black Designated Group

Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- Black Designated Group Owned % Breakdown as per the definition stated above:

- Black Youth % = %
- Black Disabled % = %
- Black Unemployed % = %
- Black People living in Rural areas % = %
- Black Military Veterans % = %
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of - , the annual Total Revenue was between

R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_

Date: \_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp

GPF'S

STANDARD

CONDITIONS OF BID

---

## 6. 1 GENERAL

- Actions** 1 GPF's *Representative* and each *bidder* submitting a bid shall act timeously as stated in these Conditions of Bid and in a manner which is fair, equitable, transparent, competitive and cost-effective.
- Interpretation** 2 Terms shown in *italics* vary for each bid. The details of each term for this bid are identified in the Bid Data. Terms shown in capital initials are defined terms in the appropriate conditions of contract.
- 3 Any additional or amended requirements in the Bid Data, and additional requirements given in the Schedules in the *bid returnables* are deemed to be part of these Conditions of Bid.
- 4 The Conditions of Bid and the Bid Data shall not form part of any contract arising from this invitation to bid.
- Communication** 5 Each communication between the GPF and a *bidder* shall be to or from GPF's *Representative* only, and in a form that can be read, copied and recorded. Communication shall be in the English language. GPF takes no responsibility for non-receipt of communications from or by a *bidder*.
- GPF's rights to accept or reject any bid** 6 GPF may accept or reject any variation, deviation, bid, or alternative bid, and may cancel the bid process and reject all bids at any time prior to the formation of a contract. GPF's *Representative* will not accept or incur any liability to a *bidder* for such cancellation and rejection, but will give written reasons for the action upon written request to do so. GPF reserves the right to accept the whole of any part of any bid.



After the cancellation of the bid process or the rejection of all bids GPF may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to bid at any time.

## 7.2 BIDDER'S OBLIGATIONS

The *bidder* shall comply with the following obligations when submitting a bid and shall:

- |   |   |   |
|---|---|---|
| <b>Eligibility</b>  | 1 | Submit a bid only if the <i>bidder</i> complies with the <i>criteria</i> stated in the Bid Data and the <i>bidder</i> , or any of his principals, is not under any restriction to do business with the GPF.                                       |
| <b>Cost of bidding</b>                                    | 2 | Accept that the GPF will not compensate the <i>bidder</i> for any costs incurred in the preparation and submission of a bid, including the costs of any testing necessary to demonstrate that aspects of the bid satisfy the evaluation criteria. |
| <b>Check documents</b>                                    | 3 | Check the <i>bid documents</i> on receipt, including pages within them, and notify GPF's <i>Representative</i> of any discrepancy or omissions.   |
| <b>Confidentiality and copyright of documents</b>         | 4 | Treat as confidential all matters arising in connection with the bid. Use and copy the documents provided by the GPF only for the purpose of preparing and submitting a bid in response to this invitation.                                       |
| <b>Standardised specifications and other publications</b> | 5 | Obtain, as necessary for submitting a bid, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the <i>bid documents</i> by reference.                     |

	7	Acknowledge receipt of Addenda to the <i>bid documents</i> , which GPF's <i>Representative</i> may issue, and if necessary apply for an extension to the <i>deadline for bid submission</i> , in order to take the Addenda into account.
<b>Site visit and / or clarification meeting</b>	8	Attend a site visit and/or clarification meeting at which <i>bidders</i> may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions.. Details of the meeting(s) are stated in the Bid Data.
<b>Seek clarification</b>	9	Request clarification of the <i>bid documents</i> , if necessary, by notifying GPF's <i>Representative</i> earlier than the <i>closing time for clarification of queries</i> .
<b>Insurance</b>	10	Be informed that the extent (if any) of insurance provided by the GPF may not be for the full cover required in terms of the relevant category listed in Section 8 of the <i>conditions of contract</i> , the <i>bidder</i> is advised to seek qualified advice regarding insurance.
<b>Pricing the bid</b>	11	Include in the rates, prices, and the bidded total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful <i>bidder</i> . Such duties, taxes and levies are those applicable 14 days prior to the <i>deadline for bid submission</i> .
	12	Show Value Added Tax (VAT) payable by the GPF separately as an addition to the bidded total of the prices.
	13	Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the <i>conditions of contract</i> .

- 14 State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Bid Data.
- Alterations to documents** 15 Not make any alterations or additions to the *bid documents*, except to comply with instructions issued by GPF's *Representative* or if necessary to correct errors made by the *bidder*. All such alterations shall be initialled by all signatories to the bid. Corrections may not be made using correction fluid, correction tape or the like.
- Alternative bids** 16 Submit alternative bids only if a main bid, strictly in accordance with all the requirements of the *bid documents* is also submitted. The alternative bid is submitted with the main bid together with a schedule that compares the requirements of the *bid documents* with the alternative requirements the *bidder* proposes.
- 17 Accept that an alternative bid may be based only on the criteria stated in the Bid Data and as acceptable to the GPF.
- Submitting a bid** 18 The GPF require one original bidding document, indexed according to the page numbers and content as well as one CD of the same.
- Submit a bid for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Bid Data.
- 19 Return the *bid returnables* to the GPF, completing without exception all the forms, data and schedules included therein.
- 20 Submit the bid as an original plus the number of copies stated in the Bid Data and provide an English translation for documentation submitted in a language other than English. Bids may not be written in pencil but must be completed in ink.
- 21 Sign the original and all copies of the bid where indicated. The GPF will hold the signatory duly authorised and liable on behalf of the *bidder*.

22 Seal the original and each copy of the bid as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the GPF's national office address and invitation to bid number stated in the Bid Data, as well as the *bidder's* name and contact address.

23 Seal original and copies together in an outer package that states on the outside only the GPF's national office address and invitation to bid number as stated in the Bid Data. The outer package must be marked "CONFIDENTIAL"

24 Where a two-envelope system is required in terms of the bid data, place and seal the returnable documents listed in the bid data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the GPF's national office address and identification details stated in the bid data, as well as the bidder's name and contact details. Make sure both parts of the bid are delivered as a single package.

25 Accept that the GPF will not assume any responsibility for the misplacement or premature opening of the bid if the outer package is not sealed and marked as stated Note:

The GPF prefers not to receive bids by post, and takes no responsibility for delays in the postal system or in transit within or between GPF offices.

Where bids are sent per fax, the GPF takes no responsibility for difficulties in transmission caused by line or equipment faults.

Where bids are sent via courier, the GPF takes no responsibility for bids delivered to any other site than the bid office.

GPF employees are not permitted to deposit a bid into the GPF's bid box on behalf of a bidder, except those lodged by post or courier.

**Closing time** 26

Ensure that the GPF has received the bid at the address and in the bid box no later than the *deadline for bid submission*. Proof of posting will not be taken by the GPF as proof of delivery. The GPF will not accept a bid submitted telephonically, e-mail or by telegraph unless stated otherwise in the Bid Data.

27

Accept that, if the GPF extends the *deadline for bid submission* for any reason, the requirements of these Conditions of Bid apply equally to the extended deadline.

**Bid validity** 28

Hold the bid(s) valid for acceptance by the GPF at any time within the *validity period* after the *deadline for bid submission*.

29

Extend the *validity period* for a specified additional period if the GPF requests the *bidder* to extend it. A *bidder* agreeing to the request will not be required or permitted to modify a bid, except to the extent the GPF may allow for the effects of inflation over the additional period.

**Clarification of** 30

**bid after**

**submission**

Provide, on request from the GPF's *Representative* during the evaluation of bids, any other material that has a bearing on the bid, the bidder's commercial position (including notarised joint venture agreements), preferencing arrangements or samples of materials, considered necessary by the GPF for the purpose of a full and fair risk assessment. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the bid is sought, offered, or permitted except as required by the GPF's *Representative* to confirm the correction of arithmetical errors discovered in the evaluation of bids. The total of the Prices stated by the *bidder* as corrected by the GPF's *Representative* with the concurrence of the *bidder*, shall be binding upon the *bidder*

**Submit bonds, policies etc.** 31

If instructed by the GPF's *Representative* (before the formation of a contract), submit for the GPF's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful *bidder* in terms of the *conditions of contract*.

32 Undertake to check the final draft of the contract provided by GPF's *Representative*, and sign the Form of Agreement all within the time required by these Conditions of Bid.

33 Where an agent on behalf of a principal submits a bid, an authenticated copy of the authority to act as an agent must be submitted with the bid.

**Fulfil BEE  
requirements**

34 Comply with GPF's requirements regarding BBEE.

8.3 THE GPF'S UNDERTAKINGS

GPF's *Representative*, shall:

**Respond to  
clarification**

1 Respond to a request for clarification received earlier than the *closing time for clarification of queries*. The response is notified to all *bidders*.

**Issue  
Addenda**

2 If necessary, issue Addenda that may amend, amplify, or add to the *bid documents*, to each *bidder*. If a *bidders* applies for an extension to the *deadline for bid submission*, in order to take Addenda into account in preparing a bid, the GPF may grant such an extension and GPF's *Representative* shall notify the extension to all *bidders*.

**Return late bids**

3 Return bids received after the *deadline for bid submission* unopened to the *bidder* submitting a late bid. Bids will be deemed late if they are not on the designated fax or in the designated bid box at the date and time stipulated as the deadline for bid submission.

<b>Bid opening</b>	4	Open the bids in the presence of the <i>bidders'</i> representatives who choose to attend at the time and place stated in the Bid Data. Bids for which an acceptable notice of withdrawal has been submitted will not be opened.
	5	Announce at the opening the name of each <i>bidder</i> only. Die unsuccessful bidder may request a debriefing meeting with the Supply Chain Manager on request.
<b>Two envelope system</b>	6	Where stated in the bid data that a two-envelope system is to be followed, open only the technical proposals in the presence of bidder's representatives and announce the name of each bid.
	7	Evaluate the quality of the technical proposals, then advise bidders who remain in contention for the award of the contract. Return unopened financial proposals to bidders whose technical proposals failed to achieve the minimum criteria.
<b>Nondisclosure</b>	8	Not disclose to <i>bidders</i> , or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of bids and recommendations for the award of a contract, until after the award of the contract to the successful bidder.
<b>Grounds for rejection</b>	9	Consider rejecting a bid if there is any effort by a <i>bidder</i> to influence the processing of bids or contract award.
<b>Disqualification on</b>	10	Instantly disqualify a <i>bidder</i> (and his bid) if it is established that the <i>bidder</i> offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to bid.

<b>Test for responsiveness</b>	11	Determine before detailed evaluation, whether each bid properly received <ul style="list-style-type: none"> <li>• meets the requirements of these Conditions of Bid,</li> <li>• has been properly signed, and</li> <li>• is responsive to the requirements of the <i>bid documents</i>.</li> </ul>
	12	Judge a <i>responsive bid</i> as one which conforms to all the terms, conditions, and specifications of the <i>bid documents</i> without material deviation or qualification. A material deviation or qualification is one which, in the GPF's opinion would <ul style="list-style-type: none"> <li>• detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data,</li> <li>• change the GPF's or the <i>bidder's</i> risks and responsibilities under the contract, or</li> <li>• affect the competitive position of other <i>bidders</i> presenting responsive bids, if it were to be rectified.</li> </ul>
<b>Nonresponsive bids</b>	13	Reject a non-responsive bid, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
<b>Arithmetical errors</b>	14	Check responsive bids for arithmetical errors, correcting them as follows: <ul style="list-style-type: none"> <li>• Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.</li> <li>• If a bill of quantities applies and there is a discrepancy between the rate and the line item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line item total as quoted shall govern, and the rate will be corrected.</li> <li>• Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the <i>bidder's</i> addition of prices, the total of the Prices, if any, will be corrected.</li> </ul>



	<ul style="list-style-type: none"> <li>The corrected price will be communicated to the bidder. The bidder may withdraw the bid, but may not change the bid price.</li> </ul>
	15 Reject a bid if the <i>bidder</i> does not accept the corrected total of the Prices (if any).
<b>Evaluating the bid</b>	16 Evaluate responsive bids in accordance with the <i>procedure and criteria</i> stated in the Bid Data. The evaluated bid price will be disclosed only to the relevant GPF bid committee and will not be disclosed to <i>bidders</i> or any other person.
<b>Clarification of a bid</b>	17 Obtain from a <i>bidder</i> clarification of any matter in the bid which may not be clear or could give rise to ambiguity in a contract arising from this bid if the matter were not to be clarified.
<b>Acceptance of bid</b>	18 Notify GPF's acceptance to the successful <i>bidder</i> before the expiry of the <i>validity period</i> , or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the GPF and the successful <i>bidder</i> .
<b>Notice to unsuccessful bidders</b>	19 After the successful <i>bidder</i> has acknowledged the GPF's notice of acceptance, notify other <i>bidders</i> that their bids have not been accepted, following the GPF's current procedures.
<b>Prepare contract documents</b>	20 <p>Revise the contract documents issued by the GPF as part of the <i>bid documents</i> to take account of</p> <ul style="list-style-type: none"> <li>Addenda issued during the bid period,</li> <li>inclusion of some of the <i>bid returnables</i>, and</li> <li>other revisions agreed between the GPF and the successful <i>bidder</i>, before the issue of the GPF's notice of acceptance (of the bid).</li> <li>The schedule of deviations attached to the form of offer and acceptance, if any.</li> </ul>

<b>Issue final contract</b>	21	Issue the final contract documents to the successful <i>bidder</i> for acceptance within one week of the date of the GPF's notice of acceptance.
<b>Sign Form of Agreement</b>	22	Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of the GPF's notice of acceptance of the bid. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party comply with the request.
<b>Complete Adjudicator's Contract</b>	23	Unless alternative arrangements have been agreed, arrange for both parties to complete and sign the Form of Agreement and Contract Data with the selected adjudicator.
<b>Provide copies of the contracts</b>	24	Provide to the successful <i>bidder</i> the number of copies stated in the Bid Data of the signed copy of the contracts within three weeks of the date of the GPF's acceptance of the bid.



**GOVERNMENT PROCUREMENT  
GENERAL CONDITIONS OF CONTRACT**

**(c) 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 nonrefundable fee for documents may be charged.

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

#### **4. Standards**

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

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

5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith,

to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

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

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

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

#### **6. Patent rights**

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



## **7. Performance security**

7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque

7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## **8. Inspections, tests and analyses**

8.1. All pre-bidding testing will be for the account of the bidder.

8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with

the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7. Any contract supplies may on or after delivery be inspected, tested or analysed 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 fulfilment 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 cancelling 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:

(d) 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;

(e) if the Supplier fails to perform any other obligation(s) under the contract; or

(f) 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 antidumping or countervailing duties are imposed, or the amount of a provisional payment or antidumping 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 antidumping 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 (NIP) Programme**

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.



**TO THE GPF**

**PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013**

By signing this referral form;

- a) I/we hereby grant my/our voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013.
- b) I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the GPF (responsible party) must use my/our information in the performance of its public legal duty.
- c) I/we understand that my/our personal information may be disclosed to a third party in as far as the GPF must fulfil its public legal duty.
- d) I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available. Further details are available on the GPF website.

**SIGNED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025**

**COMPANY NAME: \_\_\_\_\_**

**INITIAL AND SURNAME OF REPRESENTATIVE OF THE COMPANY: \_\_\_\_\_**

**SIGNATURE OF REPRESENTATIVE OF THE COMPANY: \_\_\_\_\_**

## **COMMITMENT /UNDERTAKING**

**Bidders undertakes or commit to comply with the following below;**

**This information must be submitted prior to the signing of the Service Level Agreement (SLA)**

No	Description
1.	The service provider undertakes to familiarise itself and comply with the Protection of Personal Information Act (POPIA), 2013

**Bidder's signature :.....**