

# LEPELLE NORTHERN WATER



**TENDER NO: LNW 34/24/25**

PROJECT NAME: *LEASING OF NEW MULTIFUNCTION PHOTOCOPY UNITS,  
SUPPORT AND MAINTENANCE FOR A PERIOD OF THREE YEARS*

**CLOSING DATE: 09<sup>TH</sup> June 2025 @ 11:00am**

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## ISSUED BY:

**LEPELLE NORTHERN WATER**

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

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

## PART A INVITATION TO BID

|                                                                                                                                                                                                                            |                                                                                                   |                                          |                                                                   |                                                                |                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LEPELLE NORTHERN WATER</b>                                                                                                                                        |                                                                                                   |                                          |                                                                   |                                                                |                                                                                                      |
| BID NUMBER:                                                                                                                                                                                                                | LNW 34/24/25                                                                                      | CLOSING DATE: 09 <sup>TH</sup> June 2025 | CLOSING TIME:                                                     | 11h00                                                          |                                                                                                      |
| DESCRIPTION                                                                                                                                                                                                                | LEASING OF NEW MULTIFUNCTION PHOTOCOPY UNITS, SUPPORT AND MAINTENANCE FOR A PERIOD OF THREE YEARS |                                          |                                                                   |                                                                |                                                                                                      |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT 01 LANDROS MARE STREET POLOKWANE</b>                                                                                                                 |                                                                                                   |                                          |                                                                   |                                                                |                                                                                                      |
| LEPELLE NORTHERN WATER HEAD OFFICE                                                                                                                                                                                         |                                                                                                   |                                          |                                                                   |                                                                |                                                                                                      |
| 01 LANDROS MARE STREET                                                                                                                                                                                                     |                                                                                                   |                                          |                                                                   |                                                                |                                                                                                      |
| POLOKWANE                                                                                                                                                                                                                  |                                                                                                   |                                          |                                                                   |                                                                |                                                                                                      |
|                                                                                                                                                                                                                            |                                                                                                   |                                          |                                                                   |                                                                |                                                                                                      |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                                      |                                                                                                   |                                          | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                    |                                                                |                                                                                                      |
| CONTACT PERSON                                                                                                                                                                                                             | Molatela Letsoalo                                                                                 |                                          | CONTACT PERSON                                                    | Frans Hlafane                                                  |                                                                                                      |
| TELEPHONE NUMBER                                                                                                                                                                                                           | 015 2951866                                                                                       |                                          | TELEPHONE NUMBER                                                  | 015 2951800                                                    |                                                                                                      |
| FACSIMILE NUMBER                                                                                                                                                                                                           |                                                                                                   |                                          | FACSIMILE NUMBER                                                  |                                                                |                                                                                                      |
| E-MAIL ADDRESS                                                                                                                                                                                                             | <a href="mailto:molatelal@lepelle.co.za">molatelal@lepelle.co.za</a>                              |                                          | E-MAIL ADDRESS                                                    | <a href="mailto:fransh@lepelle.co.za">fransh@lepelle.co.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:                                                                        |                                          | <b>OR</b>                                                         | CENTRAL SUPPLIER DATABASE No:                                  | MAAA                                                                                                 |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?                                                                                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]                |                                          | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? |                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                          |                                                                                                   |                                          |                                                                   |                                                                |                                                                                                      |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                            |                                                                                                   |                                          |                                                                   | <input type="checkbox"/> YES <input type="checkbox"/> NO       |                                                                                                      |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                  |                                                                                                   |                                          |                                                                   | <input type="checkbox"/> YES <input type="checkbox"/> NO       |                                                                                                      |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                 |                                                                                                   |                                          |                                                                   | <input type="checkbox"/> YES <input type="checkbox"/> NO       |                                                                                                      |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                      |                                                                                                   |                                          |                                                                   | <input type="checkbox"/> YES <input type="checkbox"/> NO       |                                                                                                      |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                                  |                                                                                                   |                                          |                                                                   | <input type="checkbox"/> YES <input type="checkbox"/> NO       |                                                                                                      |
| <b>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.</b> |                                                                                                   |                                          |                                                                   |                                                                |                                                                                                      |

## PART B

### TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                             |
| 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>                                                                                              |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                                                                                   |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                    |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.                                                                                                                                                                           |
| 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.                                                        |
| 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.                                                                                                                   |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.                                                                                                                                                             |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.                                                                                       |
| 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.                                                                                                    |
| 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."                  |

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

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

## Application for a Tax Clearance Certificate

### Purpose

Select the applicable option .....Tenders ☐ Good standing ☐

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

|  |
|--|
|  |
|  |

### Particulars of applicant

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

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

|                  |               |                   |               |
|------------------|---------------|-------------------|---------------|
| Surname          |               |                   |               |
| First names      |               |                   |               |
| ID/Passport no   |               | Income Tax ref no |               |
| Telephone no     | CODE - NUMBER | Fax no            | CODE - NUMBER |
| E-mail address   |               |                   |               |
| Physical address |               |                   |               |

Tender number

Estimated Tender amount R  ,

Expected duration of the tender  year(s)

| Date started | Date finalised | Principal | Contact person | Telephone number | Amount |
|--------------|----------------|-----------|----------------|------------------|--------|
|              |                |           |                |                  |        |
|              |                |           |                |                  |        |
|              |                |           |                |                  |        |

Are you currently aware of any Audit investigation against you/the company?.....

If "YES" provide details

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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

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

Signature of representative/agent

-  -

Date

Name of representative/agent

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

Signature of applicant/Public Officer

Name of applicant/  
Public Officer

C

C

Y

Y

—

M

M

—

D

D

Date

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

## PRICING SCHEDULE – 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: 34/24/25                     |
| Closing Time 11:00  | Closing date: 09 <sup>th</sup> June 2025 |

OFFER TO BE VALID FOR...150 Days.....DAYS FROM THE CLOSING DATE OF BID.

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>** (ALL APPLICABLE TAXES INCLUDED) |
|----------|----------|-------------|-----------------------------------------------------------------|
|----------|----------|-------------|-----------------------------------------------------------------|

- 
- 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

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PROJECT NAME: *LEASING OF NEW MULTIFUNCTION PHOTOCOPY UNITS,  
SUPPORT AND MAINTENANCE FOR A PERIOD OF THREE YEARS.*

PROJECT NO:LNW 34/24/25

USER DEPARTMENT: Corporate Service

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## 1. PURPOSE

The purpose of this submission is to recommend the approval of the Specifications to proceed with tendering and implementation process.

## 2. BACKGROUND

Multifunction units are used to Copy, Fax, Scan and Print organizational Documents. Multifunction units are leased from registered service providers for a period of not less than 36 Months, currently we have a service provider whom multifunction units are leased from for a period of 36 months.

## 3. SPECIFICATION

### 3.1. SCOPE OF WORK

Bids are hereby invited from experienced service providers in leasing of new Multifunction photocopy units at the following schemes: Nandoni, Tzaneen, Groblersdal, Ebenezer, Phalaborwa, Politsi, Flag Boshielo, Doorndraai, Marblehall, Tubatse, Malekana, Olifants-poort PS2, Olifants-poort Plant, Mooihoek, Steelpoort and Polokwane Head Office.

### **26 Standard 4 in 1 Black and White Multifunction units**

|                  |                                                                                                       |
|------------------|-------------------------------------------------------------------------------------------------------|
| Print Speed      | Up to 40 ppm                                                                                          |
| Configuration    | Copy, Print, Scan & Fax                                                                               |
| Print Resolution | Up to 1200 x 1200 Dpi                                                                                 |
| Memory           | 512Mb + 80GB Hard Drive                                                                               |
| Language Support | Postscript Compatibility                                                                              |
| Print Features   | Watermarking, Booklet Creation, Print from USB                                                        |
| Fax              | LAN Fax                                                                                               |
| Scanning         | Up to 4800 DPI, Scan to email, network scanning, scan to USB, multi format scanning & colour scanning |
| Media Handling   | Bond, Plain paper, Lightweight, Heavyweight, Envelopes, Labels                                        |
| Paper size       | A5R to A3                                                                                             |
| OCR Capability   | Optical Character Recognition                                                                         |
| Accounting       | Network Accounting & Access Identification                                                            |

## **2 Large 4 in 1 Black and White Photocopy Machines**

|                  |                                                                                                                               |
|------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Print Speed      | Up to 40 ppm                                                                                                                  |
| Configuration    | Copy, Print, Scan & Fax                                                                                                       |
| Print Resolution | Up to 1200 x 1200 Dpi                                                                                                         |
| Memory           | 384Mb + 80GB Hard Drive                                                                                                       |
| Language Support | PCL 6, PCL 5e emulation, Postscript 3 emulation, LCDS, SCS, XES and IPDS, A/400 support via Workstation Customization Objects |
| Print Features   | Watermarking, Booklet Creation, Print from USB                                                                                |
| Fax              | LAN Fax                                                                                                                       |
| Scanning         | Up to 4800 DPI, Scan to email, network scanning, scan to USB, multi format scanning & colour scanning                         |
| Media Handling   | Bond, Plain paper, Lightweight, Heavyweight, Envelopes, Labels                                                                |
| OCR Capability   | Optical Character Recognition                                                                                                 |
| Accounting       | Network Accounting & Access Identification                                                                                    |

## **1 Large 4 in 1 Color Photocopy machines**

|                              |                                                                                          |
|------------------------------|------------------------------------------------------------------------------------------|
| Copy / Print Speed A4        | 20 ppm in black & white & colour                                                         |
| Functions                    | Print/Copy*/Scan*/optional Send/Optional Fax                                             |
| Duplexing                    | Standard Automatic (from 64 to 120 gsm)                                                  |
| ADF                          | Optional RADF (Colour Image Reader Unit – D1)                                            |
| User interface               | 5.7" TFT VGA colour Touchscreen (14.5 cm)                                                |
| Print resolution             | 1200 x 1200 dpi                                                                          |
| Paper Capacity std           | Standard: 250 sheets + 550 sheets Cassettes + 100 Sheets Stack Bypass                    |
| Paper Capacity max           | 2000 sheets                                                                              |
| Paper size                   | A5R to A3, SRA3 support                                                                  |
| Paper weight                 | 64 to 220 gsm                                                                            |
| Printer language             | UFR II, Optical PCL5/6                                                                   |
| System Memory                | 2 GB RAM and 4 GB Flash memory                                                           |
| Interface                    | Ethernet (1000BaseT / 100BaseTX / 10Base-T) Optical Wireless LAN (IEEE802.11b/g), USB2.0 |
| Power Consumption Sleep mode | 1.5W                                                                                     |
| OCR Capability               | Optical Character Recognition                                                            |

## 2 Scanner

|                  |                                                                                                       |
|------------------|-------------------------------------------------------------------------------------------------------|
| Speed            | 140 ppm/280 ipm                                                                                       |
| ADF Capacity     | 500 sheets                                                                                            |
| Daily Duty Cycle | 70 000                                                                                                |
| Memory           | 384Mb + 80GB Hard Drive                                                                               |
| Scanning         | Up to 4800 DPI, Scan to email, network scanning, scan to USB, multi format scanning & colour scanning |
| OCR Capability   | Optical Character Recognition                                                                         |
| Accounting       | Network Accounting & Access Identification                                                            |

## 4. PRICING SCHEDULE

### Year 1

|                                                                                      | Lease/month amount | Price per Copy | Number of Printers | Number of Scanner | Total (Leasing + Price per Copy * Number of printers) |
|--------------------------------------------------------------------------------------|--------------------|----------------|--------------------|-------------------|-------------------------------------------------------|
| Standard 4 in 1 Black and White Multifunction units inclusive of consumables (Toner) |                    |                | 26                 | N/A               |                                                       |
| Large 4 in 1 Black and White Photocopy Machines inclusive of consumables (Toner)     |                    |                | 2                  |                   |                                                       |
| Large 4 in 1 Color Photocopy machines inclusive of consumables (Toner)               |                    |                | 1                  |                   |                                                       |
| Scanner                                                                              |                    | N/A            |                    | 2                 |                                                       |
| Total                                                                                |                    |                |                    |                   |                                                       |

### Year 2

|                                                                                      | Lease/month amount | Price per Copy | Number of Printers | Number of Scanner | Total (Leasing + Price per Copy * Number of printers) |
|--------------------------------------------------------------------------------------|--------------------|----------------|--------------------|-------------------|-------------------------------------------------------|
| Standard 4 in 1 Black and White Multifunction units inclusive of consumables (Toner) |                    |                | 26                 | N/A               |                                                       |
| Large 4 in 1 Black and White Photocopy                                               |                    |                | 2                  |                   |                                                       |

|                                                                        |  |     |   |   |  |
|------------------------------------------------------------------------|--|-----|---|---|--|
| Machines inclusive of consumables (Toner)                              |  |     |   |   |  |
| Large 4 in 1 Color Photocopy machines inclusive of consumables (Toner) |  |     | 1 |   |  |
| Scanner                                                                |  | N/A |   | 2 |  |
| Total                                                                  |  |     |   |   |  |

### Year 3

|                                                                                      | Lease/month amount | Price per Copy | Number of Printers | Number of Scanner | Total (Leasing + Price per Copy * Number of printers) |
|--------------------------------------------------------------------------------------|--------------------|----------------|--------------------|-------------------|-------------------------------------------------------|
| Standard 4 in 1 Black and White Multifunction units inclusive of consumables (Toner) |                    |                | 26                 | N/A               |                                                       |
| Large 4 in 1 Black and White Photocopy Machines inclusive of consumables (Toner)     |                    |                | 2                  |                   |                                                       |
| Large 4 in 1 Color Photocopy machines inclusive of consumables (Toner)               |                    |                | 1                  |                   |                                                       |
| Scanner                                                                              |                    | N/A            |                    | 2                 |                                                       |
| Total                                                                                |                    |                |                    |                   |                                                       |

### Summary Pricing Schedule

| Item                       | Total |
|----------------------------|-------|
| Year 1 pricing             |       |
| Year 2 pricing             |       |
| Year 3 pricing             |       |
| <b>Total Excluding VAT</b> |       |
| <b>VAT at 15%</b>          |       |
| <b>Total Including VAT</b> |       |

**Note: The estimated quantities are only for evaluation purposes.**

## 5. PROCUREMENT PROCESS

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

|                        |                                                   |
|------------------------|---------------------------------------------------|
| Validity of Tender     | : 150 Days                                        |
| Contract Period        | : 3 Years subject to renewal based on performance |
| Annually               |                                                   |
| Date advert published  | : 09 May 2025                                     |
| Closing date of Advert | : 09 June 2025                                    |
| Briefing Session       | : N/A                                             |

## 6. EVALUATION CRITERIA

**Preferential Points System will be used to evaluate this bid in line with the Preferential Procurement Policy Framework Act, 2022. *Bidders will be evaluated on mandatory first, then functionality and only those qualifying by achieving the minimum cut off point of 30 points (75%) will be evaluated on administrative compliance and then price and Specific Goals***

Bids will be evaluated and adjudicated according to the following criteria:

1. Relevant Specifications
2. Value for Money
3. Capability to execute the contract
4. PPPFA & Associated Regulations
5. LNW SCM Policy

## 7. Mandatory Requirements (Pre-qualification)

1. Proof of registration on the Central Suppliers Database (CSD) (verification will be done online during evaluation).
2. The JV agreement for JV partners is to be submitted indicating percentage split up to 100% for partners to render the agreement valid. (Only applicable to JV Bidders).
3. The pricing schedule must be completed in full and in black ink to render the bid responsive or a supplier can attach a pricing schedule in line with the tender pricing schedule to render the bid responsive. Any different pricing format shall render your bid non-responsive, therefore it will be disqualified. Where pricing is not applicable, clearly Indicate on the pricing schedule (N/A)
4. Complete SBD 1, 3.1 and 4
5. Company registration documents
6. Certified ID copies of Shareholders/Directors not older than 6 months
7. The proposed Multi-Function Printer solution must meet the general technical specification and model specification. Attach colour documentation/catalogue/ providing the device details including product, brand, model and technical specifications as proof.
8. The bidder must be an accredited dealer or supplier of the intended printing solution, Attach Brand Supplier Technical Support Certification and Dealer Accreditation as proof.
9. The solution must include the supply of consumables, spare parts and maintenance, attach documentation confirming and outlining the inclusion of consumables, spare parts and maintenance as part of the service.

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

### a. Bid Evaluation Method

Bids will further be evaluated in terms of Method 4:

- Stage 2: Evaluation on Functionality (Minimum of 75 %(30 points) to be scored to be considered responsive).

- Stage 3: Evaluation on 80/20 or 90/10 preferential points system (Price and preferential point).

### Stage 1: Evaluation of Functionality

Under Functionality, Bidders must achieve a minimum of 75% (30 points) of functionality in order to be considered for further evaluation in Stage 2 (Evaluation on Price and preferential points).

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

**Functionality will be evaluated as indicated in the below table:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>EVALUATION PROCESS.</b><br>All bids duly lodged will be evaluated on functionality as Pre-qualifying criteria. The evaluation criteria and weighting for measuring functionality are indicated.<br><b>Criterion</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Points</b> |
| <b>Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>40</b>     |
| <b>*Company Experience (20)</b><br>- Successfully completed traceable projects in Leasing/Renting Multifunction printers.<br><br><b>(Five (5) points per project to the maximum of twenty (20) points).</b> Attach a signed copy of reference letters for completed similar projects not older than 10 years from the clients with contacts (Indicate start and end date of the Project). <ul style="list-style-type: none"> <li>• One (1) contactable and signed reference letter <b>(5 points)</b></li> <li>• Two (2) contactable and signed reference letter <b>(10 points)</b></li> <li>• Three (3) contactable and signed reference letter <b>(15 points)</b></li> <li>• Four (4) or more contactable and signed reference letter <b>(20 points)</b></li> </ul><br><b>NOTE: Points will not be allocated for non-submission of signed reference letter indicating the contract period. Furthermore every reference letter must be accompanied by LNW declaration of project reference form to score points.</b> | <b>20</b>     |
| <b>Capacity</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>20</b>     |
| <b>*Proposed key personnel (20)-Technician</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <p>Complete and attach a comprehensive CV on a CV template provided for key personnel (Technician) relevant to project indicating experience in support of Multifunction printers and Certified ID Copy.</p> <p>Years of experience</p> <ul style="list-style-type: none"> <li>• One (1) to Three (3) years <b>(5 points)</b></li> <li>• Four(4) years to Five (5) years <b>(10 points)</b></li> <li>• Six (6) to eight 8 years' experience <b>(15 points)</b></li> <li>• More than eight (8) years <b>(20 points)</b></li> </ul> <p><b>NOTE: fill in the provided CV Template; failure to do so will result points not being scored</b></p> |           |
| <b>Total Points</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>40</b> |

### Stage 2: Evaluation on Price and Specific Goal (80/20 or 90/10)

- Financial offer and Preference Points Allocation
- Score tender evaluation points for financial offer.
- Confirm that tenderers are eligible for the Preference Points Allocation (As per the Preferential Procurement regulations 2022) claimed, and if so, score tender evaluation points.
- Calculate total quotation evaluation points.
- Rank quotations offer from the highest number of tender evaluation points to the lowest.
- Recommend the quotation with the highest number of quotation evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

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

#### 1 Scoring financial offers

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

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

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

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

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

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

where:

$P_m$  = the comparative offer of the most favorable tender offer.

$P$  = the comparative offer of tender offer under consideration.

**The 80/20 Preferential Point System** will be used to evaluate the bid.

Table 2: Preference Points Allocation (as per the Preferential Procurement Regulations 2022)

| # | Specific goals                                                              | Means of verification | 80/20 Points |
|---|-----------------------------------------------------------------------------|-----------------------|--------------|
| 1 | Disability (minimum of 1 shareholder ownership in the company)              | CSD Report            | 5            |
| 2 | Black women (100% black women ownership in the company)                     | CSD Report            | 5            |
| 3 | Black ownership (100% black ownership in the company)                       | CSD Report            | 5            |
| 4 | Black youth (minimum of 1 shareholder black youth ownership in the company) | CSD Report            | 5            |
|   | Total points                                                                |                       | 20           |

**The points scored by the tenderer with respect to the level of Preference Points Allocation must be added to the points scored for price.**

## 10. ADMINISTRATIVE COMPLIANCE

- i) Municipal current rates account not more than three months old should be submitted in the name of the company, shareholders, letter from the tribal authority or signed lease agreement and statement.
- ii) SBD 6.1

### NOTE:

**a) All the above administrative compliance documents will be requested from the**

*preferred bidder if not submitted with the tender document and failure to submit within 48 hours , LNW reserves the right to extend the 48hours at its own discretion.*

- b) The JV agreement for JV partners to be submitted indicating percentage split up to 100% for partners to render agreement valid (Point will be allocated as per pro rata(proportional) JV percentage split). This is only applicable to company experience under functionality.*
- c) The JV partners must submit both mandatory documents for each Company.*
- d) A preferred JV bidder will be required to submit a JV bank account and VAT number.*
- e) The bidders must comply with all terms and conditions, including requirements as stipulated in the Tender Documents to be evaluated further.*
- f) LNW reserves the right to reduce the scope of work due to budget constraints.*
- g) LNW is not compelled to accept the lowest or any bid.*
- h) Documents submitted may be subjected to verification and state security vetting.*
- i) Bidders may also submit one soft copy in a form of a USB containing all the bid documents.*

## **11. CONTRACT CONDITIONS**

- The estimated period for supply and delivery shall be within 6-8 weeks from the awarding of tender.
- All Multifunction Units to be delivered to respective Offices/Plants and regional offices
- All Multifunction Units to conform to the minimum specifications as outlined on 3.1 above.
- The service provider to provide a 24 hour a day, seven days a week technical support.
- All critical (Partial or total loss of service) calls to be responded to within 60 minutes and resolved within 4 hours.
- All other calls to be responded to within 4 hours and resolved within 24 hours

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

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

---

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

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

2.2.1 If so, furnish particulars:

.....  
 .....

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

2.3.1 If so, furnish particulars:

.....  
 .....

### **3 DECLARATION**

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

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

---

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

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

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

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

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

|           |                |
|-----------|----------------|
| .....     | .....          |
| Signature | Date           |
| .....     | .....          |
| Position  | Name of bidder |

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

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

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

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); 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                                            |            |
| SPECIFIC GOALS                                   |            |
| <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:

|                                                                                                                               |           |              |
|-------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|
| <b>80/20</b>                                                                                                                  | <b>or</b> | <b>90/10</b> |
| $Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$ |           |              |

Where

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

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

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.)***

| <b>The specific goals allocated points in terms of this tender</b>               | <b>Number of points allocated (90/10 system) (To be completed by the organ of state)</b> | <b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b> | <b>Number of points claimed (90/10 system) (To be completed by the tenderer)</b> | <b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b> |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| 1. Disability (Minimum of one shareholder ownership in the company)              | 2.5                                                                                      | 5                                                                                        |                                                                                  |                                                                                  |
| 2. Black women (100% Black women ownership in the company)                       | 2.5                                                                                      | 5                                                                                        |                                                                                  |                                                                                  |
| 3. Black ownership (100% black ownership in the company)                         | 2.5                                                                                      | 5                                                                                        |                                                                                  |                                                                                  |
| 4. Black Youth (Minimum of one shareholder black youth ownership in the company) | 2.5                                                                                      | 5                                                                                        |                                                                                  |                                                                                  |
| <b>Total</b>                                                                     | <b>10</b>                                                                                | <b>20</b>                                                                                |                                                                                  |                                                                                  |

#### **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.

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

## DECLARATION FOR PROJECT REFERENCE FORM

Project Name:.....

Project Number:.....

Project amount:.....

Name of Service Provider .....

Name of Organisation/Employer:

.....

Start Date: ..... Completion Date: .....

Project Description/Brief:

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

Clients Details:

| Department   | Name and surname | Position | Cellphone number | Telephone | Email | Unit |
|--------------|------------------|----------|------------------|-----------|-------|------|
| User dept    |                  |          |                  |           |       |      |
| SCM official |                  |          |                  |           |       |      |
| Consultant   |                  |          |                  |           |       |      |

**Note:** The above table must be fully completed and where there is no consultant, indicate as not applicable. The contact details to be provided in the above table must not be more than 6 months old from date of the closing of the tender/RFQ. Each reference letter must be accompanied by the declaration of project reference form. Failure to complete this declaration will result in reference letters not being considered and will be allocated zero points.

**Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, this data is correct and a true reflection of our company experience. The information provided above is verifiable and traceable.

.....

Name and Signature of service provider/bidder

.....

Date

**NB:** It remains the bidder's responsibility to provide traceable, updated contact details of previous all employers or clients where company experience points are to be scored. LNW may allocate score zero points to any service providers/bidder whom LNW has failed to receive confirmation of verification from their references provided on the above table within 10 working days. Bidders are to provide accurate contact details (both telephone and email address) of traceable projects with the clients. LNW reserves the right to extend the 10 working days where necessary on discretion. The information provided will be subjected to verification and vetting.

**SUMMARY CV FORMAT:**

ROLE: .....

|              |  |
|--------------|--|
| Full Name(s) |  |
| Surname      |  |
| ID Number    |  |

| Employment History (Summary)                |                                | Tertiary Qualifications (Highest order)         |                   |                        |                                      |
|---------------------------------------------|--------------------------------|-------------------------------------------------|-------------------|------------------------|--------------------------------------|
| 1. ..                                       |                                | 1. ..                                           |                   |                        |                                      |
| 2. ..                                       |                                | 2. ..                                           |                   |                        |                                      |
| 3. ..                                       |                                | 3. ..                                           |                   |                        |                                      |
| 4. ..                                       |                                | 4. ...                                          |                   |                        |                                      |
| 5. ..                                       |                                |                                                 |                   |                        |                                      |
| 6. ..                                       |                                |                                                 |                   |                        |                                      |
|                                             |                                | <b>Professional Affiliation (Most relevant)</b> |                   |                        |                                      |
|                                             |                                | Category                                        | Organization      | Reg. No.               | Date                                 |
|                                             |                                |                                                 |                   |                        |                                      |
|                                             |                                |                                                 |                   |                        |                                      |
|                                             |                                |                                                 |                   |                        |                                      |
| <b>Relevant Projects Completed Recently</b> |                                |                                                 |                   |                        |                                      |
| No.                                         | Description<br>Name of Project | Type                                            | Name of<br>Client | Start and End<br>dates | Position or role (on<br>the project) |
| 1.                                          |                                |                                                 |                   |                        |                                      |
| 2.                                          |                                |                                                 |                   |                        |                                      |
| 3.                                          |                                |                                                 |                   |                        |                                      |
| 4.                                          |                                |                                                 |                   |                        |                                      |

**Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....  
Signature of person named in the schedule

.....  
Date

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

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

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

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

## TABLE OF CLAUSES

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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
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13. Incidental services
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17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
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25. Force Majeure
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27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

## **General Conditions of Contract**

### **1. Definitions**

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

RSA.

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

obligations of the supplier covered under the contract.

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

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

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

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

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

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

**7. Performance security**

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

**8. Inspections, tests and analyses**

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

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

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

## **9. Packing**

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

## **10. Delivery and documents**

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

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental services**

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

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

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

#### **14. Spare parts**

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

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

#### **15. Warranty**

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

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

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

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

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

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

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

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

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

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

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

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

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

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

may be due to him

**25. Force Majeure**

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

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

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

**28. Limitation of liability**

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

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

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