



forestry, fisheries & the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

INVITATION TO BID

BID NUMBER: DFFE-T035 (21/22)

FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT PLANNING, FEASIBILITY STUDIES AND DEVELOPMENT DESIGNS FOR PUBLIC COASTAL ACCESS INFRASTRUCTURE TO FACILITATE EQUITABLE ACCESS TO THE COASTAL PUBLIC PROPERTY, FOR UNLOCKING AND ENHANCING SOCIO-ECONOMIC POTENTIAL AT MTHUNZINI (uMLALAZI EZEMVELO KZN WILDLIFE PARK) IN THE KWAZULU-NATAL PROVINCE.

Contact persons:

Name: Mr Potlako Khati
Office Telephone No. 021 819 2495
E-mail: PKhati@environment.gov.za

Name: Mr Tshepiso Monnakgotla
Office Telephone No. 021 819 2495
E-mail: Monnakgotla@environment.gov.za

NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

Bidder name	Registration number	Central Supplier Database (CSD number)	
			Main contractor
			Sub-contracted/ joint venture comp 1
			Sub-contracted/ joint venture comp 2

CLOSING DATE OF THE BID: 17 September 2021 AT 11H00

PART A / INVITATION TO BID /

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DFFE-T034 (21/22)	CLOSING DATE:	17 SEPTEMBER 2021	CLOSING TIME:	11:00
DESCRIPTION	THE APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT PLANNING, FEASIBILITY STUDIES AND DEVELOPMENT DESIGNS FOR PUBLIC COASTAL ACCESS INFRASTRUCTURE TO FACILITATE EQUITABLE ACCESS TO THE COASTAL PUBLIC PROPERTY, FOR UNLOCKING AND ENHANCING SOCIO-ECONOMIC POTENTIAL AT MTHUNZINI (uMLALAZI EZEMVELO KZN WILDLIFE PARK) IN THE KWAZULU-NATAL PROVINCE.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Forestry Fisheries and the Environment; The Environment House,					
473 Steve Biko Road; Cnr Soutpansberg and Steve Biko Road, Arcadia Pretoria /Tshwane					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Jacque Steyn or Ms Ncumisa Mabece		CONTACT PERSON	Mr Potlako Khati / Mr Tshepiso Monnakgotla	
TELEPHONE NUMBER	012 399 9019		TELEPHONE NUMBER	021 819 2495	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	jsteyn@environment.gov.za/ nmabece@environment.gov.za		E-MAIL ADDRESS	PKhathi@environment.gov.za Monnakgotla@environment.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO: DFFE-T034 (21/22)
CLOSING TIME 11h00	CLOSING DATE: 17 SEPTEMBER 2021

OFFER TO BE VALID FOR120.....DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: THE APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT PLANNING, FEASIBILITY STUDIES AND DEVELOPMENT DESIGNS FOR PUBLIC COASTAL ACCESS INFRASTRUCTURE TO FACILITATE EQUITABLE ACCESS TO THE COASTAL PUBLIC PROPERTY, FOR UNLOCKING AND ENHANCING SOCIO-ECONOMIC POTENTIAL AT MTHUNZINI (uMLALAZI EZEMVELO KZN WILDLIFE PARK) IN THE KWAZULU-NATAL PROVINCE.

**(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)
4. PERSON AND POSITION

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

-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days

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

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

TOTAL: R.....

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

Name of Bidder:

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

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

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

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Department of Forestry Fisheries and the Environment

Contact Person: Mr Jacque Steyn / Ms Ncumisa Mabece

Tel: (012) 399 9019/ 9080/ 9047

E-mail: jsteyn@environment.gov.za or nmabece@environment.gov.za

Or for technical information –

Name: Mr Potlako Khati

Office Telephone No. 021 819 2495

E-Mail: PKhathi@environment.gov.za

Name: Mr Tshepiso Monnakgotla

Office Telephone No. 021 819 2495

E-Mail: Monnakgotla@environment.gov.za

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

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

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

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

2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

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

2.8.1 If so, furnish particulars:

.....

.....

.....

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

2.9.1 If so, furnish particulars.

.....

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

2.10.1 If so, furnish particulars.

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

YES/NO

2.11.1 If so, furnish particulars:

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

[illegible]

4 DECLARATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

November 2011

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

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

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		

Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in

paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

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

WITNESSES

1.
2.

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

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

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

SBD 8

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

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

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2



forestry, fisheries & the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) AS AN ORGAN OF STATE SUBSCRIBES TO AND PROPAGATES BOTH THE NOTION OF BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT, 2003 (Act No. 53 of 2003) (BBBEE), THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (Act No. 5 of 2000) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

TERMS OF REFERENCE

TERMS OF REFERENCE FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT PLANNING, FEASIBILITY STUDIES AND DEVELOPMENT DESIGNS FOR PUBLIC COASTAL ACCESS INFRASTRUCTURE TO FACILITATE EQUITABLE ACCESS TO THE COASTAL PUBLIC PROPERTY, FOR UNLOCKING AND ENHANCING SOCIO-ECONOMIC POTENTIAL AT MTHUNZINI (uMLALAZI EZEMVELO KZN WILDLIFE PARK) IN THE KWAZULU-NATAL PROVINCE.

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1. PURPOSE

The purpose of these Terms of Reference is to:

- 1.1 Define the scope of work and the expected delivery outcomes of the project to be undertaken by the appointed service provider within the agreed timeframe and the allocated budget as well as to outline the conditions of appointment;
- 1.2 Provide a reference framework for conducting a prefeasibility study at identified sites/locations for the purpose of coastal access infrastructure designs to unlock socio-economic development opportunities; and
- 1.3 To articulate the feasibility study and planning needs of the coastal access infrastructure project.

2. INTRODUCTION AND BACKGROUND

Background of the project to be provided.

- 2.1 The National Environmental Management: Integrated Coastal Management Act, 2008 (Act No. 24 of 2008) referred to “ICM Act” seeks to amongst others, provide, within the framework of the National Environmental Management Act, 1998, (Act No. 107 of 1998), for the co-ordinated and integrated management of the coastal zone by all spheres of government in accordance with the principles of co-operative governance. One of the objectives of ICM Act is to ensure equitable access to the beaches for South Africans. Section 13 of the Act, secures the right of reasonable access to coastal public property and the entitlement to use and enjoy the Coastal Public Property (CPP) by all citizens of the Republic of South Africa.
- 2.2 As custodians and champions of the CPP, which is owned by the citizens of South Africa, the department is aiming to provide support to municipalities and provinces to ensure transformation and realisation of equitable access to coastal benefits to all and in so doing, support growing tourism, recreational, economic development and fair access to coastal amenities. It is a proactive effort to respond to needs and identify responses in a manner that provides advocacy to efforts that contribute to uplifting coastal communities, alleviating poverty and exposing coastal communities to socio-economic development opportunities.
- 2.3 The coastline of South Africa stretches for some 2 798 kilometres across four provinces, namely KwaZulu-Natal, Eastern Cape, Western Cape and Northern Cape. Our coastline is dynamic, diverse and provides an array of social and economic opportunities. The project seeks a balance between enhancing environmental protection and preservation on the one hand, and socio-economic development that benefits local communities on the other, while making a contribution to the coastal and marine tourism stimulation initiatives.
- 2.4 The coastal access infrastructure project seeks to identify challenges, needs and development opportunities through an informed and thorough process that utilises pre-feasibility studies to identify the most recommendable among a limited array of intervention scenarios. The recommended intervention (the Project) is then subjected to planning and feasibility to a point where it is ready for implementation or

construction. The studies inform a more targeted flow of public investment funds, thus eliminating their potential fruitlessness from the beginning. These studies are also intended to secure from the outset, public participation and acquisition of buy-in from all interested and affected parties. The selected site and location is highlighted below as figure 1.



Figure 1. The coastal access priority site at Mthunzini Nature Reserves in Umlalazi Local Municipality.

- 2.5 The Mthunzini (uMlalazi Ezemvelo KZN Wildlife Park) coastal access initiative revolves around improving equitable access especially for the surrounding communities of previously disadvantaged groups who usually go to the beach during the festive season. However, there is potential to make access to the Mthunzini beach safer and user friendly so that it can be utilized by any persons throughout the year. There are two areas within the Mthunzini Nature Reserves which will be explored for the infrastructure needs for coastal access.

3. OBJECTIVES

The objectives of the Project are:

- 3.1 To compile a Prefeasibility Study Report relating to projects or project clusters at identified areas, sites or locations for facilitating coastal access infrastructure development needs. This step culminates in the articulation of the recommended intervention(s) (the Project), and its further processing as detailed in “Scope and Extent of Work” – Section 4 below;

- 3.2 To provide departmental decision-makers and government with sufficient information to justify acceptance, modification or rejection of any and all of the intervention scenarios or project clusters;
- 3.3 To utilise existing comprehensive assessment tool as a prioritisation framework to be used for coastal access infrastructure development needs comprising of PESTLE (Political, Economic, Social, Technological, Legal & Environmental) factors or utilising any advanced methods and analytical tools;
- 3.4 To conduct project formulation and internal approval facilitation utilising at relevant project cycle stations;
- 3.5 Facilitation of four (4) Project steering committee meetings to be held in the affected coastal municipality (Umlalazi Local Municipality, KwaZulu-Natal) and four (4) consultation meetings with the key interested and affected stakeholder including affected coastal communities;
- 3.6 Facilitation of necessary reports (monthly progress reports (soft copy) and quarterly progress reports (hard copies) and the development and compilation documentation "construction, bills of quantities", plans, sketches, designs, applications and presentations, including the placement of all deliverable into a web base reporting tool (iReport) which the link will be provided by the Department;
- 3.7 Obtain buy-in from all relevant stakeholders on the recommended Project through external stakeholder consultations with various interested and affected parties at relevant project cycle stations; and
- 3.8 Facilitating all the required approval permits or authorisation (Environmental Impact Assessment (EIA) processes, development planning approvals, municipal building approval application processes and any institutional consultations must be embarked on timeously).

4. SCOPE AND EXTENT OF WORK

4.1 Expected Study Outcomes

4.2 The prefeasibility study for the identified site/location is expected to generate the following outcomes:

- 4.2.1 Two (2) main infrastructural intervention scenarios are generated through a process that uses a recorded "basket of possibilities", reviewed available material/publications as well as internal and external stakeholder consultations;
- 4.2.1 An analysis of generated scenarios with a view to identification of a preferred, therefore proposed intervention scenario to address problems in the economic, social and environmental sectors;
- 4.2.2 The proposed scenario may draw projects coming from different initial clusters, and such projects may be in different locations within the proposed project area, all at the discretion of DFFE with the support from the Project Steering Committee;
- 4.2.3 An analysis that proposed scenario based on preliminary designs, taking account of technical, economic, financial, institutional, management, environmental, socio-cultural, regulatory and operational aspects;
- 4.2.4 Recommendation of the preferred scenario (the Project), detailing the expected benefits to the users and beneficiaries within the project's lifetime, and its contribution to the environmental, social and economic development of the region.

- 4.2.5 A preliminary indication of the envisioned project activities, resources required, timing or phasing and estimated costs - all within a preliminary logical framework;
- 4.2.6 An assessment of the potential sustainability of the project results;
- 4.2.7 Recommendations for further actions in the formulation of the project, possibly also financing proposals where relevant;

4.3 Issues to be reviewed

4.3.1 Relevance of the Project and consistency with national policy initiatives, access to coastal public property needs, environmental protection requirement for coastal protection zone including governance, development issues and requirements, district and local municipality planning and development “integrated development plan, spatial development plans, local economic development strategy, etc” objectives;

4.3.2 High level Feasibility of the Project:

- 4.1.1.1 Overall objectives;
- 4.1.1.2 Project purpose;
- 4.1.1.3 Project results;
- 4.1.1.4 Project activities.

4.3.3 Preconditions and Project implementation

- 4.3.3.1 Preconditions for implementation;
- 4.3.3.2 Initial cost estimates;
- 4.3.3.3 The organisational format of the implementing structure, the phasing where applicable, and implementation.

4.4 Prefeasibility study clusters: A suggestion of clusters for prefeasibility analysis in this project yields the list provided on the below table. Suggestions of activities to accommodate or infrastructure to erect are not meant to constrain creative generation of ideas. They are meant to establish the broad direction.

SOME ACTIVITIES TO BE EXPLORED FOR THE PRE-FEASIBILITY STUDIES AND PLANNING	
Examples of Required Enabling Infrastructure	
•	Boat launch, ramps or slipway Facilities.
•	Boardwalks and staircase,
•	Maintenance and Refurbishment.
•	ORV sites and trails, hiking trails, camp or resting sites, security or lifesavers areas.
•	Ablution facilities, beach showers
•	Beach access floorcoverings “beach mats”,
•	Signage and Blue Flag Status
•	Waste management and sewage systems
•	Parking, access roads, pedestrian walkways.
•	Designed open spaces, public art and braai facilities.
•	Facilities for educators “Environmental education center’s”,
•	Life savers facilities and Kids Playing area;
•	Recreation/place of Amusement (swimming pools, Water world-Slides, kids playing area)
•	Entrance controlled gate (security booth, gate, etc.),
•	Performing arts facilities, information or visitors centres, largely outdoors (Amphitheatre)

- Temporary accommodation (B&B or Backpackers' needs; and restaurants).
- Considerations for disabled facilities.

Table 1: shows the suggestions of activities to accommodate or infrastructure to be explored and erected.

- 4.5 The recommended project package will emerge through the mutual consultations and/or workshops and may be drawn from across the above clusters at the reasonable discretion of DFFE. The projects so selected will be executed up to Stage 4.3 of Standard Architectural Services, stopping just short of calling for tenders. As a guide, for buildings of private interest (b&b, backpackers, restaurant etc.), conceptual designs will be expected, as well as construction documentation for the delivery of serviced sites for each respective facility. Design development (Stage 3) in this instance is thus excluded.
- 4.6 As a separate project stream, selected sub-projects of the Project (the preferred Project cluster) will at this stage go to planning implementation (where applicable, up to Stage 4.2 of Standard Architectural Services, including costing and bills of quantities, but short of calling for tenders). Meanwhile the prefeasibility study report compilation continues.
- 4.7 For the sub-projects referred to in 4.4 above, the necessary Environmental Impact Assessment (EIA) processes, development planning approvals, municipal building approval application processes and any institutional consultations must be embarked on timeously, and concluded by the end-date of the Project where this is practicable.
- 4.8 Identification of "Low-hanging Fruit" or the must do projects.

There are small projects that are deemed necessary, and that will not be subjected to a specialist studies other than viabilities as contemplated in Standard Architectural Services. Those projects deemed low hanging fruits may range from the following:

- Safe children's amusement centre (water world, ablutions, tuck shops, accommodate attractive adult oversight concept);
- Visitor information centre (in consultation with Tourism);
- Marine life and environmental education centre, exhibit space, etc.;
- Life savers' facilities;
- Temporary accommodation e.g. B&B and Conference Centre (conceptual design, construction documentation for delivery of a serviced site for the facility);
- Pockets of paved vehicle parking (for staff and patrons of facilities, peak season busses, taxis, private vehicles);
- Paved pedestrian walkways (also aim to ease peak season pedestrian congestion).
- Boardwalks and ramps (also consult with the National Council of and for Persons with Disabilities [NCDP], designs must comply with the Universal Design Principles and any applicable ISO standards).

Except where the contrary is stated, these projects will be executed up to Stage 4.3 of Standard Architectural Services, therefore cost estimates and bills of quantities will be produced, stopping just short of calling for tenders.

4.9 Work Plan

- 4.9.1 The service provider is expected to submit a work plan with their offer. Such work plan will contain the bidder's articulation of the brief to ensure understanding and alignment;
- 4.9.2 It will contain a project plan, task analysis, an assignment organisational chart, manning schedule etc.;
- 4.9.3 The work plan will also set out the service provider's approach to key project activities.

4.10 Expertise required

- 4.10.1 The project manager will be one of the following professionals: “Architects and/or urban designers or Town and Regional Planner” practitioners registered in terms of their statutory professional bodies / councils (SACAP or SACPLAN);
- 4.10.2 The project team will include or make use of the following professionals registered in terms of their statutory professional bodies / councils: land surveyors, GIS practitioners, Engineers, Environmental Assessment Practitioners, Environmental Management and Scientists (preferably with integrated coastal management experience).
- 4.10.3 The projects manager must interact with:
 - a) Municipal and other state authorities officials;
 - b) Traditional authorities and other local stakeholders.

4.11 Reporting

- 4.11.1 The Department will provide a link to the service provider to place all deliverables on a web based Electronic Report (iReport).
- 4.11.2 The service provider will present an inception report (±8-15 pages) after two (2) weeks on the inception meeting. This report will set out the service provider’s detailed work plan for the study based on their initial scan of conditions in the field;
- 4.11.3 The service provider will prepare an interim report by the end of the quarter “three (3) months”. In this report, the various options reviewed by the service provider will be described in sufficient detail to enable an informed decision to be made on the further development of the preferred option (the Project), which will be recommended by the service provider at this stage;
- 4.11.4 The study conclusions must be presented in the relevant section of the Prefeasibility Study Report. The underlying analysis is to be presented in appendices to the Report;
- 4.11.5 At the draft prefeasibility report stage a presentation will be made to the project steering committee. A Draft Prefeasibility Study Report in three (3) hard copies and two (2) soft copy is to be presented to the Programme Manager (PM) for comment. The PM and the project steering committee are expected to provide comments after two weeks of received of the documents;
- 4.11.6 The service provider will take account of the stated comments in preparing a Final prefeasibility and high level feasibility Study Report in English (40 - 50 pages excluding appendices). The final report is to be submitted by the end of twenty (24) months period of the project.
- 4.11.7 The finalised design reports, construction documentation, cost estimates and bills of quantities for the Project (Section **Error! Reference source not found.**) must also be submitted by the end of the twenty-four (24) months period of the project.

5. EXPECTED DELIVERABLES / OUTCOMES

TIME-FRAME	SCOPE AND EXTENT OF WORK	EXPECTED DELIVERABLES / OUTCOMES
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	Project Inception meeting ➤ Meeting between project management team and service provider; ➤ Clarification of the project vision, the role of the service provider, timelines and the expected outputs. ➤ Inception report	Inception report within two (2) weeks of the project inception meeting. This report will include the service provider's detailed work plan for the project based on their initial conditions scan and period in the field; 1 x Project Inception Report submitted to DFFE.
	Coastal Access sites prefeasibility studies: ➤ Determination of the status quo and conditions in the project area (including land tenure) and project risk analysis; ➤ Formulation of a vision; ➤ Identification of needs and priorities; ➤ Formulation of goals and objectives.	Preliminary Project Area Design Report ➤ It includes necessary diagrams, draft conceptual spatial plans, graphics and statistics. ➤ It contains an informed, detailed draft problem statement. ➤ To be presented and submitted to DFFE.
	Electronic Reporting (iReport Tool) ➤ All the project deliverable to be placed on the electronic reporting tool (iReport); ➤ Managed access to the project team only	iReport Tool ➤ The Department to provide the link for the online reporting tool to the service provider ➤ Access to the project team.
	Engagements with authorities on approvals: ➤ Assess environmental impact of the Project within the process and prescribed procedures for approval of the EIA; ➤ Conduct municipal authority consultations towards alignment on the projects.	Authorities engagements ➤ Initiated EIA Processes with relevant authorities; ➤ EIA process map and procedural approach submitted to project team; ➤ Initiated municipal authority consultations
	Stakeholder consultation and PSC project update meeting: ➤ Support the department on four (4) planning and design input workshops and consultations with interested and affected parties comprising of the local municipality, provincial lead agency, private land owners and the public, in the affected municipality, to solicit inputs and comments (suggest other stakeholders). ➤ Facilitate four (4) workshops with the Project Steering Committee (PSC) for project progress and consultations on planning and design input workshops including sourcing guidance of the process for approval processes by authorities.	➤ 4 x external consultation meetings with stakeholders and communities. ➤ Produce or generate reports for submission to the department for considerations. ➤ 4 x Consultations on planning and design input workshops with PSC. ➤ 4 x workshops reports submitted to PSC for considerations.

	High Level Feasibility studies for individual coastal access site from the recommended project package: ➤ Overall objectives; ➤ Project purpose; ➤ Project results; ➤ Project activities.	Coastal Access High Level Feasibility Report(s). ➤ The high level feasibility report to be submitted to the department for consideration ➤ Recommended project package
	Draft Coastal Access Design from the recommended project package ➤ Coastal access designs in sufficient detail to inform the planning of bulk infrastructure, access, parking and pedestrian flows; ➤ Planning of bulk infrastructure and services in sufficient detail for the delivery of serviced stands for the proposed buildings and facilities. ➤ This will include both private and public/ government investment priorities.	Coastal Access Design Report(s) from the recommended project package. It includes: ➤ Presented Area designs as drawings and other visual media; ➤ Bulk infrastructure plans for the area. ➤ Private interest buildings and infrastructure needs ➤ Public/ government buildings/ infrastructure needs
	Upon sufficient understanding of the coastal access site requirements ➤ A separate project stream must produce detailed designs and construction plans of identified facilities. ➤ Inclusive of Low-hanging Fruits projects identified and agreed to by the department and PSC	Detail Design and Construction plans ➤ Designs of identified facilities; ➤ Sketch designs; ➤ Construction drawings of identified facilities; ➤ Construction drawings towards serviced plots for identified facilities.
	Upon satisfaction of the DFFE, conduct the FINAL design, bulk services and serviced site designs. ➤ Pursue municipal submission plans and environmental impact assessment applications, and any other relevant approval applications to achieve the objectives of the project.	FINAL design, bulk services and serviced site designs and submit to authorities for approval ➤ Final Project Area Designs; ➤ EIA Application update and report; ➤ 1 x copy each of all documentation submitted to other relevant authorities for respective approvals; ➤ Construction documentation for prioritised and identified facilities and serviced stands; ➤ Cost estimates and bills of quantities for all documented facilities and serviced stands; ➤ 2 media sets soft copy/digital submissions containing all deliverables. ➤ Updated iReport with all information, pertaining to the project.

	Project finalisation ➤ Final approved design report ➤ All necessary approvals ➤ Submission and presentation to	Project Documentation ➤ Overall Design Report with recommendations on way forward (sectoral collaborations, financing proposals, contractor procurement strategies, construction supervision approach) submitted and presented to DFFE. ➤ Project post-implementation audit / review.
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6. PERIOD / DURATION OF PROJECT / ASSIGNMENT

- 6.1 Project must be completed within twenty-four (24) months after the signing of the Service Level Agreement (SLA) by both parties.
- 6.2 All work is to be carried out in accordance with the time schedule as agreed with the programme manager.
- 6.3 The service provider will only assume work once the approved order number has been issued by department.
- 6.4 The inception meeting will be held with the department and project steering committee within the municipality and province where the project lies, to brief the service provider on the project, and to clarify any outstanding matters. This meeting will take place soon after the release of the order number.
- 6.5 The deliverables should be submitted to the Programme Manager in line with the project milestones and phases.
- 6.7 Project must be completed within twenty-four (24) months after the issuing of a purchase order for services to be rendered.

7. COSTING / COMPREHENSIVE BUDGET

A comprehensive bid quotation and cost breakdown must be provided in a separate envelope. The quotation must be inclusive of all disburseable costs and expenses including costs attributable to sub-consultants and any third parties, all inclusive of VAT.

8. EVALUATION METHOD

- 8.1 The evaluation for this Bid will be carried out in four (4) phases:

- Phase 1: Pre-Compliance
- Phase 2: Mandatory Requirements
- Phase 3: Functionality Criteria.
- Phase 4: Price and B-BBEE.

8.2 PHASE 1: Pre-compliance or Initial Screening

8.2.1 During this phase bid documents will be reviewed to determine the compliance with Standard Bidding Documents (SBD), SCM returnable, tax matters and whether Central Data Base (CSD) report has been submitted with the bid documents at the closing date and time of the proposal. Proposals which do not satisfy the compliance criteria will not be evaluated further.

8.2.2 The bid proposal will be screened for compliance with administrative requirements as indicated below and Bidders must circle the correct answer:

9	Item No.	Administrative Requirements	Check/Compliance	Non-submission shall result in disqualification?
	1	Master Bid Document	provided and bound	*YES
	2	1 Copy of Bid Document	Provided and similar to Master Bid Document	**NO
	3	Electronic copy of the bid (USB or Disk)	Verbatim copy of the bid document provided	**NO
Included in the Bid Document				
	3	SCM - SBD 1 - Invitation to Bid	Completed and signed	*YES
	4	SCM - SBD 2 - Tax Clearance Certificate Requirements	CSD registration number/SARS PIN	*YES
	5	SCM - SBD 2 - Tax Clearance Certificate Requirements	CSD summary report	**NO
	6	SCM - SBD 4 - Declaration of Interest	Completed and signed	*YES
	7	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017	Completed and signed	**NO
	8	SCM - SBD 8 – Declaration of Bidder's Past Supply Chain Management Practices	Completed and signed, supported	*YES
	9	SCM - SBD 9 - Certificate of Independent Bid Determination	Completed and signed	*YES
	10	In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable	*YES

***YES** – DFFE reserves the right to reject proposals that are not submitted in the prescribed format or where information presented is illegible or incomplete and will not be further evaluated for Phase 2 – Technical Specifications Evaluation.

****NO** – DFFE reserves the right to request such information during the evaluation process of the proposal and such information must be presented within short notice

8.3 PHASE 2: Mandatory Requirements

8.3.1 The following mandatory requirements will apply and all bids that do not meet mandatory requirements will be disqualified and will not be evaluated further on functionality criteria. Failure to comply with mandatory requirements will result on the bid being non-responsive or disqualified.

Requirement	Proof attached: Yes or No
The project manager will be one of the following professionals: 1. Architects and/or urban designers; or 2. Town and Regional Planner” Practitioners registered in terms of their statutory professional bodies / councils such as South African Council for the Architectural Profession (SACAP) or South African Council for Planners (SACPLAN)	
The Project Manager/ Leader's certified valid copy of his/her professional certificate of professional body / councils in good standing must be attached.	

8.4 Functionality Criteria

8.4.1 Only bid proposals that meets pre-compliance and mandatory requirements will be considered to be evaluated on functionality criteria,

8.4.2 The bidder must score a minimum of **75% during Phase 4 (functionality/technical)** of the evaluation to qualify for Phase 4 of the evaluation where only points for price and B-BBEE will be considered.

8.4.3 The following values/ indicators will be applicable when evaluating functionality:

0 = Non-compliance; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent.

STAGE 1				
	Category			
GUIDELINES	FUNCTIONALITY (To be determine by project	Weight	Value/	Total

FOR CATEGORY CRITERIA	managers in line with scope of work): (GUIDELINES FOR CRITERIA APPLICATION)		Indicator	(Weight X Value awarded)
A proposed project plan, identification of actions to be executed to achieve the project objectives for facilitating coastal access planning and infrastructure development	A detailed project plan with intermediate and final outputs and identified timeframes/ milestones; Proposed Methodology; Management of the project		30	
	Project plan, methodology and project management in facilitating planning and infrastructure development.	Indicator		
	Project plan and methodology action well broken down; with detailed objectives and milestones.	5		
	Project plan and methodology, action identification basic; clear objectives and clear milestones.	4		
	Action plan provided with no deliverables and timeframes.	3		
	Limited information provided on the action plan	2		
	Task not well understood.	1		
	No information provided	0		
Capability profiles of the project manager experience and track record.	Technical Capability/ expertise and Relevant experience in the areas of Town and Regional Planning, Urban Design master planning or architectural designing		20	
	Project Manager Experience	Indicator		
	Project leader has more than 10 years of experience; excellent relevance/alignment of experience to project; Highly qualified, experienced and relevant team.	5		
	Project leader has 5 to 7 but less than 10 years of experience; good relevance/alignment of experience to project; Qualified, experienced and relevant team.	4		
	Project leader has 3 to 5 years of experience, and high relevance/alignment of experience to project.	3		
	Project leader has 0 to 2 years' experience.	2		
	Project leader has degree in other discipline. Team inadequately qualified.	1		
	No information provided	0		

Clearly described project experience / company track record	Bidder (s) are required to demonstrate the company experience on related project and where possible provide letters of completion of previous projects.	30																
	<table><tr><th>Previous experience on projects undertaken by the company or project manager/team</th><th>Indicator</th></tr><tr><td>Company has more than 10 years experience in related projects</td><td>5</td></tr><tr><td>Company has 5 to 7 but less 10 years experience in related projects</td><td>4</td></tr><tr><td>Company has 3 to 5 years experience in related projects</td><td>3</td></tr><tr><td>Company has 0 to 2 years experience in related projects</td><td>2</td></tr><tr><td>Company has experience in non-related projects</td><td>1</td></tr><tr><td>No information provided</td><td>0</td></tr></table>				Previous experience on projects undertaken by the company or project manager/team	Indicator	Company has more than 10 years experience in related projects	5	Company has 5 to 7 but less 10 years experience in related projects	4	Company has 3 to 5 years experience in related projects	3	Company has 0 to 2 years experience in related projects	2	Company has experience in non-related projects	1	No information provided	0
	Previous experience on projects undertaken by the company or project manager/team				Indicator													
	Company has more than 10 years experience in related projects				5													
	Company has 5 to 7 but less 10 years experience in related projects				4													
	Company has 3 to 5 years experience in related projects				3													
	Company has 0 to 2 years experience in related projects				2													
	Company has experience in non-related projects				1													
	No information provided				0													
The experience and knowledge of the team in the fields of public stakeholder engagement or integrated coastal management.	Bidder (s) are required to demonstrate relevant past experience and competency of the company in the fields of public / stakeholder engagement or integrated coastal management.	20																
	<table><tr><th>Experience in public stakeholder consultation and/or integrated coastal management</th><th>Indicator</th></tr><tr><td>Superior knowledge across multiple team members experience in public / stakeholder engagement or integrated coastal management for over 10 years</td><td>5</td></tr><tr><td>Sound knowledge with 6-10 years' experience</td><td>4</td></tr><tr><td>Knowledge with 3-5 years' experience</td><td>3</td></tr><tr><td>Limited knowledge with 1-2 years' experience</td><td>2</td></tr><tr><td>Limited knowledge; no experience</td><td>1</td></tr><tr><td>No information provided</td><td>0</td></tr></table>				Experience in public stakeholder consultation and/or integrated coastal management	Indicator	Superior knowledge across multiple team members experience in public / stakeholder engagement or integrated coastal management for over 10 years	5	Sound knowledge with 6-10 years' experience	4	Knowledge with 3-5 years' experience	3	Limited knowledge with 1-2 years' experience	2	Limited knowledge; no experience	1	No information provided	0
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	Knowledge with 3-5 years' experience				3													
	Limited knowledge with 1-2 years' experience				2													
	Limited knowledge; no experience				1													
	No information provided				0													
Total points on functionality		100																

8.5 PHASE 4: Preference Point System (80/20)

8.5.1 The *fourth phase* is to perform an evaluation of Price and BBBEE on the Bidder, that successfully qualified on phase 3 (Functionality requirements).

8.5.2 **Calculation of points for price** - The PPPFA prescribes that the lowest acceptable bid will score 80 points for price Bidders that quoted higher prices will score lower points for price on a pro-

rata basis. Where functionality is set as criteria, only proposals that meets functionality requirements will be considered to be evaluated on price and B-BBEE.

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

Points will be awarded to a bidder for attaining the B-BBEE status level of contribution or a sworn affidavit certified by the commissioner of oath in accordance with the table below:

Stage 2: The following table must be used to calculate the B-BBEE scores (20)			
B.	PRICE	80	
C.	B-BBEE Status Level Contributor		Number of points (80/20)
	1		20
	2		18
	3		14
	4		12
	5		8
	6		6
	7		4
	8		2
	Non –compliant contributor		0

8.3.3 Requirements for B-BBEE

- a) Bidders are requested to submit the original and valid B-BBEE Status Level Verification Certificate issued by SANAS Accredited Verification Agency or certified copies thereof; or B-BBEE Certificate issued by CIPC or Sworn Affidavit commissioned by Commissioner of Oaths together with their bids, to substantiate their B-BBEE rating claims. SBD 6.1 must also be duly completed, signed, and submitted alongside the bid to claim preference points. Failure to do so will result in B-BBEE preference points being forfeited.
- b) A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid to substantiate their B-BBEE rating claims. Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for BBBEE but should not be disqualified from the bidding process.
- a) They will score points out of 80 for price only and zero (0) points out of 20 for BBBEE. The points scored by a tenderer for B-BBEE contribution must be added to the points scored for price and should be rounded off to the nearest two decimal places.

- d) In a case whereby a **pre-qualification criteria** requires BBB-EE status level of contributor, all tenderer who failed to submit an original and valid B-BBEE Status Level Certificate or certified copies thereof, issued by SANAS or an original/ certified copy of the DTI sworn affidavit will be disqualified on **Pre-qualification stage** and will not reach preference point system stage due to non-compliance.
- e) A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- f) The contract will be awarded to the tenderer scoring the highest points

9 BID SUBMISSION REQUIREMENTS

9.1. Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:

- 9.1.1. The bidder must draft a table of content which will indicate where each document is located in the proposal.
- 9.1.2. The proposal shall consist of two parts, namely the technical bid and the pricing bid (master and copy). In case the bidder considers bidding in more than one coastal province or all four coastal provinces, the pricing bid must clearly indicate the provinces and all prices per provinces.
- 9.1.3. Project reference specifying the role played by the service provider in the listed projects or assignments, project value and the duration of the project (start and end date).
- 9.1.4. A detailed Project Plan with clear indication of who will be responsible for the management of the assignment as well as its execution. The allocation of team members on the assignments should be based on the experience in delivering the scope of work as listed.
- 9.1.5. Standard bidding documents (SBD1, 2, 3.3, 4, 6.1, 8 and 9) completed and signed.
- 9.1.6. Tax compliance status requirements and/ or Central Supplier Database (CSD) number or report.
- 9.1.7. Certified copies of identity documents of directors and shareholders of the company.
- 9.1.8. Entity registration Certificate (CK1).
- 9.1.9. Letter of Authority to sign documents on behalf of the company.

9.1.10. The proposal shall consist of two parts, namely the technical and the pricing bid (master and copy).

9.1.11. The following information must be endorsed on each envelope:

- Bid number:
- Closing date:
- Name of the Bidder:
- Original or copy of Proposal.

10. SPECIAL CONDITIONS OF CONTRACT

- 10.1** The performance measures for the delivery of planning and feasibility studies for coastal access infrastructure developments to facilitate equitable access to the coastal public property, for unlocking and enhancing socio-economic potential at identified sites will be closely monitored by Department.
- 10.2** The Service Provider/s will submit monthly soft copy electronic for progress updates and hard copy quarterly progress reports to the Programme manager, within 2 days after the end of each month and quarter for the duration of the project. Failure to submit the required reports on time will result in penalties.
- 10.3** The Programme manager shall do the ongoing performance management of the Service agreement.
- 10.4** The Service Provider/s must guarantee the presence of the **senior consultant** in charge of fieldwork throughout the duration of the contract. Prior to the appointment of a replacement, the Programme Manager must approve such appointment. If the senior has to leave the project, a period of at least a month is required, in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed able to transfer skills and knowledge.
- 10.5** All the conditions specified in the **General Conditions of Contract (GCC)** will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail.
- 10.6** Please take note that the department is not bound to select any of the firms submitting proposals. The department reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
- 10.7** Bidders must score a minimum of **75%** (The minimum qualifying score that must be obtained for functionality in order for a tender to be considered further should not be generic. It should be determined separately for each tender on a case-by-case basis. The minimum qualifying score must not be prescribed so low that it may jeopardize the quality of the service required nor so high that it may be restrictive to the extent that it jeopardizes the fairness of the SCM system).
- 10.8** The proposal should include, amongst other, the following:
A proposed plan of action;
A list of references;
Ability to ensure continuing of staff on the project.
- 10.9** A valid tax compliance status pin issued by SARS to the supplier/copy of Central Supplier Database (CSD)/ MA supplier Number must be submitted together with the bid.

- 10.10** In case of bids where Consortia / Joint Ventures / Sub-contractors are involved; such must be clearly indicated and each party must submit a separate copy of a valid Tax Clearance Certificate or copy of Tax Compliance Status Pin or CSD/ MA supplier Number together with the bid.
- 10.11 Failure to submit a valid Tax Clearance Certificate/ Tax Compliance Status Pin/ copy of CSD/ MA supplier Number may result in the invalidation of the bid.
- 10.12 A **foreign recommended bidder** with neither South African tax obligation nor history of doing business in South Africa must complete Standard Bidding Document (SBD 1) and the information must be submitted to SARS on the following email governmentinstitute@sars.gov.za to issue a confirmation of the tax obligation letter in terms of **paragraph 3.6** of the instruction note no 9 of 2017/18.
- 10.13** Comprehensive Curriculum Vitaes' (CV) of the staff who will be available for the duration of the contract must be attached. **In case where bidders submitted CV's of personnel from other companies, bidders must indicate if the personnel is sub-contracted or employed full time or part-time, and indicate the period of the engagement with the bidder. A signed agreement between two parties or an agreement between personnel and a company must be included with the proposal.**
- 10.14** The bid proposals should be submitted with all required information containing technical information.
- 10.15** DFFE Entity Maintenance form included in the bid documents must be completed and returned with the bid proposals).
- 10.16** Bidders must be prepared to work at rates not exceeding those prescribed by the office of the Auditor-General or the Department of Public Service and Administration (DPSA).
- 10.17** A breakdown of the hourly tariff inclusive of value-added tax for services rendered. Expenditure incurred without the prior approval of the Programme manager will not be reimbursed.
- 10.18** The Department will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bids.
- 10.19** Travelling costs and time spent or incurred between home and office of consultants and DFFE office will not be for the account of the Department.
- 10.20** Skills transfer to DFFE officials - two (2) DFFE officials in the Chief Directorate Integrated Coastal Management responsible for Coastal Spatial Planning will be capacitated with the development processes of the nodal or precinct master planning approach for the access infrastructure plans with the assistance and support of the programme manager
- 10.21** Intellectual property rights will belong to DFFE e.g. Source codes, reports and documentations, designs and sketched, video etc.
- 10.22** DFFE reserves the right to award the contract to one or more than one service provider or only part thereof e.g. (per District / Municipality or Province)
- 10.24** Before any work can commence the service level agreement must be signed by both parties (DFFE and the successful bidder) as well as the issue of an official order and should there be any dispute regarding the finalisation of the agreement, DFFE reserves the right to cancel the contract with no cost implications for the Department.

- 10.25** The evaluation of Bids can only be done based on information required by the department.
- 10.26** Bidders failing to meet, mandatory requirements will automatically be disqualified.
- 10.33** Prospective suppliers and / or public entities interested in pursuing opportunities with the Department and within the South African government must register on the National Treasury Central Supplier Database.
- 10.34** Prospective suppliers and / or public entities must provide the department with their CSD registration number on submission of their bid proposals including those of sub-contractors and/ or joint venture companies.
- 10.35** Any supplier who is not registered on CSD during an award stage of the tender will not be considered.

11 Sub-contracting conditions/ requirements

- 11.1** In a case whereby sub-contracting is not set as a pre-qualification criteria, however the tenderer is intending to sub-contract portion of work, such tenderer awarded a contract may only enter into sub-contracting arrangements with the approval of the department.
- 11.2** In relation to a designated sector, a contractor will not be allowed to subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 11.3** A tenderer will not be awarded the points claimed for B-BBEE status level of contribution or contract if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 11.4** The contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

12 Payment terms

The DFFE undertakes to pay out in full or as per deliverables within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.

13 Technical enquiries

Should you require any further information in this regard, please do not hesitate to contact:

Name: Mr Potlako Khati
Office Telephone No. 021 819 2495
E-Mail: PKhati@environment.gov.za

OR

Name: Mr Tshepiso Monnakgotla
Office Telephone No. 021 819 2495
E-Mail: Monnakgotla@environment.gov.za

THE NATIONAL TREASURY

Republic of South Africa



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.

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General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

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

3. General

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

6. Patent rights

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

7. Performance 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.

- | | |
|---|---|
| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p> |
| 20. Subcontracts | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the</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.
29. Governing language	29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country. 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser. 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation Programme (NIP)	33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34 Prohibition of Restrictive practices	34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging). 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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



DEPARTMENT OF ENVIRONMENTAL AFFAIRS

BAS ENTITY MAINTENANCE FORM

Head Office Only

Date Received _____
Safetynet Capture _____
Safetynet Verified: _____
BAS/LOGIS Capt _____
BAS/LOGIS Auth _____
Supplier No. _____

The Director General

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

Please ensure information is validate as per required bank screens .

I/We understand that bank details provided should be exactly as per record held by the banks.

I/We understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.

Company / Personal Details

Registered Name	
Trading Name	
Tax Number	
VAT Number	
Title:	
Initials:	
Full Names	
Surname	
Persal Number	

Address Detail

	Physical	Postal
Address		
(Compulsory if Supplier)		
Postal Code		

New Detail

☐ New Supplier information ☐ Update Supplier information

Supplier Type: ☐ Individual ☐ Department ☐ Partnership
☐ Company ☐ Trust
☐ CC ☐ Other (Specify)

Department Number

Supplier Account Details (To be <i>Verified by the bank, please attach bank letter or 3 months bank statement</i>)

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

[illegible][illegible][illegible]

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Bank screen info
ABSA -CIF screen
FNB -Hogans system on the CIS4/CUPR
STD Bank-Look-up-screen
Nedbank - Banking Platform under the Client Details Tab

Savings Account

Bond Account

[illegible]

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[illegible]

***Please include CC/CK where applicable**

Bank Stamp

Supplier Contact Details	
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Telephone Number

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[illegible]

Fax Number

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[illegible]

Cell Number

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Supplier Signature									
Print Name									
			/			/			

NB: All relevant fields must be completed