



logistics division

Department:
Defence
REPUBLIC OF SOUTH AFRICA

CPSC/403/1/4/B/PC/016/2020

Telephone: 012 649-6690
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Enquiries: Pte P.M Khanyile

Department of Defence
(Logistic Support Formation)
Central Procurement Service Centre
Eco-Origin Office Park, Block E
349 Witch Hazel Avenue
Eco Park, Centurion
0157

30 August 2021

Sir/Madam

BID CPSC/B/PC/016/2020: RENDERING OF CLEANING AT INTERNAL AUDIT DIVISION SERVICE TO THE DEPARTMENT OF DEFENCE (GAUTENG PROVINCE) FOR PERIOD OF THREE (03) YEARS.

REQUIRED BY: INTERNAL AUDIT DIVISION.

CLOSING TIME FOR BID 11:00 AM ON 30 SEPTEMBER 2021

NB: BIDDERS ARE ENCOURAGED TO NUMBER THE PAGES OF THE TENDER/BID (EG 1 OF 100) AND TO MAKE COPIES OF THE ENTIRE BID DOCUMENT

1. You are hereby invited to furnish this Department with a bid for the supply of the above-mentioned items as per attached documents. The documents, you should be in possession of are; This Cover Letter, SBD 1, SBD 3.1 (Pricing Schedule), Group Questionnaire, Specification (if applicable), SBD 4, SBD 6.1, Sub-Contractor Form, Vetting and Screening, SBD 8 and SBD 9.

2. **THE FOLLOWING CONDITIONS MUST BE STRICTLY ADHERED TO; FAILURE TO ADHERE TO ALL THE CONDITIONS LISTED BELOW WILL INVALIDATE YOUR BID:**

- a. Bidders are requested to complete all Standard Bidding Documents (SBD's) in full.
- b. Please note that any scratches or using of tippex is not allowed on the pricing schedule or SBD 3.1.
- c. A Group Questionnaire must be submitted with the bid documents and be fully complete. Failure to fully complete the group questionnaire will invalidate the bid.
- d. A sealed two separate envelope system must be adhered to: one envelope for technical proposal must be dropped in the bid box and one envelope for price proposal (SBD3) must be submitted at Lieutenant D.J. Modise's office in her absence submit at Captain L.T. Ngoepe's office. The envelopes must be labelled correctly. Submission of one envelope will invalidate your bid.



BID CPSC/B/PC/016/2020: RENDERING OF CLEANING AT INTERNAL AUDIT DIVISION SERVICE TO THE DEPARTMENT OF DEFENCE (GAUTENG PROVINCE) FOR PERIOD OF THREE (03) YEARS

3. The conditions contained in General Bid Conditions (GBC), General Conditions of Contract (GCC) and all the attached forms will apply to your Bid.

4. Kindly bid by completing the relevant forms, redirect to the **DEPARTMENT OF DEFENCE, LOGISTIC SUPPORT FORMATION, CENTRAL PROCUREMENT SERVICE CENTRE** to reach the bid receipt office not later than the closing date and time, or deposit in the bid box in the security office at the **Main Entrance Central Procurement Service Centre, Eco-Origin Office Park, Block E, 349 Witch Hazel Avenue, Eco Park, Centurion** before the closing date and time.

5. Please note that the bid box will be closed daily between 11:00am and 12:00am. Bids can be handed in at the CPSC Bid Receipt Section Ground Floor during this period. However, if the bid is late it will as a rule not be accepted for consideration.

6. The following persons can be contacted regarding the following aspects of this Bid only during office hours:

- a. **Completion of Bid Document:** **Major S.M. Manoto (012) 649-6642/6632.**
- b. **Technical Information:** **Master Warrant Officer A.J Mthembi (012) 649-1043., cell no 079 637 7118**

7. Kindly take note that according to Government Gazette No 9544 Vol 552 dated 08 June 2011 No 34350, all bidders must submit their B-BBEE status level certificates together with their bids. Should the certificate not be submitted, a zero (0) point will be allocated.

Yours Sincerely



(MAJOR N. SOBEKWA)
OFFICER COMMANDING CENTRAL PROCUREMENT SERVICE CENTRE: COLONEL



RENDERING OF A CLEANING SERVICE AT INTERNAL AUDIT DIVISION FOR A PERIOD OF THREE (03) YEARS

CPSC/B/PC/016/2020

VALIDITY: 120 Days

CLOSING DATE AND TIME: _____ 2021 at 11H00

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Profile Information, Qualification and Experience

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 GCCs
 SCCs
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FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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SECTION A:

BID GENERAL INFORMATION

Contact Information

Bid Submissions

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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CONTACT INFORMATION

1. Technical Information:

MWO A.J. Mthembu

Office Tel No: (012) 649 1043
Cell Number: 079 637 7118

2. Information regarding the Bid Document or Bidding Process:

Major S.M. Manoto
Office Tel No: (012) 649 6642
Fax: (012) 649 6645

Warrant Officer Class 1 B.B. Mmolawa
Office Tel No: (012) 649 6632
Fax: (012) 649 6645

Staff Sergeant V.B. Mokwena
Office Tel No: (012) 649 6644
Fax: (012) 649 6645

3. Contract Management: (After awarding of contract)

Major L.E. Zuma
Office Tel No: (012) 649 6648

BID SUBMISSIONS

4. Closing period of bid : 5 to 6 weeks
5. Closing date and time : _____ 2021 at 11h00
6. Validity of bid : 120 days
7. Address for depositing of bid documents:

Street: 349 Witch-Hazel
Eco-Park
Centurion
0157

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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CENTRAL PROCURMENT SERVICE CENTRE

CLOSING DATE OF BID: 30 SEPTEMBER 2021

BID NUMBER: CPSC/B/PC/016/2020

CLOSING TIME OF BID: 11H00AM

NAME OF BIDDER

VALIDITY: 120 DAYS

GROUP QUESTIONNAIRE

Tick the applicable box

Period (in days) required to complete Delivery?

.....

.....

.....

Please state percentage profit before tax?

.....

The Department of Defence Prefers Firm Prices.
Price Firm.

YES ☐ NO ☐

Delivery Period Firm.

YES ☐ NO ☐

Comply to description as requested?

YES ☐ NO ☐

If not, state deviations.

.....

.....

.....

.....

Will a Government Order be accepted?

YES ☐ NO ☐

Are you registered in terms of Section 23 (1) or
23 (3) of the Value Added Tax (Act no.89 of
1999)?

YES ☐ NO ☐

Vat Registration Number:

.....

Company Registration number:

.....

Confirm that in the event of a contract be
concluded, it will be in terms of General Bid
Conditions and General Conditions of contract
(attached), the contents of which you are fully
acquainted with.

YES ☐ NO ☐

If a trade discount is offered, is it included in
the price?

YES ☐ NO ☐

IMPORTANT! Prices not reflected on the official documentation provided as part of this Bid will not
be taken into consideration.

PLEASE NOTE THAT PRICES INDICATED IN THIS DOCUMENT WILL BE TAKEN AS ABEING
VAT INCLUSIVE.

This requirement may be awarded in total to one supplier or per individual item.

The obligation to pay sub-contractors is my
responsibility.

YES ☐ NO ☐

It is your responsibility to make a copy of your
completed Bid document. The Department of
Defence will not make copies of Bid Documents
after the closing date and time. Is this noted?

YES ☐ NO ☐

Your company must include a copy of your
CIPRO registration either CM2 or CK1 in your
Bid document. Is this noted?

YES ☐ NO ☐

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CPSC-B-PC-016-2020	CLOSING DATE: 30 SEPTEMBER 2021	CLOSING TIME:	11H00AM	
DESCRIPTION	RENDERING OF CLEANING SERVICE AT INTERNAL AUDIT DIVISION TO THE DEPARTMENT OF DEFENCE (GAUTENG PROVINCE) FOR A PERIOD OF THREE (03) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON	MAJOR N. SOBEKWA		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
TELEPHONE NUMBER	012 349 6682		CONTACT PERSON	Master Warrant Officer A.J Mthembe	
FACSIMILE NUMBER	012 649 6687		TELEPHONE NUMBER	012 649-1043/ 079 637 7118	
E-MAIL ADDRESS			FACSIMILE NUMBER	012 649 1030	
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 THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

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 PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....



Request for Bid : CPSC-B-PC-016-2020

Author: P.G Khanyile
Date: 08/26/2021 09:20:41

PRICING SCHEDULE

Bid No.	CPSC-B-PC-016-2020	Document Type	Request for Bid Open
Document No:	0000395498	Company Name:	
Description:	RENDERING OF A CLEANING SERVICE AT INTERNAL AUDIT AUDIT DIVISION FOR A PERIOD OF THREE (03)	Attention:	
Currency:	ZAR	Tel No:	
Closing Date:	2021-09-30 11:00:00	Fax No:	
Status:	Created	Cell No:	
Validity Days:		Email:	

No.	Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
1	PC-016-01	TOTAL COST FOR THE RENDERING OF A CLEANING SERVICE AT INTERNAL AUDIT DIVISION AS PR ATTACHED SPECIFICATION FOR YEAR ONE (01)	INTERNAL AUDIT DIVISION		Year	
		Line Comment	Lead Time	Quantity Required	Quantity Available	
				1		
		Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs				
		Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs				
2						

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
PC-016-02	TOTAL COST FOR THE RENDERING OF A CLEANING SERVICE AT INTERNAL AUDIT DIVISION AS PR ATTACHED SPECIFICATION FOR YEAR TWO (02)	INTERNAL AUDIT DIVISION		Year	
	Line Comment	Lead Time	Quantity Required	Quantity Available	
			1		
	Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs				
	Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs				

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
PC-016-03	TOTAL COST FOR THE RENDERING OF A CLEANING SERVICE AT INTERNAL AUDIT DIVISION AS PR ATTACHED SPECIFICATION FOR YEAR THREE (03)	INTERNAL AUDIT DIVISION		Year	
	Line Comment	Lead Time	Quantity Required	Quantity Available	
			1		
	Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs				
	Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs				

Questionnaires

Questionnaires / Evaluation Criteria

THE 8020 QUESTIONNAIRE EVALUATION TEMPLATE V2

Questions	Options
Please provide your BBEE level from the possible list provided in the dropdown :	LEVEL1
	LEVEL2
	LEVEL3
	LEVEL4
	LEVEL5
	LEVEL6
	LEVEL7
	LEVEL8
	NON-COMPLIANT

Attachment Description	Attachment File Name
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SBD 4

DECLARATION OF INTEREST

NAME OF COMPANY:

SUPPLIER'S CODE:

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.

"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 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?

YES/NO

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:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 104

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

APPENDIX A

DI SEC INSTR/02/2012

**VETTING AND SCREENING
OF PRIVATE COMPANIES
AND INDIVIDUALS
DELIVERING SERVICES TO
THE DEPARTMENT OF
DEFENCE**

QUESTIONNAIRE: PRIVATE COMPANIES

Company Name:

Company Registration Number:

DOD Supplier Code (if already registered with the DOD):

Personal particulars of Company Director(s) (Include copy of RSA Identification and passport document):

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

Personal particulars of sub-contractor if any (Include copy of RSA Identification and passport document):

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

Company Physical Address:

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

Company Postal Address:

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

Company Core Business:

.....

1. When did the company begin with its operation?

Answer:

2. Does the company have a valid SARS tax clearance certificate? If yes, provide the tax clearance certificate number and the certified copy of the certificate.

Answer:

3. Is the company registered with the Company and Intellectual Property Commission (CIPC)? If yes, provide the registration number and attach a certified copy of the registration certificate.

Answer:

4. Who are the shareholders of the company and what percentage of shares do they each possess?

Answer:
.....
.....

5. What services will be rendered by the company to the SANDF.

Answer:
.....
.....

6. What DOD installations/unit and specific area/section does the company required access to:

Answer:
.....
.....

7. Does the company provide services to other RSA state departments? If yes, provide the names of the departments and the period/s during which service was provided.

Answer:
.....
.....
.....

8. Does the company provide services to foreign governments and/or companies? If so, provide details.

Answer:
.....
.....

9. Has the company been implicated in fraudulent activities? If yes, provide details.

Answer:
.....
.....
.....

10. Has the company been implicated in corrupt practices? If yes, provide details.

Answer:
.....
.....
.....

11. Has the company been implicated in any other criminal activity? If yes, provide details.

Answer:
.....
.....
.....

12. Does the company have the Employment Equity Plan? If yes, provide the Employment Equity Plan as well as the number and composition of the employees. (Only if the company is South African or employs South Africans)

Answer:
.....
.....
.....
.....
.....
.....

13. What is the track record and achievements of the company? Provide details.

Answer:
.....
.....
.....

14. Is the company under investigation by any government security agency? If yes, provide details.

Answer:

15. What known factor could possibly prevent this company from entering into contract with the Department of Defence and Military Veterans or any component thereof and why?

Answer:

Compiled by:

ID: _____ Title: _____ Name: _____

Signature: _____

Important aspects to take note of

- This document must always be accompanied by the profiles of the director(s) of the company as well as their RSA identification and passport documents.
- Always attach the current Financial statement(s) of the company.
- The current and valid SARS Tax Clearance certificate must be attached.
- A Company Profile must be submitted with bid.

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 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.

1.3 Preference 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 codes 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 invitations, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = 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	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

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

(Points claimed in respect of paragraph 6.1 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:

(i) What percentage of the contract will be subcontracted?%

(ii) The name of the sub-contractor?

(iii) The B-BBEE status level of the sub-contractor?

(iv) 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 paragraph 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 paragraph 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 BIDDER(S)

DATE:

ADDRESS:

.....

.....

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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 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 National Treasury after the <i>audi alteram partem</i> rule was applied).	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)? To access this Register enter the National Treasury's website www.treasury.gov.za , click on the icon "Register for Tender Defaulters " or submit your written request for a hard copy of the Register to facsimile number (012) 326 – 5445.	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 on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so furnish particulars:		

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 CANCELLATIONS OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE
TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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



SECTION B:

BID ADJUDICATION INFORMATION

EVALUATION CRITERIA

MANDATORY DOCUMENTATION

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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EVALUATION CRITERIA

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EVALUATION CRITERIA

MANDATORY CRITERIA

1. **Phase 1:** Compliance to the mandatory requirements. Bidders that do not fully comply with the criteria will be eliminated / excluded and will not go to the next phase.

S/No	Criteria	Yes	No
	a	b	c
1.	General Rules for completion of Bid documents. Amendment, scratching, use of tippex and omission to all the documents will invalidate the bid. Other documents which do not form part of Two Envelope System must be consolidated into a Bid document (clearly marked, Company stamp, Company name and Bid number) which should be deposited into the CPSC Brown Bid Box (situated at 349 Witch-Hazel Avenue, Eco-Origin, Centurion) on or before the closing date and time.		
2.	Standard Bid Documents (SBDs) 1, 4, 6.1, 8 and 9. Failure to fully complete and sign any of the SBD documents attached and submit them in their originality by the closing date and time will invalidate the bid. THE WRITING OF THE PRICE ON THE SBD1 WILL INVALIDATE THE BID.		
3.	Submission of Two envelope system Bidder are required to submit STRICTLY Two (2) separate properly sealed envelopes, clearly marked, Company stamp, Company name, Bid number and closing date. THESE ENVELOPES MUST BE SUBMITTED TO BID RECEIPT OFFICE AT CENTRAL PROCUREMENT SERVICE CENTRE. ENVELOPE 1: PRICE PROPOSAL It must contain SBD3.1 or Price Schedule only. Price Breakdown (where necessary). ENVELOPE 2: TECHNICAL PROPOSAL It must contain all documents.		
4.	Financial Capability or Proof of Good Financial Standing. Bidders are to submit a certification from a bank/Accountant/Auditor/Book Keeper indicating that the company bidding has a financial capability to fund and satisfy the bid they are tendering for, and/or a letter of intent can be submitted from a registered financial aid. Failure to submit this certification will invalidate your bid.		
5.	Certificates of Compliance by Sub-Contractors. Failure to submit an original certificate of compliance by any/all sub-contractor(s) as declared on the SBD6.1 will invalidate your bid.		
6.	Central Suppliers Database: Bidder to submit Central Suppliers Database (CSD) Registration Report not older than fourteen (14) days prior to the closing date of the bid must be submitted as obtainable from the National Treasury. This document must reflect the details of Directors.		

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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S/No	Criteria	Yes	No
	a	b	c
7.	Vetting Form: Failure by the bidding company to complete and enclose the attached security vetting form will invalidate your bid.		
8.	Group Questionnaire: Bidders are required to fully complete group questionnaires. Failure to fully complete the group questionnaire will invalidate the bid.		

FUNCTIONALITY CRITERIA

2. **Phase 2:** This phase will be evaluated by means of compliance to specification / scope of work. Bidders not excluded or invalidated based on Phase 1 will be considered for Phase 2. The bids will be adjudicated with a maximum total of Fourteen (14) points. All bidders who score less than 70% will be excluded from the next phase of the evaluation.

Functionality Criteria	Weight
a. Experience	5
b. Project Execution Plan	9

3. **Phase 3:** Price.

Phase 3	Price. (Will be according to specific requirements)	80/
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4. **Phase 4:** Preferential points. (As per Preferential Procurement Policy Framework ACT, 200: Preferential Procurement Regulations, 2017). Act No.5 of 2000 requirement in the B-BBEE status Level Certificate accredited by the South African National Accreditation System (SANAS) or Independent Regulatory Board of Auditors (IRBA) which must be submitted together with the Bid document).

Phase 4	Preferential B-BBEE points	/20																											
	Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below: <table> <tr> <th>B-BBEE Status of Contributor</th><th>Number of Points (90/10 system)</th><th>Number of Points (80/20 system)</th></tr> <tr><td>1</td><td>10</td><td>20</td></tr> <tr><td>2</td><td>9</td><td>18</td></tr> <tr><td>3</td><td>8</td><td>16</td></tr> <tr><td>4</td><td>5</td><td>12</td></tr> <tr><td>5</td><td>4</td><td>8</td></tr> <tr><td>6</td><td>3</td><td>6</td></tr> <tr><td>7</td><td>2</td><td>4</td></tr> <tr><td>8</td><td>1</td><td>2</td></tr> </table>	B-BBEE Status of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)	1	10	20	2	9	18	3	8	16	4	5	12	5	4	8	6	3	6	7	2	4	8	1	2	
B-BBEE Status of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)																											
1	10	20																											
2	9	18																											
3	8	16																											
4	5	12																											
5	4	8																											
6	3	6																											
7	2	4																											
8	1	2																											

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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	Non-compliant Contributor	0	0	
	A bid must not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of ten (10) or twenty (20) points respectively for B-BBEE. Calculation of the total points scored for price and B-BBEE status level of contribution The points scored for price must be added to the points scored for B-BBEE status level contribution to obtain the bidder's total points scored out of 100.			

5. Thereafter the points achieved are used in the application of the Preference Point System as per the B-BBEE status Level Certificate.

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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MANDATORY BID DOCUMENTATION¹

1. The following standard bid documents and appendices must be fully completed in all aspects in a clear legible manner, signed by a duly authorised representative of the bidder and attached in the following order by the closing date and time.

STANDARD BID DOCUMENTS

- SBD 1: Invitation to bid
- SBD 3: Pricing Schedule and breakdown
- SBD 4: Declaration of Interest
- SBD 6.1: Preference Points Claim Form
- SBD 8: Declaration of Bidders past supply chain management practices
- SBD 9: Certificate of Independent Bid Determination

MANDATORY APPENDICES

- Appendix A: Company Profile
- Appendix B: Execution Plan
- Appendix C: Certificate of Compliance by Sub-Contractor
- Appendix D: Questionnaire
- Appendix E: Specification Compliance
- Appendix F: Accreditations
- Appendix G: Financial Capability Statement.
- Appendix H: Vetting and screening of the companies and individuals
- Appendix I: Occupational Health and Safety (OHS)

MANDATORY BID DOCUMENTATION²

¹ The completion and submission of the following standard bid documents and appendices is **mandatory** and must be submitted as a complete bid document by the closing date and time. Failure to fully complete and submit the standard bid documents and appendices by the closing date and time **will** invalidate the bid.

² The completion and submission of the above standard bid documents and appendices are **mandatory** and must be submitted as a complete bid document by the closing date and time in a sealed envelope with the bid number, closing date and time endorsed on the outside. **Late bids** will not be accepted or processed and will be returned unopened to the address appearing on the bid document. Failure to fully complete and submit the standard bid documents and appendices by the closing date and time **will** invalidate the bid as incomplete.

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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APPENDIX A

COMPANY PROFILE / EXPERIENCE

1. Bidders must submit a company profile covering the following minimum headings in the supply and support of the relevant contract commodity or service to be provided as Appendix A.
 - a. Detail of company Directors.
 - b. Copies of company registration documents listing shareholders namely the CK1 and CK2 for a Close Corporation, Relevant Documents for Sole Proprietorship and Private Companies respectively (relevant documents to be attached)
 - c. Address of head and regional offices.
2. The company profile must be signed by a duly authorized representative of the bidding company.

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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APPENDIX B

EXECUTION PLAN

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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APPENDIX C

CERTIFICATE OF COMPLIANCE BY SUB-CONTRACTOR

THIS CERTIFICATE MUST BE SUBMITTED WITH THE COMPLETED BID DOCUMENTS
IN THE ORIGINAL BY THE SUB-CONTRACTOR

BIDDERS NAME: _____

SUB-CONTRACTOR'S NAME: _____

Delete whichever is not applicable.

I/we am/are fully aware of the Bid Requirements and am/are capable of supplying the required item(s)/service(s) strictly according to the Bid Conditions, Special Conditions and Specifications supplied by the Department of Defence. I/we hereby certify that

_____ obtained a quotation from me/us to
supply and deliver the item(s)/service(s) listed in Bid no _____
Section/s _____ on their behalf to the DOD.

I/we further certify that I/we have the necessary infrastructure at my/our disposal to execute the Bid and meet all the delivery requirements for the duration of the contract and will comply with the minimum supply and delivery standards. We confirm that we have seen and will comply with the product specifications.

I/we, the sub-contractor/s have been licensed with the Local Authority and am/are in possession of a Certificate of Acceptability from the Local Authority. (Copy attached/not attached)

I/we, the Sub-Contractor/s hereby authorise the Department of Defence's Officials access to my/our premises for inspection purposes.

Sub-Contractor's Contact Person:

Address of Sub-Contractor: _____

Tel No: _____

Fax No: _____

SIGNATURE OF SUB-CONTRACTOR

WITNESSES:

1. _____

Date: _____

2. _____

Date: _____

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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APPENDIX D

QUESTIONNAIRE

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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QUESTIONNAIRES FOR RENDERING OF A CLEANING SERVICE AT INTERNAL AUDIT DIVISION FOR A PERIOD OF THREE (03) YEARS

MUST BE COMPLETED BY ALL BIDDERS BY CIRCLING THE RELEVANT ANSWER.

1. **Prices**

Do you confirm compliance to the stipulation that bid prices are **firm** specified in the Specific Conditions will be considered by the Departments Procurement Service Centre for the duration of the contract? **Yes/No**

Price Structure

a. **Wages**

Compliance with Labour Legislation

Do you, as the Bidders, comply with any applicable wage order/determination or agreement, in terms of the Labour Relations Act or Wage Act. **Yes/No**

b. **Remuneration**

Is your industry regulated by a wage order/determination? or agreement in terms of the Labour Relations Act? **Yes/No**

What is the minimum wage you pay un-skilled Workers in your company?

R_____ per hour

or

R_____ per month

c. **Equipment/Consumables**

Has a list of equipment and consumables to be used for the Execution of the contract been submitted ***Yes/No**

2. **Consumer Price Index**

Indicate which Province/Municipal area was used as a baseline in determining the bid price? _____

3. **Specifications**

Do you confirm strict compliance to the specification and scope of work? **Yes/No**

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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4. Bid Conditions

- a. Do you confirm compliance to the Specific Conditions? **Yes/No**
- b. Do you confirm compliance to the Special Conditions of Contract? **Yes/No**
- c. Do you confirm compliance to the General Bid Conditions? **Yes/No**
- d. Do you confirm compliance to the General Conditions of Contract? **Yes/No**
- e. Do you confirm that you have kept copies of all the above documents? **Yes/No**

5. Military Inspections

Do you confirm that it is a mandatory requirement that DOD Procurement officials/Identified DOD Officials must complete a physical inspection of you and all suppliers/sub-contractors premises during the evaluation of the bids and will do ad-hoc inspections during the period of the contract? **Yes/No**

6. Site Inspection/Explanatory Meeting

- a. Was the site inspection/explanatory meeting attended? **Yes/No**
- b. Has the original signed site inspection/explanatory meeting Certificate been submitted? **Yes/No**

POST AWARD REQUIRED DOCUMENTATION

- a. **Performance Security.** Do you take cognizance of the fact that 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 which represents 10% of the estimated contract price for the year specified in SCC for the fulfillment by the Service Provider of his/her obligations under the said agreement. **Yes/No**
- b. **Standard Bid Document (Contract Form 7.1).** Do you confirm that you will sign a Contract Form 7.1 upon award or within a maximum period of 10 days after the award of the contract? **Yes/No**

7. **Finance.** Do you confirm that you have finance available to manage the contract for a period of three months based on your bid amount? **Yes/No**

8. **Bid Documents.** Have you made / kept a copy of your completed Bid document and the relevant bid conditions for reference purposes.

9. **Clarification of information.** Has it been noted and confirmed that the Department may request clarification on any information regarding any aspect included in the bid. The bidder is to supply the requested information within the requested time span, failing which may result in the bid being disqualified.

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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(Signed) _____

Full Name of Bidder's Authorised Representative: _____

Witnesses 1. _____

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WRITTEN AGREEMENT ON OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES FOR COMPLETION OF A CONTRACT ENTERED INTO BETWEEN THE DEPARTMENT OF DEFENCE

AND

(Herein after referred to as the contractor)
**AS ENVISAGED BY SECTION 37(2) OF THE
OCCUPATIONAL HEALTH AND SAFETY ACT
NO 85 OF 1993 AS AMENDED**

WORKMAN COMPENSATION NUMBER: _____

SECTION A

1. I (fully authorized): _____ (Identity
Number) representing the Contractor, do hereby
acknowledge that the Contractor is an employer on its own right with duties as prescribed in
the Occupational Health and Safety Act 85 of 1993 as amended and agree to ensure that all
work will be performed or plant and machinery will be used in accordance with the provision
of the said Act. I furthermore agree to comply with the requirements of the Department of
Defence (Defence employer) as contained in the documents attached hereto (if any) and to liase
with the Department of Defence (DOD) as employer should I, for whatever reason, be unable
to perform in terms of this agreement.

2. This agreement should be read to be consistent with the relevant Labour Laws and
collective agreements relating to the contract. This is applicable to the fact that the contractor
should at all times adhere to the terms and condition of the Occupational Health and Safety Act
85 of 1993 and the Basic Conditions of Employment Act 75 of 1997.

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3. For purposes of this agreement it is deemed that a Contractor is any individual, firm, corporation, partnership, association or other legal entity that enters into an agreement directly with Department of Defence to furnish services, supplies or both, including construction or transport services. (Subcontractors are included)
4. The Contractor will ensure that all his/her employees or his/her Subcontractors workmen are covered in terms of the Compensation for Occupational Injuries and Diseases Act 1993, which cover shall remain in force whilst any such workmen are working with or on Department of Defence (DOD) property.
5. The Contractor furthermore warrants that he/she and his/her Subcontractor(s) is/are in possession of a valid "*Certificate of good standing*" issued by the Workman Compensation Commissioner.
6. The Contractor warrants that he/she is in possession of the following insurance cover which shall remain in force whilst he/she and/or the Subcontractor and/or his/her employees are working with or on DOD property which shall remain in force for the duration of his/her contractual relationship with the DOD:
- Insurance covering his/her liability to any employees and his/her Subcontractors.
 - Public liability insurance covers.
 - Any other insurance cover that will adequately make provision for any other possible losses and/or claims arising from or his/her Subcontractors and/or his/her employees, act and/or omission with DOD property.
7. The Contractor undertakes to ensure that he/her and/or his/her Subcontractor and/or their respective employees will at all times comply with the following conditions:
- All work performed with/on DOD property is to be performed under the close supervision of the Contractors employees who are to be trained to understand the hazards associated with any work that the Contractor performs on/with the stated property.
 - The Contractor shall assume the responsibility in terms of 16(1) of the Occupational Health and Safety Act No 85 of 1993. If the Contractor delegates any duty in terms of section 16(2) of the said Act, a copy of such written delegation shall immediately be forwarded to the DOD.
 - The Contractor shall ensure that he/she familiarizes him/herself with the requirements of the Occupational Health and Safety Act and that all employees of the Contractor and any Subcontractor complies with them in detail.

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- d. The Contractor shall appoint competent employees who shall be trained to any Occupational Health and Safety aspects pertinent to them or to the work that is to be executed.
- e. Discipline regarding Occupational Health and Safety matters shall be strictly enforced.
- f. Adequate and correct Personal Protective Equipment shall be issued as required and worn at all appropriate times.
- g. Safe work practices shall be enforced and all employees shall be made conversant with the contents of these practices.
- h. No unsafe or unsuitable plant/equipment/machinery and/or articles shall be used on the DOD premises.
- i. Any DOD Risk Control/Safety Officer may condemn any unsafe or unsuitable plant/equipment/machinery and/or articles and the replacement cost thereof will be for the Contractor or Subcontractors account.
- j. The condemnation of any unsafe or unsuitable plant/equipment/machinery by any DOD Risk Control/Safety Officer will not be regarded as sufficient cause for the contract completion period to be extended by the Contractor and/or his/her Subcontractors. The Contractor and/or his/her Subcontractor will still be liable for any prescribed penalties as per Defence Contract, should the contract not be timeously completed.
- k. All incidents referred to in the Occupational Health and Safety Act shall be reported by the Contractor to the Department of Labour as well as to the DOD. The DOD shall further be provided with copies of any written documentation relating to any incident.
- l. The DOD hereby obtains an interest in the issue of any formal inquiry conducted in terms of section 32 of the Occupational Health and Safety Act into any incident involving a Contractor and/or his/her employees and/or his/her Subcontractor.
- m. No use shall be made of any DOD machinery/article/substance/personal protective equipment without written approval from the Officer Commanding or the designated responsible person.
- n. Work for whom the issuing of a permit is required shall not be performed prior to the obtaining of a duly completed and approved permit.

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- o. No alcohol or other intoxicating substance shall be allowed on the DOD premises. Anyone suspected to be under the influence of alcohol or any other intoxicating substance shall not be allowed on the DOD premises.
 - p. Full participation shall be given if and when the DOD employees inquire into Occupational Health and Safety issues.
8. Negotiation For purposes of the exchange of views between Defence employer and Contractor representatives regarding respective entitlements, liabilities and responsibilities on a particular defence contract, modification, including deliberations regarding contract specifications, terms of delivery and pricing of change orders, these aspects shall be covered by separate annexes to the contract. This include the performance of quality assurance, operational and developmental testing, the approval of payment, or auditing under the contract.
9. The contractor confirms that he/she has been informed that he/she must report to the DOD, Officer-in-Charge-of-the-exercise (in writing) anything that he/she deems to be unhealthy and/or unsafe. He/she has versed his/her employees and/or Subcontractors in this regard in detail.
10. The Contractor and his/her Subcontractor warrants that he/she shall not endanger the health and safety of the DOD employees in any way whilst performing any work on/with DOD property.
11. Any person who contravenes or fails to comply with a condition or direction of this agreement without sufficient cause (the onus of proof whereof shall rest upon him/her) shall be guilty of an offence and on conviction be liable to a fine not exceeding R50 000.00 or to imprisonment not exceeding one (1) year or to both such fine and such imprisonment, in terms of Section 38 (1) of the Occupational Health and Safety Act No. 85 of 1993.
12. Special Requirements:
- a. Security and Entrance/Exit control: The Contractor and/or his/her Subcontractors are subjected to all military and security checks.
 - b. Injury: the Contractor and his/her Subcontractors shall take every reasonable safety precautionary measures regarding the job required.
 - c. Proof of Identity: the Contractor and his/her Subcontractors and/or their employees are subject to positive identification when entering and whilst present on any military premises.

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SECTION B

(To be completed only in the case where the service or supplies are required for the specific military exercise/operation)

DURATION OF EXERCISE/OPERATION: _____ Until _____

NAME OF EXERCISE/OPERATION: _____

AIM OF EXERCISE/OPERATION

SIGNED BY THE DOD OFFICER IN CHARGE
OF THE EXERCISE/OPERATION

DATE

FULL NAME OF DOD OFFICER IN CHARGE OF THE
EXERCISE/OPERATION

TELEPHONE NUMBER: OFFICE HOURS _____

AFTER HOURS _____

SIGNED BY CONTRACTOR AUTHORIZED REPRESENTATIVE

TELEPHONE NUMBER: OFFICE HOURS _____

AFTER HOURS _____

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WCA NUMBER _____

WITNESS NO 1 _____

WITNESS NO 2 _____

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SECTION C

(To be completed only if Section B was not completed)

FULL NAME OF OFFICER COMMANDING

SIGNED BY THE OFFICER COMMANDING

DATE

TELEPHONE NUMBER: OFFICE HOURS _____

AFTER HOURS _____

SIGNED BY CONTRACTOR AUTHORIZED REPRESENTATIVE

FULL NAME OF CONTRACTOR AUTHORIZED REPRESENTATIVE

TELEPHONE NUMBER: OFFICE HOURS _____

AFTER HOURS _____

WCA NUMBER _____

WITNESS NO 1 _____

WITNESS NO 2 _____

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APPENDIX E

COMPLIANCE TO SPECIFICATION³

COMPANY NAME: _____

COMPANY REGISTRATION NUMBER: _____

BID NUMBER: _____

DESCRIPTION: _____

acting in the capacity of _____,
being a duly authorised representative of the company herewith confirm and endorse that we have read
and understand the content of the specification attached to the bid/price quotation.

Delete whichever is not applicable.

I/we/are fully aware of the Bid Requirements and am/are capable of supplying the required item(s)/service(s) strictly according to the Bid Conditions, Special Conditions and Specifications supplied by the Department of Defence. I/we hereby certify that I/We **COMPLY/DO NOT COMPLY** to the specification and all its contents with no deviations. (NB: Delete whichever is not applicable or circle the applicable statement)

Table 1: Deviations to Specifications per paragraph

Specification para no	Deviation

I/We further confirm that should we do not comply with any portion of the specification or of our accepted offer upon delivery of the item/s or service we undertake to replace the item/s or provide the required service strictly as per specification within a period as specified by the Department at no additional costs to the Department. I/We acknowledge that the Department reserves the right to obtain the specified item/s or service from another source and we will be held financially accountable for any difference in Price to the Department.

Print
Name/Names _____ Sign _____

Date _____

³ **Failure to complete this certificate in all aspects and return it with the bid/PQ documents by the closing date and time will invalidate the bid.**

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APPENDIX F

ACCREDITATIONS

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APPENDIX G

FINANCIAL CAPABILITY STATEMENT

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APPENDIX H

OCCUPATIONAL HEALTH AND SAFETY

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SECTION C: CONDITIONS AND CONTRACT REFERENCE INFORMATION

GENERAL BID CONDITIONS (GBC)

GENERAL CONDITIONS OF CONTRACT

SPECIAL CONDITIONS OF CONTRACT

SPECIFIC CONDITIONS

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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GENERAL BID CONDITIONS

DEPARTMENT OF DEFENCE GENERAL BID CONDITIONS

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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(GBCs)

TABLE OF CLAUSES

1. Definitions.
2. Application.
3. Availability.
4. Approved list of bidders.
5. Preparation of bids.
6. Charge for bid documents.
7. Samples.
8. Alternative offers.
9. Partial bids.
10. Bid prices and delivery periods.
11. Validity periods.
12. Closing of bids.
13. Lodging of bids.
14. Open bids or unnumbered envelopes.
15. Opening of bids.
16. Late bids.
17. Consideration of bids.
18. Award of bids.
19. Quantities other than specified.
20. Bidder's incorrect information.
21. Notification of awards.
22. Furnishing of bid information.
23. Amendment or withdrawal of bid.

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GENERAL BID CONDITIONS

1. **Definitions.** Unless inconsistent with or otherwise indicated by the contents, the following terms shall have the meanings assigned to them:

- a. **Acceptance of a Bid.** Means the award of a contract to a bidder in response to his bid or price quotation.
- b. **Bid.** Means a written offer on the official bidding documents forming part of firstly, an invitation to bid, which invitation has been advertised in the Government Tender Bulletin, or secondly, an offer submitted in response to an invitation to submit a price quotation.
- c. **Bidder.** Means any natural or juristic person submitting a bid or a price quotation.
- d. **Closing Time.** Means the date and hour specified in the bidding documents for the receipt of bids or price quotations.
- e. **Department.** Means the Department of Defence and in specific any of its Procurement Entities.
- f. **Firm Prices.** Are deemed to be the prices which are only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding upon the contractor and demonstrably have an influence on the prices of any supplies, or the rendering costs of any services, for the execution of the contract.
- g. **Price Quotation.** Means a written offer sounding in money and reflected on the documentation wherein the offer was invited, duly completed and where necessary signed by or on behalf of the bidder.
- h. **GBC.** Means the General Bid Conditions.
- i. **Written or In Writing.** Means handwritten in ink or any form of electronic or mechanical writing.

2. **Application.** The GBCs are applicable to all Departmental bids and written price quotations, unless otherwise indicated in the bidding documents. Where the conditions in the bidding documents are in conflict with the GBCs, the conditions in the bidding documents shall prevail.

3. **Availability.** Copies of these GBCs are available, on application, from the Secretary for Defence (Attention: Chief of Acquisition and Procurement), Private Bag X910, Pretoria, 0001 or from any of the Department's Procurement Entities.

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4. **Approved List of Bidders.** In the event that an approved list of bidders has been compiled for specific goods or services, bids will only be invited from bidders on such a list.

5. **Preparation of Bids.** Concerning the preparation of bids, bidders are to note the following:

- a. **Expenses.** Unless otherwise indicated in the bid documents, the Department shall not be liable for any expense incurred in the preparation and submission of a bid.
- b. **Bidding Documents.** Bidders are required to make use of the prescribed bidding documents. No changes to the bid documents are to be made.
- c. **Information.** All the information called for in the bidding documents is to be furnished in the appropriate spaces, eg the bid prices. If requested, other information required, pamphlets, samples, etc are to be supplied.
- d. **Address.** A domicilium citandi et executandi shall be chosen in the Republic and stated in the bid.
- e. **Completion of Bidding Documents.** Bidders are to complete the bid documents, forms, certificates, questionnaires and specification forms in all aspects and to submit bids signed in ink of your choice.
- f. **Bid Envelope.** The bid number must not appear on any envelope unless the envelope contains the bid itself. In particular, the bid number must not appear on an envelope containing a request for bid documents.
- g. **Bidder's Own Conditions.** Bids should not be qualified by the bidder's own conditions of bid. Bids qualified by a bidder's own conditions may be rejected as being invalid and failure of the bidder to renounce such conditions when called upon to do so may invalidate the bid. This includes any alterations, erasures, omissions or additions by bidders to the bid documents.
- h. **Submission of Documents.** The bid documents are to be submitted with due consideration to the following:
 - i. The bid documents are not to be retyped or redrafted. Photocopies may be prepared and used, but the original signed document must be submitted with the bid.
 - ii. Bidders must check the number of pages and satisfy themselves that none are missing or duplicated.
 - iii. Bidders must bid in accordance with the requirements stipulated in the bid documents.
 - iv. Bids must be compiled in such a manner that it allows for easy cross-referencing between the bid document and the submitted bid.

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- i. **Documents.** Bidders are to ensure that all required or specified documents are included in their bids.
 - j. **Compliance to Conditions and Specifications.** Bidders are to clearly indicate in their bids that their offers are compliant to the conditions and specification pertaining to the bid. If not, it must be clearly stated where and in which manner their offers are non-compliant to the conditions and specifications.
6. **Charge for Documents.** Where applicable and as required in the bidding documents or advertisement, a non-refundable fee for documents may be charged.
7. **Samples**
- a. The Department shall not make samples available to prospective bidders, unless specifically mentioned in the bid documents;
 - b. When samples are called for in bid documents, samples shall be delivered at the cost of the bidder to the addressee mentioned in the bid documents before the closing time of the bid. Bids shall not be included in parcels containing samples.
8. **Alternative Offers.** In the event that bidders offer products alternative to that called for, bids for such alternative offers shall be submitted on separate copies of the bid documents, but only if bids are submitted for the specified requirement.
9. **Partial Bids.** In the event that bids for supplies and/or sales are called for, bids may be submitted for less than the number of specified items, or part of the specified quantity or requirement called for in the bid.
10. **Bid Prices and Delivery Periods**
- a. **Firm Bids.** Firm bid prices and delivery periods are preferred. However, bidders may submit firm or non-firm prices and delivery periods. Where a bidder has not indicated whether his prices or delivery periods are firm or not, bid prices and delivery periods are deemed to be firm and the contractor shall be bound thereby. Expressions such as "soonest" or "earliest" or delivery periods which are unspecified are not acceptable.
 - b. **Contract Periods.** Where different prices are bid for different periods of the contract, the bid price applicable in respect of a particular period of the contract shall be a firm price if, as regards such period, it conforms to the definition of firm prices.
 - c. **Proof.** The Department may, where non-firm prices are offered, require that proof of costs of labour, material or other factors which are specified by the bidder, be submitted and, should the cost in the opinion of the Department not be realistic, same may be brought into consideration in the comparison adjudication of the bids.

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11. **Validity Periods.** The period for which bids are to remain open for acceptance, valid and binding is indicated in the bidding documents and is calculated from the closing time and such offers are to remain open for acceptance, valid and binding until close of business on the last day of the period so calculated. Should this last day fall on a Saturday, Sunday or Public Holiday, the bid will remain open for acceptance, valid and binding until close of business on the first business day following such Saturday, Sunday or Public Holiday.

12. **Closing of Bids.** Bids close at the time and date indicated in the bid documents. Extension of the closing date may be granted if circumstances justify this action. The closing date is normally extended only if there is sufficient time to publish an amending notification before the original closing date.

13. **Lodging of Bids.** Concerning the lodging of bids the following shall apply:

- a. **Receipt.** Bids shall be lodged to ensure their actual receipt at the address before the closing time specified and in accordance with the directives in the bidding documents.
- b. **Envelope.** Each bid shall be addressed according to the directives in the bidding documents and shall be lodged in a separate sealed envelope with the name and address of the bidder, the bid number and the closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope.
- c. **Copies.** Unless specifically provided for in the bid invitation, no bids forwarded by e-mail, telegram, telex, facsimile or similar apparatus will be considered. Photostat copies of bids or photostat copies of faxes, signed in ink after being photostatted, will be accepted as valid bids.
- d. **Samples.** Bids shall not be included in packages containing samples as such bids may be rejected as being invalid.

14. **Open Bids or Unnumbered Envelopes.** All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. However, if a bid is received in an unsealed envelope or without an envelope, it shall be sealed in an envelope after the bid number has been written on the envelope.

15. **Opening of Bids.** Bids are opened in public as soon as practicable after the closing time and the names only of the bidders are read out, if so requested, at the time of opening the bids.

16. **Late Bids.** Bids are late if they are received at the address indicated in the bid documents after closing time. A late bid will not be opened or admitted for consideration and where practicable shall be returned unopened to the address appearing on the envelope.

17. **Consideration of Bids.** During the consideration of bids the following applies:

- a. **Bids Considered.** All bids correctly lodged are taken into consideration.

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- b. **Position of Bidder.** The financial standing of bidders and/or their ability to manufacture or to supply goods or to render a service may be examined before their bids are considered for acceptance.
- c. **Comparative Prices.** In comparing bids, the prices are brought to a comparative level by deducting unconditional discounts, preferences and other benefits and adding delivery and other costs as applicable and bringing implied contract price adjustments into account. Non-firm bid prices are adjusted in accordance with the assessed contract price adjustments implicit in the non-firm prices. Where a range of delivery periods is quoted, the worst implied delivery period is used when calculating the comparative prices.
- d. **Preferential Point System.** Where bidding documents include documents relating to a preferential point system, the required calculations will be made and comparison of bids done on the basis of points earned through the preferential point system.
- e. **Adjustments to Prices.** The department reserves the right to rectify any incorrect calculations made by the bidder, but no adjustments may be made to the input figures.
- f. **Compliance to Specification.** Bids will be evaluated to establish compliance to product or service specifications, with due consideration to alternative offers and/or deviations to specification.
- g. **Evaluation Criteria.** Where bidding documents include evaluation criteria relating to functionality, for example bidder's capability, bidders profile, etc, the required calculations will be made and comparison of bids done on the basis of points earned.
- h. **Negotiations.** Unless otherwise stated in the bid documents, no negotiations will be entered into.
- i. **Communication with Bidders.** The Department may request clarification on information regarding any aspect included in the bid, which the bidder is to supply by the indicated date.

18. **Award of bids.** After prices have been brought to a comparative level and/or points calculated according to a preferential points system, the bid will be awarded considering the following order of priority:

- a. If the preferential point system is applicable, normally to the bidder with the highest points, unless reasonable and justifiable grounds exist for passing over the bidder with the highest points. In the event of equal bids, the award is according to the relevant regulation.
- b. If the preferential point system is not applicable, normally to the bidder with the lowest bid in the case of purchases by or services to the Department, or highest bid in respect of sales, unless reasonable and justifiable grounds exist for passing

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over the bid with the lowest bid in the case of purchases by or services to the Department, or highest bid in respect of sales. In the event of equal bids, the award is according to the following order:

- i. Bidders offering firm bid prices as well as firm delivery periods.
 - ii. Supplies provided and services rendered from resources available within the Republic.
 - iii. Supplies and services from points nearest to the centres at which delivery is required.
 - iv. All things still being equal, the award shall be decided by the drawing of lots.
- c. The Department is not obliged to accept the lowest or any bid.
 - d. The Department may, where a bid relates to more than one item, accept such bid in respect of any specific item or items and also accept part of the specified quantity of any specific item or items.

19. **Quantities Other than Specified.** The Department may increase or decrease the quantities reflected in the bids, but will do so after consultation with the bidders that responded to the invitation to bid.

20. **Bidder's Incorrect Information.** Where a contract has been awarded on the strength of information furnished by the bidder, which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Department may, in addition to any other legal remedy it may have

- a. recover from the contractor all costs, losses or damages incurred or sustained by the Department as a result of the award of the contract; and/or
- b. cancel the contract and claim any damages which the Department may suffer as a result of having to make less favourable arrangements.

21. **Notification of Acceptance.** Successful bidders are notified by registered or certified mail of the acceptance of their bids, either through a contract form or by official departmental order forms.

22. **Furnishing of Bid Results**

- a. The following particulars of the successful bidders are normally published in the Government Tender Bulletin for general information:
 - i. Name.
 - ii. The price and delivery basis.

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- iii. The brand name of the product or the name of the manufacturer, if applicable.
 - iv. Where applicable, the preference percentages claimed.
 - b. Bids are not available for perusal by the public, but, at the written request of a bidder or interested party, the names and addresses of all bidders may be furnished over and above the information published in the Government Tender Bulletin.
 - c. Requests for any further information will be treated as provided for by law.
23. **Amendment or Withdrawal of Bid.** If a bidder amends or withdraws his bid after the closing time and within the validity period or extended validity period, he shall reimburse the Department any damages if a less favourable bid is accepted or less favourable arrangements are to be made.
24. **Failure to Comply.** Where bidders fail to comply with any of these conditions, the Department reserves the right to invalidate bids received.

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GENERAL CONDITIONS OF CONTRACT

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GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

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 subsidised 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 recognised 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.

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- 1.11 "Dumping" occurs when a private enterprise abroad markets its goods on own initiative in the RSA at lower prices than that of the country of origin and which has 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

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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 or www.info.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

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

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**information
;
inspection.**

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

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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.

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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 SCC.

12. Transportation

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

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- (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.

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

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

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

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- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under 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 Clause 22, unless an extension of time is agreed upon pursuant to 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 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 Clause 23.

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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 Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgement 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.

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 subsidised 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 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

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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.

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28. Limitation of liability

28.1 Except in cases of criminal negligence or wilful 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.

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SPECIAL CONDITIONS OF CONTRACT

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DEPARTMENT OF DEFENCE

SPECIAL CONDITIONS OF CONTRACT

(SCCs)

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SPECIAL CONDITIONS OF CONTRACT

CHANGED REQUIREMENT

1. If Department of Defence institutions participating in this contract are disbanded or relocated or for reasons unknown at the time of concluding the contract, the Department of Defence reserves the right to cancel the contract or parts thereof on written notice of 90 days sent to the contractor at the address appearing in the contract.

CO-ORDINATED ACTIVITIES

2. Whilst on Department of Defence premises, personnel of the contractor will have access to all areas, subject to other stipulations in the relevant contract, to render the services. If the contractor's service is not rendered in a specific area at a given time, access to that area is forbidden.

3. The work to be executed must under no circumstances disrupt the routine activities taking place in the institution or on the premises where the service is to be provided.

CONTRACTOR'S PERSONNEL

4. Identification. To identify the contractor's personnel on the premises of the Department of Defence, the personnel will comply with the following, with any costs for the account of the contractor:

- a. Personnel will wear company identification cards with an employee photograph on it, conspicuously on his/her person at all times;
- b. Personnel will wear identifiable uniforms whilst on duty.

5. Attitude towards Safety, Health, Security and Service Delivery. Without prejudice to the contractor's responsibility and right to select and appoint his/her own personnel, the Department of Defence will at all times have the right to identify personnel of the contractor whom are considered to be safety and/or health and/or security risk and/or personnel whom are undesirable. In such case the contractor will be requested not to utilise such person(s) any longer to honour his/her obligations in terms of this contract. The contractor will immediately comply with the request and he/she will not, as a result of such a request, be entitled to institute any claim against the Department of Defence for any loss or otherwise suffered as a result of such a request. The contractor therefore indemnifies the Department of Defence against any claim whatsoever from the employee concerned.

6. Name List. The contractor must submit a complete name list of all personnel to be employed on Department of Defence premises to provide the service according to the contract, to the Department of Defence official at the institution or on the premises where the service is to be provided, who will arrange for entry permits for the contractor. Any changes to the personnel must be communicate to the designated official without delay.

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7. Personnel on Site. The contractor must ensure that the total number of personnel offered for the execution of this contract is on duty on a daily basis. Provision must therefor be made for temporary or stand-in personnel for cases where personnel are on leave or sick leave.

VALUE ADDED TAX (VAT)

8. All monies paid in terms of this bid is subject to value added tax calculated at the appropriate tariff from time to time as provided for in the Value Added Tax Act, Act 89 of 1991, the schedules thereto and Rulings as issued by the South African Revenue Services in regard to value added tax.

DAMAGE COMPENSATION

9. The contractor herewith indemnifies the Department of Defence from any claim that may arise from a third party and all costs or legal expenses in this regard, to such a claim for loss or damage resulting from the death, injuries or disability of any such person(s), or the damage to property of the contractor or any other person(s) that may result from or be related to the execution of this contract.

10. The contractor will be held responsible for any damage or theft that may be caused, to the premises or content by him or his employees or be due to their neglect whether in the normal execution of their duties or otherwise and a claim for indemnification can accordingly be imposed by the Department of Defence against the contractor.

11. In the case of damages to premises or content resulting from the work done, the contractor will undertake to rectify the damage immediately to the satisfaction of the Department of Defence. If the contractor fails to act immediately after notification, the Department of Defence will rectify the damage at will and the cost thereof will be recovered from any moneys outstanding.

12. The Department of Defence and it's employees will not be held responsible for any claim or injury to the contractor's personnel whilst on Department of Defence property or in the execution of their tasks on Department of Defence property.

WAIVER

13. No waiver of any of the terms and conditions of the contract will be binding or effectual for any purpose unless expressed in writing and signed by the parties thereto, and any such waiver will be effective only in specific instances and for the purpose given. No failure or delay on the part of either party in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

SEVERABILITY

14. Should any of the terms and conditions of the Contract be held to be invalid or unlawful, such terms and conditions will be severable from the remaining terms and conditions, which will continue to be valid and enforceable.

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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SUB-CONTRACTING

15. In the event that sub-contractors are used to execute the contract or part thereof, the following shall apply:

- a. Prior Approval. Once the contract has been concluded, the contractor shall obtain prior approval from the Department of Defence before the appointment of any sub-contractor.
- b. Payment. The contractor shall remain liable to reimburse the sub-contractors for goods delivered or services rendered to the Department of Defence.

AWARDING OF THE BID

16. The DOD reserves the right to contract only a part of the contract or split the awarding of the contract to more than one bidder.

LIABILITY INSURANCE

17. The DOD will not be held responsible for any damages, loss and injury of Personnel, the contractor must make sure he/she has the Liability Insurance.

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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DEPARTMENT OF DEFENCE (DOD)

INTERNAL AUDIT DIVISION



SCOPE OF WORK FOR RENDERING OF A CLEANING SERVICE AT INTERNAL AUDIT DIVISION FOR A PERIOD OF THREE (03) YEARS

FAILURE TO COMPLY TO ALL OR PART OF THE CONDITIONS WILL INVALIDATE YOUR BID.

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SPECIFICATION FOR THE APPOINTMENT OF ALTERNATIVE SERVICE DELIVERY FOR THE OUTSOURCING OF CLEANING SERVICES IN THE DOD INTERNAL AUDIT DIVISION

PURPOSE

1. The Department of Defence Internal Audit Division (DOD IAD) intends to outsource a service provider to render a cleaning service at the Internal Audit Division in Eco Park, Eco Glades 1, Block 'A' building in Centurion (Pretoria) for a three (3) year period wef 01 November 2021.

BACKGROUND

2. The bidder will be responsible for the IAD office's cleaning service as specified in the tender document. Due to the fact that the IAD (Internal Audit Division) structure do not provide for the appointment of cleaners, it is imperative that the provision of a cleaning service be procured from prospective external service providers.

PROJECT DESCRIPTION

3. To appoint a service provider to render cleaning services in terms of the accompanying specifications to the DoD Internal Audit Division at Eco Park, Eco Glades 1 Block A building in Centurion (Pretoria) on a daily basis, 8 hours a day (Weekends and Public Holidays excluded) 365/366 per annum for a period of three (3) year (36 months wef 01 November 2021 i.e. immediately after the current cleaning contract has lapsed on 31 October 2021. Operational hours of the DoD Internal Audit Division are from **08h00 to 16h00** daily and per annum (365/366 days).

4. The appointed service provider cleaning staff may be requested to assume duty before **07h00** depending on the work schedule of the day/week.

5. The appointed service provider must incorporate the submission of a transfer of skills development plan and the cost thereof.

6. The appointed service provider will be expected to provide sufficient staff members per day according to the Square metres provided. The physical address is as follows:



Lefapha Bophembulo Umyango we oku.Kgomo ya Tshireletso eger leakhusele Department of Defence Muhasho wa Tsiriledo
UmoNysngw weasokovile. Ndawawulo ya swa Wysireheri. Lehaphe le Tshinglotso Department van Verdediging LITiko le tekswakela

RESTRICTED

- a. Internal Audit Division
Eco Glades 1, Block A
70 Ribbon Grass Street
Highveld Extension 108
Centurion

- b. Specified project areas:

S/No	Areas	Sq. metres (m ²)
	a.	b.
1.	Reception	75
2.	Training Room	106
3.	Boardrooms	168
4.	Canteen	139
5.	Offices	1871.17
6.	Library and Storage rooms	112.64
7.	Corridors	660
8.	Kitchen and bathrooms	71
9.	Auditorium	359
10.	Balcony	332
11.	Total	3 893.81

7. Cleaning specifications:

S/No	Items	Requirements	Frequency
	a.	b.	c.
1.	Carpets	a. Carpets must be vacuumed. b. Shampooing (sponge down) of carpets. c. Professional (deep) cleaning of carpets. d. Loose rugs to be straightened. e. Furniture must be moved for vacuuming and cleaning.	Daily Monthly Every six (6) months Daily Daily
2.	Walls / Glass Doors / Windows	a. Walls must be wiped and kept free of marks. b. Handles and glass doors must be cleaned and kept spotless. c. Inside part of all windows to be cleaned.	Daily Daily Once a Week
3.	Mirrors / Paintings /	a. Must be dusted, kept	Daily



	Pictures / Plaques	clean, and free of marks.	
4.	Equipment	a. Computers and printers (Cleaned & wiped-off). b. Telephone (Cleaned & wiped-off).	Cleaned Once a week and wiped-off Daily
5.	Wooden surfaces	a. All wooden surfaces and furniture must be dusted, polished and kept free of marks / dust.	Daily
6.	Tiled Floors	a. Must be washed and waxed.	Once a day or when necessary
7.	Chief Audit Executive Office, Lounges, Waiting Room Lounges, and Balcony	Regular check to ensure that: a. All pillows are fluffed. b. Furniture that was moved by delegates must be moved back to their original position as soon as the delegation has left. c. All crockery must be removed from tables immediately after usage and cleaned.	Throughout the day
8.	Offices; Boardrooms; Store Room Communal and reception Areas; Balconies; Airside and Landside lobbies.	a. Bins must be emptied and washed. b. Boardrooms must be kept clean. c. Remove litter from boardrooms.	Twice per day Immediately after the meetings. Always after meetings
9.	Chief Audit Executive Qty 01 Ablution facility: Bathroom and Toilet	a. Must be kept clean and sanitised. b. Toilet to be checked continuously for stains, smells and scrubbed when necessary. c. Marble surfaces, mirrors and taps must be spotless and shiny (no soap and water stains). d. Floors, hand basin, cistern, toilet seat	Three times a day Throughout the day Throughout the day Throughout the day



		(both on top and underneath) must be washed and disinfected. e. When bathroom is not used frequently, taps must be opened and water allowed running for approximately two (2) minutes to flush standing water down. f. Doors and door handles must be cleaned. g. 2 x toilet rolls must be placed at all times. h. Provide a SHE bin and cleaning of it. i. Provide air freshener. j. Provide hand soap (liquid squeeze germs killing soap).	Throughout the day Throughout the day Throughout the day Throughout the day Throughout the day Throughout the day
10.	Kitchen	a. Kitchen surfaces to be kept clean (with germs killing substance) at all the times. b. All appliances to be wiped with wet cloth and kept clean. c. Wall tiles must be kept clean. d. Washing of dishes twice a day or when necessary. e. All dish towels to be washed. f. Cupboards / storerooms to be packed out and cleaned. g. Fridges to be switched off and thoroughly cleaned. h. Microwave to be cleaned.	Daily Daily Daily Twice a day (10H30 and 15H30). Daily Weekly Once a month and after fumigation Daily.
11.	Blinds	a. Blinds to be dusted.	Weekly
12.	Auditorium and Chairs	a. Carpets and chairs must be vacuumed.	Daily



		b. Shampooing (sponge down) of carpets. c. Professional (deep) cleaning of carpets and chairs. d. Furniture must be moved for vacuuming and cleaning.	Monthly Every six (6) months Daily
13.	Garbage Removal	a. Cleaning and emptying of refuse bins in offices. b. Removal of refuse from the offices.	Throughout the day and/or after meetings

8. All cleaning material and chemicals as well as the following under-mentioned, to be provided by the service provider:

S/No	Product / Item	Remarks
	a.	b.
1.	Toilet Paper	N/A
2.	Seat Wipes	N/A
3.	Wall mounted seat wipe holders	N/A
4.	Hand paper towels	N/A
5.	Wall mounted Aerosol Dispensers	N/A
6.	Soap dispensers and soap	The soap dispensers should be full of soap at all times.
7.	Towels	Towels must be dry-cleaned.
8.	Refuse Bins and Plastic refuse bins	Garbage / refuse removal from the premises is land-lord (M-T Development) responsibility.
9.	Vacuum Cleaner Machines, Buckets etc.	N/A
10.	Brooms / Feather Dusts / Dust musk / Dust cloths / Tiles polish / Furniture polish and Window cleaner	N/A

9. Protective gear (clothing/uniform) are to be supplied and provided by the service provider.

10. The lost, damaged and/or repairs to cleaning equipment's will be the service provider's responsibility.



11. A supervisor/or manager to be allocated, appointed and must be available on-site at all times as the nodal point between the two parties (DOD and Supplier) for comments, grievances, complaints and/or compliments.
12. It is essential that the allocated service provider complies with the Government minimum wage requirement and evidence of staff salary payments must be provided to the DOD once a quarter.
13. It is also required that the service provider should allocate the cleaning staff to the Internal Audit Division for a period of three (3) years so as to undergo a security vetting/or clearance based on the restricted and classified environment.
14. No deviations from specifications will be allowed.

F.G. Mabilane

(F.G. MABILANE)

A/CHIEF AUDIT EXECUTIVE INTERNAL AUDIT DIVISION: CHIEF DIR

15/07/20

DISTR

For Action

OC CPSC Thaba Tshwane Garrison

(Att: Capt L.T. Ngoepe)

Internal

File: DS/IAD/R/501/1/2018/19

