

SASSA: 03-25-GA-EC

INVITATION TO BID

INVITATION FOR ADDITIONAL SERVICE PROVIDERS TO BE ACCREDITED TO SUPPLEMENT SASSA DATABASE BY PROVISIONING IMMEDIATE HUMANITARIAN RELIEF IN THE EVENT OF DISASTERS AND/OR INCIDENTS BY MEANS OF EXPRESSION OF INTEREST OVER A PERIOD OF 36 MONTHS IN THE EASTERN CAPE

NON- COMPULSORY BRIEFING SESSION: 9 JULY 2025 AT 12:00

(Venue of compulsory briefing session is on Page 28 of the Terms of Reference)

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

**SASSA
BKB BUILDING,
CONR FITZPATRICK & MERINO ROAD
QUIGNEY
EAST LONDON
5201**

CLOSING DATE: 23 JULY 2025

TIME: 11:00

ENQUIRIES CAN BE DIRECTED TO:

Technical Enquiries:

Name: F. Buatsi

Tel: 043 707 6598

Email: TenderQueriesEC@sassa.gov.za

Supply Chain Management Enquiries

Name: Mr L. Bezuidenhout

Tel: 043 – 707 6366

Email: TenderQueriesEC@sassa.gov.za

BID DOCUMENTS CAN BE OBTAINED FROM:

<https://etenders.treasury.gov.za>

<https://www.sassa.gov.za>

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**INVITATION FOR ADDITIONAL SERVICE PROVIDERS TO BE ACCREDITED TO SUPPLEMENT SASSA
DATABASE BY PROVISIONING IMMEDIATE HUMANITARIAN RELIEF IN THE EVENT OF DISASTERS
AND/OR INCIDENTS BY MEANS OF EXPRESSION OF INTEREST OVER A PERIOD OF 36 MONTHS IN
THE EASTERN CAPE**

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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SASSA:03-25-GA-EC	CLOSING DATE:	23 July 2025	CLOSING TIME:	11:00
DESCRIPTION	INVITATION FOR ADDITIONAL SERVICE PROVIDERS TO BE ACCREDITED TO SUPPLEMENT SASSA DATABASE BY PROVISIONING IMMEDIATE HUMANITARIAN RELIEF IN THE EVENT OF DISASTERS AND/OR INCIDENTS BY MEANS OF EXPRESSION OF INTEREST OVER A PERIOD OF 36 MONTHS IN THE EASTERN CAPE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SASSA, BKB BUILDING, CNR FITZPATIRCK & MERINO ROAD, QUIGNEY, EAST LONDON, 5201					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr L Bezuidenhout		CONTACT PERSON	Mr F Buatsi	
TELEPHONE NUMBER	043 707 6366		TELEPHONE NUMBER	043 707 6598	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	TenderQueriesEC@sassa.gov.za		E-MAIL ADDRESS	TenderQueriesEC@sassa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No <i>[IF YES ENCLOSE PROOF]</i>		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No <i>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</i>
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, 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:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

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

Full Name	Identity Number	Name of institution	State

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

YES/NO

- 2.2.1 If so, furnish particulars:

.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

- 2.3.1 If so, furnish particulars:

.....

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

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

LOCAL CONTENT DECLARATION DOCUMENT

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2017 and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2017 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2017 is accessible on <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> at no cost.

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Item No.	Description of services, works or goods	Stipulated minimum threshold
1	Blankets	100 %
2	Facecloths	100 %
3	Mattresses	80 %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

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

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dtic must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2017; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2017, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has

been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2017.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2017.

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Local Content Declaration - Summary Schedule

Note: VAT to be excluded from all calculations

[illegible]

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1)	Tender No.	SASSA 03-25-GA-EC	Note: VAT to be excluded from all calculations
(D2)	Tender description:	SUPPLEMENT SASSA DATABASE BY PROVISIONING IMMEDIATE HUMANITARIAN RELIEF IN THE EVENT OF DISASTERS AND/OR INCIDENTS BY MEANS OF EXPRESSION OF INTEREST OVER A PERIOD OF 36 MONTHS IN THE EASTERN CAPE	
(D3)	Designated Products:	Items as per SBD 6.2	
(D4)	Tender Authority:	SASSA	
(D5)	Tendering Entity name:		
(D6)	Tender Exchange Rate:	Pula	EU R 9.00 GBP R 12.00

A. Exempted imported content

				Calculation of imported content						Summary	
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Forign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value										R 0	
										This total must correspond with Annex C - C 21	

B. Imported directly by the Tenderer

				Calculation of imported content						Summary	
Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Forign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)
(D32) Total imported value by tenderer										R 0	

C. Imported by a 3rd party and supplied to the Tenderer

				Calculation of imported content						Summary	
Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Forign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
(D45) Total imported value by 3rd party										R 0	

D. Other foreign currency payments

			Calculation of foreign currency payments		Summary of payments	
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments	
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)	
(D52) Total of foreign currency payments declared by tenderer and/or 3rd party						

Signature of tenderer from Annex B

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above R 0

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	SASSA 03-25-GA-EC					
(E2)	Tender description:	INVITATION FOR ADDITIONAL SERVICE PROVIDERS TO BE ACCREDITED TO SUPPLEMENT SASSA DATABASE BY PROVISIONING IMMEDIATE HUMANITARIAN RELIEF IN THE EVENT OF DISASTERS AND/OR INCIDENTS BY MEANS OF EXPRESSION OF INTEREST OVER A PERIOD OF 36 MONTHS IN THE EASTERN CAPE					Note: VAT to be excluded from all calculations
(E3)	Designated products:						
(E4)	Tender Authority:	SASSA					
(E5)	Tendering Entity name:						

		Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
			(E6)	(E7)	(E8)
			(E9) Total local products (Goods, Services and Works)		R 0
(E10)	Manpower costs	(Tenderer's manpower cost)			R 0
(E11)	Factory overheads	(Rental, depreciation & amortisation, utility costs, consumables etc.)			R 0
(E12)	Administration overheads and mark-up	(Marketing, insurance, financing, interest etc.)			R 0
				(E13) Total local content	R 0
				This total must correspond with Annex C - C24	
Signature of tenderer from Annex B					
Date:					



TERMS OF REFERENCE

**INVITATION FOR ADDITIONAL SERVICE PROVIDERS TO BE ACCREDITED TO
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ACRONYMS

B-BBEE	:	Broad Based Black Economic Empowerment
CIPC	:	Companies and Intellectual Property Commission
CSD	:	Central Supplier Database
DTI	:	Department of Trade and Industry
EME	:	Exempted Micro Enterprise
SABS	:	South African Bureau of Standards
SANAS	:	South African National Accreditation System
SASSA	:	South African Social Security Agency
SBD	:	Standard Bidding Documents
SLA	:	Service Level Agreement
SRD	:	Social Relief of Distress
TCC	:	Tax Clearance Certificate
VAT	:	Value Added Tax
EC	:	Eastern Cape

GLOSSARY

- 1. Agency:** The South African Social Security Agency established by the South African Social Security Agency Act, 2004.
- 2. Co-operatives:** Means an autonomous association of persons united voluntarily to meet their common economic and social needs and aspirations through a jointly owned and democratically controlled enterprise organized and operated on co-operative principles.
- 3. CSD:** Is a single database that will serve as the source of all supplier information for organs of state. The supplier information will be verified with institutions such as the South African Revenue Service, Companies and Intellectual Property Commission, Department of Home Affairs etc.
- 4. Disaster:** A disaster is when an unforeseen event impacts on a community, household or individual to the extent that available resources cannot cope with the problem effectively.
- 5. Incident:** A disastrous event/s that occurs in an area before such area is declared a disaster area, and includes a disastrous event which affects only a single family/ household.
- 6. Local Content:** Means that portion of the bid price which is not included in the imported content, provided that local manufacturing does take place.
- 7. SASSA:** South African Social Security Agency mandated by the Social Assistance Act No. 3 of 2004
- 8. SBD:** Standard Bidding Form for the procurement of goods and services.
- 9. Service provider:** Any person or entity excluding employees of the Agency, who renders service for and on behalf of the Agency.
- 10. SLA:** Is a contract between a service provider and its internal or external customers that documents what services the provider will furnish, and defines the service standards the provider is obligated to meet.

- 11. Small Business:** Means a separate and distinct business entity, including co-operative enterprises and non-governmental organisations, managed by one owner or more which, including its branches or subsidiaries, if any, is predominantly carried on in any sector or subsector of the economy mentioned in column 1 of the Schedule and which can be classified as a micro-, a very small, a small or a medium enterprise by satisfying the criteria mentioned in column 3, 4 and 5 of the Schedule opposite the smallest relevant size or class as mentioned in column 2 of the Schedule (Act no: 102 of 1996 National Small Business Act).
- 12. SRD:** Refers to an immediate response to a crisis situation in respect of an individual, a family, or a community.
- 13. Stipulated minimum:** Means that portion of local production and content as stipulated by Dept of Trade and Industry
- 14. Threshold:** Determined by the Dept. of Trade and Industry.

1. INTRODUCTION

The South African Social Security Agency (SASSA) also referred to as “the Agency” has been established in terms of the South African Social Security Agency Act, 2004 (Act No.9 of 2004). SASSA is a schedule 3A public entity in terms of the Public Finance Management Act 1999 (Act No. 1 of 1999, as amended), and is responsible for the management, administration and payment of social assistance.

2. PURPOSE

To advertise the BID for additional suitable service provider(s) to be accredited to supplement SASSA database by provisioning immediate humanitarian relief at both district and local office levels to eligible person(s) who have been affected by a disaster/Incident in the Eastern Cape (EC).

The suitable service provider(s) that is/are interested should note that the duration for the required services will be for a period of 36 months or as determined by the Agency.

3. BACKGROUND

Social Relief of Distress (SRD) means the meeting of the basic needs of indigent persons by means of the rendering of temporary and immediate material assistance. SRD is an immediate response to a crisis situation in respect of an individual (adult or child), a family or a community in the case of a disaster or incident or undue hardship. A disaster or incident is a situation that may lead to disruption, loss, emergency or crisis situation of a magnitude that exceeds the ability of those affected by the disaster or incident to cope with its effects using only their own resources.

Regulation 11(1)(a) of the Social Assistance Act dictates that a person affected by a disaster or incident, whether declared or not declared may qualify for social relief of distress, in terms of Disaster Management Act 2002 (Act No. 57 of 2002). Therefore, the Agency has a mandate to provide the necessary but temporary relief, in collaboration with other key stakeholders to individuals, households, and communities affected by disasters or incidents.

4. LEGISLATIVE FRAMEWORK

SASSA is obliged to respond and assist the affected person/s in accordance with the following enabling legislation:

4.1 Act No. 16 of 2020: Social Assistance Amendment Act, 2020

- 4.1.1 A person is, subject to section 5, eligible for social relief of distress if the qualifies as prescribed person qualifies as prescribed.
- 4.1.2 Notwithstanding subsection (1) and sections 27, 41 and 55 of the Disaster Management Act the Disaster Management Act, any person may qualify for social relief of distress if his or her household has been affected by a disaster.
- 4.1.3 The Agency must, subject to subsections (1) and (2), disburse the social relief of distress as prescribed.
- 4.1.4 Notwithstanding subsection (2), the Agency may in the event of a disaster and depending on the magnitude of the disaster and the availability of resources, determine as prescribed, the needs of the affected communities and disburse the social relief of distress.

4.2 Disaster Management Act, 2002 (Act 57 of 2002)

- 4.2.1 The Disaster Management Act 2002 (Act No. 57 of 2002) defines a disaster as "... a progressive or sudden, widespread or localized, natural or human-caused occurrence which-
 - a) causes or threatens to cause-
 - I. death, injury or disease.
 - II. Damage to property, infrastructure or the environment; or,
 - III. Disruption of the life of a community; and,
 - b) Is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using only their own resources.

5. SCOPE OF WORK

The suitable service provider(s) will be required on activation to:

- 5.1 Deliver on the required quantities and qualities of items as per **Annexure A** as determined by the Agency through an assessment of a disaster incident.
- 5.2 Deliver and issue the required items at the identified disaster site(s) within the specified timeframe falling under these indicated District/Area Offices and its service areas:

5.2.1 Alfred Nzo District

- Matatiele
- Bizana
- Ntabankulu
- Umzumvubu Area (Mt Ayliff, Mt Frere)

5.2.2 Amathole District

- Raymond Mhlaba Area (Fort Beaufort, Alice & Middledrift)
- Mbashe Area (Xhora/Elliotdale, Willowvale & Dutywa)
- Mquma Area (Butterworth, Ngqamakwe & Centane)
- Amahlathi Area (Stutterheim & Keiskammahoek)
- Buffalo City Metro 1 (East London, Mdantsane & Duncan Village)
- Buffalo City Metro 2 (King Williams Town, Zwelitsha & Peddie)

5.2.3 Chris Hani District

- Enoch Mgijima Area (Queenstown & Whittlesea)
- DR AB Xuma Area (Ngcobo)
- Inxuba Yethemba Area (Cradock & Middleburg)
- Emalahleni Area (Lady Frere & Indwe)
- Intsika Yethu Area (Cofimvaba & Tsomo)
- Sakhizwe Area (Cala)

5.2.4 Joe Gqabi District

- Maletswai Area (Aliwal North & Burgersdorp)
- Elundinin Area (Maclear & Mt Fletcher)
- Sengqu Area (Sterkspruit)

5.2.5 Nelson Mandela Metro District

- Metro 1 (Motherwell)
- Metro 2 (Ibhayi, Bethelsdorp & Zwide)
- Metro 3 (Walmer)
- Metro 4 (Uitenhage)

5.2.6 OR Tambo District

- King Sabata Dalindyebo Area (Umtata & Mqanduli)
- Ingquza Area (Lusikisiki & Flagstaff)
- Nyandeni Area (Libode & Ngqeleni)
- Port St Johns
- Mhlontlo Area (Qumbu & Tsolo)

5.2.7 Sarah Baartman District

- Makanda/Ndlambe (Grahamstown & Port Alfred)
- Koukamma (Kareedouw)
- Kouga (Humansdorp)
- Sundays River Valley (Kirkwood)
- Beyers Naude (Graaff Reinet, Somerset East & Willowmore)

(The areas above reflect all the cities/towns where SASSA has service offices and include the service areas for those service offices).

- 5.3 The service provider(s) must comply with the requirements outlined in **Annexure A**.
- 5.4 SASSA intends to appoint at least **two (2)** service providers per area as indicated above and the service distance should be within the boundaries of the identified area.
- 5.5 All accredited service providers on SASSA Database may not re-submit a BID for the same localities that they were appointed for. Bidders, however, are allowed to submit bids for different areas / localities listed in the Terms of Reference that they render existing services.

6. EVALUATION OF BIDS

It is compulsory for all bid proposals submitted to include the following **Mandatory Documents**:

6.1 Phase One: Mandatory Requirements

6.1.1 Business profile must include the following:

- Core business
- Business address

6.1.2 **Business references** (Minimum of two confirmation letters for services rendered of any items listed in **Annexure A**)

6.1.3 Service providers must submit a **valid Certificate of Acceptability as issued by the local authority** to comply with the food safety standards outlined in Regulation R638 under the Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972.

6.1.4 Signed **Annexure A**

6.2 Service providers will be eliminated from the evaluation process in a case where they do not submit / comply with the Mandatory Requirements.

6.3 Phase Two: Administrative Compliance

6.3.1 Completed and signed SBD 1 (Invitation to Bid).

6.3.2 Completed and signed SBD 4 (Declaration of Interest).

6.3.3 Proof of business address.

6.3.4 Tax compliance status pin number certificate.

6.3.5 Central Supplier Database (CSD) registration report.

6.3.6 Completed and signed SBD 6.2 – The Declaration of Certificate for Local Production and Content together with the following Annexures must be fully completed and duly signed and submitted with the bid at the closing date and time:

- Annexure C – (Local Content Declaration: Summary Schedule)

- Annexure D – (Imported Content Declaration: Supporting Schedule to Annexure C) and
- Annexure E – (Imported Content Declaration: Supporting Schedule to Annexure C)
- The stipulated minimum threshold percentage for local production and content for the Textile, Clothing, Leather and Footwear sector is **Blankets and Face Cloths – 100 %**
- The stipulated minimum threshold percentage for local production and content for Furniture Products Designation is – **Mattresses – 80 %.**
- For exemption requests on designated products and the minimum threshold for local content that cannot be met for various reasons, bidders must apply for exemption from the DTI.
- The exemption approval must be attached to the bid on the closing day and time.

Failure to comply with the Local Content provisions as stipulated may render the Bid non-responsive.

7. SPECIAL CONDITIONS

7.1 The service provider's responsibilities:

- 7.1.1 Have the means to transport the required goods to the identified disaster site(s).
- 7.1.2 Conduct business in a courteous and professional manner.
- 7.1.3 Ensure that performance is rendered within cost structures and within the agreed timeframes.
- 7.1.4 Upon request, the service provider(s) must provide information when required in order to fulfill their duties.

7.2 SASSA's responsibilities:

- 7.2.1 Brief the accredited service provider(s) on the requirements for rendering immediate social relief prior to commencement of duties.
- 7.2.2 Monitor compliance for the duration of the contract and institute penalties for non-compliance.

- 7.2.3 Manage the contract in a professional manner.
- 7.2.4 Monitor the service provider(s) services in line with the Service Level Agreement (SLA) and specifications provided and take steps against the service provider(s) if there is non-compliance.
- 7.2.5 Not accept any responsibility for any damages and or losses suffered by the service provider(s) or their staff for the duration of the contract.
- 7.2.6 Not accept any responsibility for accounts/expenses incurred by the service provider(s) that was not authorized/agreed upon by the contracting parties.
- 7.2.7 Reserves the right to adjust the values and type of immediate social relief/humanitarian aid from time to time and will provide service providers with adequate notice thereof and random compliance checks of the quality and quantity of items of immediate social relief/humanitarian aid onsite.

8. BID SUBMISSION

- 8.1 The Agency reserves the right to conduct a security screening by the State Security Agency (SSA") of all shortlisted bidders. If a negative result is provided by the SSA, the Agency will follow the necessary steps.
- 8.2 Bidders must submit their bids on or before the stipulated closing date, place and time. Late bids will not be considered.
- 8.3 The Agency reserves the right to return late bids unopened.
- 8.4 The Agency reserves the right to cancel or not to award the bid to any bidder.
- 8.5 The Agency will not be held liable for any expenses incurred by a bidder in preparing and submitting the bid.
- 8.6 In order to evaluate and adjudicate bids effectively, all bids must be responsive. To ensure a bid will be regarded as responsive, it is imperative to comply with all conditions pertaining to the evaluation criteria.
- 8.7 Each bidder must attach all applicable documents in support of its bid.
- 8.8 Each bid, once submitted, constitutes a binding and irrevocable offer to provide the services on the terms set out in the bid, which offer cannot be amended or withdrawn after its date of submission.
- 8.9 SASSA is not obliged to accept or consider any bid in full or in part or any responses or submissions in relation thereto and SASSA may reject any bid. SASSA reserves the right to accredit more than one bidder whose bid successfully conforms to the criteria and the requirements as well as aligns to the terms and conditions contained in SASSA's terms of reference.
- 8.10 After careful consideration and thorough examination of the proposals, SASSA shall select the successful Bidder/s whose proposal most closely satisfies the criteria and the requirements.
- 8.11 Bidders shall be disqualified if found to have misrepresented information in their bid proposals.
- 8.12 The appointment/accreditation of the successful Bidder is subject to the conclusion of the SLA between SASSA and the successful Bidder, governing all rights and obligations related to the required services. The SLA shall be prepared by SASSA to include such terms and conditions commonly included in agreements of such nature, together with any other terms and conditions which are required by SASSA (whether arising from the specifications of the successful bidder's proposal or otherwise).

8.13 Interested bidders may ask for clarification during business hours (8:00- 16:00) and no less than 2 (two) days before the deadline for submission of the bid. All requests for clarification must be submitted via e-mail to **Mr. F. Buatsi** and **Mr. L. Bezuidenhout** at TenderqueriesEC@sassa.gov.za

8.14 Bidders to indicate area of operation per SASSA's area only, please complete **Annexure B (note paragraph 5.2)**.

9. CONDITIONS OF CONTRACT

- 9.1 Appointed service provider(s) must take full responsibility and accountability to execute functions attached to the contract. Under no circumstances will the Agency engage itself with sub-contractors or parties associated with the service provider, including bidders' main suppliers or manufacturers.
- 9.2 A contingency plan to be implemented by service provider(s) to ensure that services are provided according to the set standards as per the SLA, such as but not limited to industrial actions, power outages/load shedding, water shortages.
- 9.3 Delivery notes should be sent together with the consignment of immediate social relief to delivery points. These should be signed for by the receiving official upon receipt and verification of goods (immediate relief with faults or not complying with the specifications will not be received/accepted, therefore no payment will be made for such items).
- 9.4 An itemized Goods Received Voucher must be completed and signed by an authorized SASSA official.
- 9.5 The service provider(s) must provide SASSA with an itemized invoice in respect of goods supplied to as agreed within 30 days after services are rendered.
- 9.6 Only when beneficiaries receive and signed for immediate social relief can service provider(s) submit their delivery note and invoice.
- 9.7 Service provider(s) must sign a Service Level Agreement with SASSA before providing any service.
- 9.8 Upon being satisfied that the service provider(s) is legally entitled to such payment, the Agency shall pay the service provider(s) the total amount invoiced within thirty (30) days of receipt of an original valid tax invoice.
- 9.9 The successful accredited service provider(s) will have to comply with all requirements agreed to with SASSA EC, as stipulated in the Service Level agreement (SLA).
- 9.10 All bidders are expected to submit their bids independently and without consultation, communication, agreement or arrangement with any competitor.

- 9.11 The condition in therefore discourages any bidder from submitting multiple bids (as a sole supplier then as a Joint Venture) as this will be considered as collusive bidding.

10. PRICE

- 10.1 The price as indicated in Annexure A: the fixed price is inclusive of VAT and all variable (operational costs) costs such as overhead costs, preparation of the food, transportation, storage, security, packaging of immediate social relief, loading and off-loading, staffing etc. The price is inclusive of delivery anywhere within the boundaries of the identified area. Where an accredited service provider is not VAT registered the fixed price will be reduced with the VAT amount.
- 10.2 Prices will be adjusted in accordance with SASSA-HO directives. The values and types of assistance/relief to be provided may change from time to time, as directed by SASSA-HO.

11. PENALTIES

- 11.1 The Agency reserves the right to cancel the contract if the quality of immediate social relief of distress items does not meet the requirements of the specification.
- 11.2 The Agency reserves the right to invoke penalties for non-delivery/partial delivery or late delivery of items as per **Annexure A**.
- 11.3 The Agency reserves the right to continue with the next available service provider when a service provider cannot deliver items as and when required by the Agency.
- 11.4 A penalty clause will be enforced to discourage lowering standards. The quality of the goods should not be compromised or not be of inferior or sub-standard quality. The service provider should ensure delivery of good quality immediate social relief items that will not impact negatively on the Agency's integrity.
- 11.5 Penalties may also be applied to contractors in terms of the provisions of the General Conditions of Contract. Service providers may also be blacklisted if sub-standard performance by the contractor is experienced, in this case the service provider(s) may be barred from doing business with the Government altogether. The service provider(s) shall be served with (30) thirty days written notice for termination of contract in case of dissatisfactory performance.

12. TERMINATION OF CONTRACT BY THE SOUTH AFRICAN SOCIAL SECURITY AGENCY

SASSA shall have the right to terminate this contract at any time by giving thirty (30) days written notice to the service provider(s) in any of the following events:

12.1 On breach:

If the service provider(s) commits any breach of any terms or conditions of this contract.

12.2 On liquidation or insolvency:

If the service provider(s) is subjected to any provisional or final order of liquidation or judicial management with its creditors or under execution to be levied on its goods or fail to pay any of its sub-contractors appointed in terms herein on due date for payment.

12.3 On Criminal Conduct:

If the service provider(s) is found to have been reasonably and sufficiently implicated in any criminal conduct directly linked to the Social Relief of Distress referred to above.

12.4 On bringing the Agency into disrepute:

If the service provider(s), through omission or commission brings the name of the Agency into disrepute. This is inclusive of the service provider failing to honour their financial obligations to their suppliers and thereby dragging the South African Social Security Agency to courts of law as respondent.

13. BRIEFING SESSIONS

Non- Compulsory briefing sessions will be conducted physically on **09 July 2025 at 12:00** at the **four (4) Clusters and venues** as listed below:

No	District	Venue Address	Date of briefing
1	Amathole District Office	BKB Building, Cnr Fitzpatrick & Merino Road, East London	09 July 2025
2	OR Tambo & Alfred Ndzo –	No 26 Cnr of Maderia & Victoria Street, Steve Motors Building, 2 nd Floor, Mthatha	09 July 2025
3	Chris Hani & Joe Gqabi	Thobi Kula Indoor Centre, Queenstown, 5319	09 July 2025
4	Nelson Mandela Metro & Sarah Baartman	259 Govan Mbeki Avenue, North End, Port Elizabeth, NMM	09 July 2025

14. COMMUNICATION

Any request for clarification must be submitted in writing to the following officials:

a) Technical enquiries:

Name of Region	Contact Number	Contact Person	Email Address
Eastern Cape	043 707 6598	Mr. Francis Buatsi	TenderQueriesEC@sassa.gov.za

b) Supply Chain Management:

Name of Region	Contact Number	Contact Person	Email Address
Eastern Cape	043 707 6366	Mr Leslie Bezuidenhout	TenderQueriesEC@sassa.gov.za

15. CLOSING OF BIDS

Submission of expressions of interest must be submitted on 23 July 2025 at 11h00 as per the advert at the following address:

SASSA - Eastern Cape Regional Office

Old BKB Building

8 Merino Road

Quigney

East London 5201

No late bids will be accepted by SASSA Eastern Cape.

LIST OF ANNEXURES ATTACHED:

- **ANNEXURE A: Specifications and Pricing**
- **ANNEXURE B: Area of operation**

ANNEXURE A

SRD Amounts for items to be issued during a disaster /incident		
No	ITEM DESCRIPTION	PRICE
1.	Tea, sandwiches or/ and porridge (Breakfast)	R 75.00
2.	A fruit, sandwich & fruit juice(lunch)	R 90.00
3.	Tea, meat or chicken stew with vegetables, rice or pap (Dinner)	R 130.00
4.	Maximum 3 meals per day (Refers to the 3 meals above)	R 295.00
5.	1 (two ply) single blanket	R 460.00
6.	1 Single thick foam mattress 188cm x 91cm x12cm(not less than 12cm), width singly 910mm and length 1880mm, 20mm high density single foam mattress) per single thick foam mattress per person	R 650.00
7.	1 Baby Pack (30 disposable nappies, 100g baby soap, 100g Vaseline, face cloth, pack of 40 baby wipes, 250g baby cereal and 900g baby formula at an amount not exceeding the value of a child support grant)	Equivalent to CSG Amount (Currently R 560.00)
8.	1 Vanity Pack (1 toothbrush, 100ml toothpaste, shaving blades, 1 roll toilet paper, face cloth, roll-on deodorant, 1 bar of soap and 100g Vaseline (Men))	R 270.00
9.	1 Vanity Pack (1 toothbrush, 100ml toothpaste, 20 x sanitary pads, 1 roll toilet paper, face cloth, roll-on deodorant, 1 bar of soap and 100g Vaseline (Women))	R 300.00

NAME OF BIDDER: _____

SIGNATURE: _____

DATE: _____

ANNEXURE B

Bidders to indicate area of operation as per paragraph 5.2 of Terms of Reference		
No	OFFICES	TICK
1.	Alfred Nzo District	
	• Matatiele	
	• Bizana	
	• Ntabankulu	
	• Umzumvubu Area (Mt Ayliff, Mt Frere)	
2.	Amathole District	
	• Raymond Mhlaba Area (Fort Beaufort, Alice, Middledrift & Addelaide)	
	• Mbashe Area (Xhora/Elliotdale, Willowvale & Dutywa)	
	• Mquma Area (Butterworth, Ngqamakwe & Centane)	
	• Amahlathi Area (Stutterheim & Keiskammahoek)	
	• Buffalo City Metro 1 (East London, Mdantsane, Duncan Village & Peddie)	
	• Buffalo City Metro 2 (King Williams Town, Zwelitsha & Dimbaza)	
3.	Chris Hani District	
	• Enoch Mgijima Area (Queenstown & Whittlesea)	
	• DR AB Xuma Area (Ngcobo)	
	• Inxuba Yethemba Area (Cradock & Middleburg)	
	• Emalahleni Area (Lady Frere & Indwe)	
	• Intsika Yethu Area (Cofimvaba & Tsomo)	
	• Sakhizwe Area (Cala)	
4.	Joe Gqabi District	
	• Maletswai Area (Aliwal North & Burgersdorp)	
	• Elundini Area (Maclear & Mt Fletcher)	
	• Sengqu Area (Sterkspruit)	
5.	Nelson Mandela Metro District	

	• Metro 1 (Motherwell)	
	• Metro 2 (Ibhayi, Bethelsdorp & Zwide)	
	• Metro 3 (Walmer)	
	• Metro 4 (Uitenhage)	
6.	OR Tambo District	
	• King Sabata Dalindyebo Area (Umtata & Mqanduli)	
	• Ingquza Area (Lusikisiki & Flagstaff)	
	• Nyandeni Area (Libode & Ngqeleni)	
	• Port St Johns	
	• Mhlontlo Area (Qumbu & Tsolo)	
7.	Sarah Baartman District	
	• Makanda/Ndlambe (Grahamstown & Port Alfred)	
	• Koukamma (Kareedouw)	
	• Kouga (Humansdorp)	
	• Sundays River Valley (Kirkwood)	
	• Beyers Naude (Graaff Reinet, Somerset East & Willowmore)	

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

JULY 2010

NOTES

The purpose of this document is to:

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

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

- The General Conditions of Contract will form part of all bid documents and may not be amended**
- Special Conditions of Contract (SCC) relevant to a specific bid, should be complied 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**

GENERAL CONDITIONS OF CONTRACT

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
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6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
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15. Warranty
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18. Contract amendments
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21. Delays in the supplier's performance
22. Penalties
23. Termination for defaults
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27. Settlement of disputes
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GENERAL CONDITIONS OF CONTRACT

1. Definitions

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 provider, 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 provider 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 the value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 **“Countervailing duties”** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 **“Country of origin”** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 **“Day”** means calendar day.
- 1.8 **“Delivery”** means delivery in compliance of the conditions of the contract or order.
- 1.9 **“Delivery ex stock”** means immediate delivery directly from stock actually on hand.
- 1.10 **“Delivery into consignees store or to his site”** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the provider bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 **“Dumping”** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 **“Force majeure”** means an event beyond the control of the provider and not involving the provider'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 provider 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 provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as land costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 **“Project site,”** where applicable, means the place indicated in bidding documents.
- 1.21 **“Purchaser”** means the organization purchasing the goods.
- 1.22 **“Republic”** means the Republic of South Africa.
- 1.23 **“SCC”** means the Special Conditions of Contract.
- 1.24 **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the provider covered under the contract.
- 1.25 **“Written”** or **“in writing”** means hand-written 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 (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise 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 X 85, Pretoria 001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the provider 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 provider'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 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 success 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 provider's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

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

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

8. Inspections, tests and analyses

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

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

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

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

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

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

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

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

9. Packaging

- 9.1 The supplier shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the good's final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packaging, 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, 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 the SCC.

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in the 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 provider of any warranty obligations under this contract; and
 - (e) training of the purchaser's personnel, at the provider'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 provider 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:
- 1) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract, and
 - 2) in the event of termination of production of the spare parts:
 - a) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - b) 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 provider 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 provider, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in the 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 provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.

16. Payment

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

- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider in his bid, with the exception of any price adjustments authorized 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 provider 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 provider from any liability or obligation under the contract.
- 21. Delays in the provider's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

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

22. Penalties

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

23. Termination For Default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the 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 provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer/Authority will, at the discretion of the Accounting Officer/Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer/Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and/or person restricted by the purchaser
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction

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

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

24. Anti-Dumping And Counter-Vailing Duties And Rights

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

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider 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 provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider 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 provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, 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 provider 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 provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

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 provider to pay penalties and / or damages to the purchaser; and
 - (b) the aggregate liability of the provider 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.

31. Notices

- 31.1 Every written acceptance of a bid shall be posted to the provider 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 provider 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 provider shall be entirely responsible for all taxes, duties, and license fees, etc, incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate submitted by the bidder. This certificate must be an original issued by the South African Revenue Services. .

33. National Industrial Participation Programme (NIP)

- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is/are or a contractor (s) was/ were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder (s) or contractor (s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No 89 of 1998.
- 34.3 If a bidder (s) or contractor (s) has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid (s) for such item (s) offered, and/ or terminate the contract in whole or part, and/or restrict the bidder (s) or contractor (s) from conducting business with the public sector for a period not exceeding ten (10) years and/or claim damages from the bidder (s) or contractor (s) concerned.