

BID NO: 008-2024/2025

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR THE CETA FOR A PERIOD OF THREE (3) YEARS.

RFP NUMBER:	BID NO: 008-2024/2025
DESCRIPTION:	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR THE CETA FOR A PERIOD OF THREE (3) YEARS.
PUBLISH DATE:	15 August 2024
CLOSING DATE:	06 September 2024
CLOSING TIME:	11h00.
VALIDITY PERIOD	120 days from the closing date.
PREFERENCE POINT SYSTEM	80/20
BRIEFING SESSION	None
BID RESPONSES MUST BE HAND DELIVERED TO:	CETA Head Office 52/53 on 14th Road Noordwyk, Midrand 1687
ATTENTION:	Supply Chain Management (SCM)
NB: Bidders must ensure that they sign the tender register at the CETA Head Office Reception when delivering their bids responses. Bidders who will use Courier companies are to ensure that the Courier company writes the name of the bidding company on the tender register at CETA H/O Reception. Submissions not registered on the tender register will be disqualified. The closing time is as per the clock displayed at the CETA Head Office Reception. The CETA reserves the right not to appoint or to cancel this tender at any time as circumstances dictates. It should be noted that the award may not necessarily be to the lowest bidder; and that cost effectiveness does not equal the lowest price quote.	

COMPULSORY DOCUMENTS – FOR THE BIDDER

Please note that failure to submit the following documents and/or proof will lead to immediate disqualification from bid evaluation process:

1. Independently reviewed or audited Financial Statements (past 24 months) reflecting the company's going concern for the CETA to determine financial sustainability through analysis of the following:
 - Liquidity test
 - Solvency
2. Affiliation with Association of South African Travel Agents (ASATA) / International Air Transport Association (IATA) and proof attached thereof.

BID CONDITIONS

- All bidders are required to register on the National Treasury Central Supplier Database (CSD). The CSD proof of registration will be used by CETA to verify the bidder's tax compliant status at the time of BID award.
- This RFP will only be awarded to bidders who are tax compliant on National Treasury CSD on award.
- The CETA reserves the right not to appoint or to cancel this tender at any time as circumstances dictates. The award may not necessarily be awarded to the lowest price bidder

OTHER REQUIRED DOCUMENTS

Please note that failure to attach the following documents will result in the forfeiture of preference points: completed and signed.

- a) SBD 1
- b) SBD 4
- c) SBD 6.1
- d) SBD 7.2
- e) GCC

ADDITIONAL REQUIRED DOCUMENTS

Please note that failure to attach the following documents will result in the forfeiture of preference points:

- **Emerging Medium Enterprise (EME):** Sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership or a B-BBEE level verification certificate

and full financial year-end of the company should be stated.

- **Qualifying Small Enterprise (QSE):** Sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or B-BBEE level verification certificate and full financial year-end of the company should be stated.
- **Bidders other than EMEs and QSEs:** Original and valid B-BBEE status level verification certificate verified by a South African National Accreditation System (SANAS) accredited verification agency, or a certified copy thereof.
- Bidders must submit proof of documentation required in terms of this tender to claim points for specific goals.

Please double-check that you have attached all the above documents before submitting your tender document.

BID DOCUMENTS CHECK LIST

The contents of the tender document must be as follows, and numbered as per the numbering below, with each schedule punched, placed in a file and separated from the next schedule with a file divider. Please complete the checklist below to verify your submission of the relevant documents:

Schedules	Description	Submitted - indicate YES or NO
Schedule 1	Proof of registration with Central Supplier Database (CSD).	
Schedule 2	Completed and signed SBD forms.	
Schedule 3	Original canceled cheque or stamped letter from the bank confirming banking details.	
Schedule 4	Reference letters for related work undertaken in the past 5 years.	
Schedule 5	Curriculum Vitae (CV) and qualifications of proposed team.	
Schedule 6	• B-BBEE Verification Certificate/ Sworn Affidavit (full financial year-end of the company should be stated) (Original/Certified Copy). Proof of documentation required in terms of this tender to claim points for specific goals.	
Schedule 7	Initialed Bid Document (each page of this bid document must be initialed).	
Schedule 8	Supporting document for functionality criteria as determined by bidder.	

Schedule 9	Methodology and approach.	
Schedule 10	Pricing schedule.	
Schedule 11	Audited or Independently reviewed Financial Statements for the past 2 years demonstrating liquidity and solvency of the business.	

Bid Submission

Bidders are required to submit one original hard copy and one (1) unlocked USB with all returnable and electronic copies of bidder's documents as included in the bound printed pack.

PROVISION OF TRAVEL MANAGEMENT SERVICES FOR THE CETA FOR A PERIOD OF THREE (3) YEARS.

1. INTRODUCTION

The Construction Education and Training Authority (CETA) a statutory body established in terms of Skills Development Act of 1998 which has a license period that expires 31 March 2030. The CETA is a Schedule 3A public entity established in terms of the Skills Development Act, No.97 of 1998. The CETA's mandate is to promote and ensure skills development to the construction sector, implement the objectives of the National Skills Plan 2030 (NSP), and ensure that people obtain the critical or scarce skills needed to build the capacity of the sector or to be economically sustainable and globally competitive.

2. OBJECTIVE

This document seeks to provide valuable information that the bidder may require to compile the bid document relating to the scope of works for travel management for CETA, CETA will from time to time require the services of the travel management company (TMC). At the time CETA employees will utilize the services over the period of three years, the TMC will be responsible to source the relevant services for the CETA staff. The successful company will provide the CETA in all provinces with the services of travel management. CETA's primary objective is to enter into an agreement with a successful travel management company for the supply, support and maintenance of travel management for a period of three (3) years. The service provider will be expected to do the following:

- Provide the CETA with travel management services that are consistent, reliable and will maintain a high level of traveler and events satisfaction in line with the service levels.
- Provide the CETA with a dedicated key account manager that is suitably, qualified and experienced for the duration of the contract.
- Cater for the CETA delegation of authority approvals to approve all the bookings on the

system.

- Be able to achieve significant cost savings for the CETA without any degradation in the services.
- Contain the CETA traveler risks.

3. TRAVEL VOLUMES

The current CETA travel management total volumes per annum includes air travel, accommodation, car hire, foreign exchange (forex), conferences, etc. The below table details the average number of transactions for the Financial Year 2023/2024 as follows:

Service category	CETA 2023/2024 Financial year records this includes head office and all provinces.
Air travel – Domestic.	165
Air travel – Regional & International.	1
Car rental – Domestic	61
Car rental – Regional & International.	20
Shuttle services – Domestic.	13
E-Taxi services (e.g. Uber, Taxify).	1
Accommodation – Domestic.	234
Accommodation – Regional & International.	2
Transfers – Regional & International.	3
Bus/Coach Bookings.	0
Train – Regional/Domestic & International.	0
Conferences/events.	13
After hours.	20
Parking.	8
Insurance.	949
Forex.	1
Other.	489
Total.	1980

NB. The information tabled above is the previous financial year records and may change at the time of appointment, this is for only for illustration purpose only and seeks to provide an insight for the bidder.

4. SCOPE OF WORK

A competent successful service provider should be able to provide a travel management services and will be able to deliver the following:

a) AIRLINE

- Process reservations for online, full-service carriers as well as low-cost carriers and be able to book the most cost-effective airfares possible on domestic travel, international flights, the airline which provides the most cost-effective and practical routings may be used.
- The travel management company (TMC) to also assist with the booking of charters for VIPs utilizing the existing transversal term contract where applicable.
- The airline ticket should include the applicable airline agreement number as well as the individual loyalty program number of the Traveler (if applicable).
- Send airline tickets electronically (SMS and/or email format) to the traveler(s) and travel bookers promptly after booking before the departure times.
- Track and manage unused e-tickets (No Show) as per agreement with the institution and provide a detail report on refund management on a monthly basis.
- During the reporting period the service provider must publish discounted rates where applicable.
- Ensure that travelers are always informed of any travel news regarding airlines (like baggage policies, checking in arrangements, etc.).
- Provide a dedicated travel consultant that will be available to assist VIP/Executive travelers.

b) ACCOMMODATION

The travel management company (TMC) must be able to do the following:

- Provide price comparisons within the maximum allowable rate matrix as per the National Treasury instruction note No. 7 of 2022/2023. (Cost containment measures related to travel and subsistence).
- Be aware of changes in travel policy of CETA for the duration of the contract.
- Provide a minimum of three price comparisons from accommodation establishments that provides the best available rate within the maximum allowable rate and that is located as close as possible to the venue, office, location or destination of the traveler.
- Planning, booking, confirming, and amending of accommodation with any establishment (hotel group, private hotel, guest house or bed & breakfast) in accordance with National Treasury instruction no. 7 of 2022/2023.
- Have loaded accommodation establishments which have negotiated government and/or corporate rates.
- Provide suitable accommodation bearing in mind the requirement of convenience for the

traveler and conformation with acceptable costs.

- Must be able to issue accommodation voucher of all travelers for accommodation bookings are invoiced to CETA as per arrangement within the same month of travel and invoices be supported by a copy of the original hotel accommodation charges.
- Allow cancellation of accommodation bookings to be done promptly to guard against no show and late cancellation fees.
- Allocate online team consultants when experiencing difficulties and after-hours assistance.
- Accommodation must be at least (3) three to five (5) stars depending on if the employee is an executive official or not.

c) CONFERENCING AND EVENTS

The travel management company (TMC) must be able to do the following:

- Obtain price comparison within the maximum allowable rate matrix as per the National Treasury instruction of the national treasury.
- Obtain three (3) price comparisons from conference establishments to provide the best available rate within the maximum allowable rate.
- Must be Planning, booking, confirming and amending of vouchers with any establishment (hotel group, private hotel, guest house or Bed & Breakfast) in accordance with CETA travel policy.
- Must issue conference vouchers/booking confirmation to CETA and be invoiced to CETA as per arrangement such invoices should be supported by a copy of the original conference establishment invoice reflecting all charges.
- During the period of reporting must provide proof that conferencing rates were booked within the maximum allowable rates as per the cost containment instruction of the National Treasury.
- Cancellation of conference bookings should be done promptly to guard against late cancellation fees. There should indicate in their pricing charges per transaction.

d) CAR RENTAL AND SHUTTLE SERVICES

The travel management (TMC) must be able to do the following:

- Book the approved category vehicle in accordance with the National Treasury (NT) with the appointed car rental service provider from the closest rental location (airport, hotel and venue).
- Book transfers in line and/or alternative service providers to include bus and coach services.
- During their reporting period provide proof that negotiated rates were booked (where applicable).
- Ensure that relevant information is shared with travelers regarding rental vehicles, like e-tolls, refueling, keys, rental agreements, damages and accidents, etc.
- Advise the traveler on the best time and location for collection and return considering the

traveler's specific requirements.

- Where there is a need provide petrol cards to travelers.
- Offer alternative ground transportation to the traveler that may include rail, buses, taxis and transfers. Including international travelers.
- Manage shuttle companies on behalf of the CETA and ensure compliance with minimum standards.
- Assist in negotiating better rates with relevant shuttle companies.
- Provide after hours and emergency services, equip a consultant or team of consultants to help travelers with after hours and emergency reservations and changes to travel plans.
- Provide dedicated consultant/s to assist VIP/Executive travelers.
- After hours' services should be provided from Monday to Friday outside the official hours (08h00-17:00 which is 17h00-08:00) and twenty-four (24) hours including on weekends and Public Holidays.
- A call center facility or after hours contact number should be available to all travelers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.
- Have a standard operating procedure for managing after hours and emergency services. This should include purchase order generation of the request within 24 hours.

e) FINANCIAL MANAGEMENT

The TMC must be able to do the following:

- Implement the rates negotiated with travel service providers or the discounted air fares and the maximum allowable rates established by the NT where applicable.
- Be responsible to manage the service provider's accounts. This will include the timely receipt of invoices to be presented to the CETA for payment within the agreed time.
- Enable savings on total annual travel expenditure and this should be reported, and proof should be provided during monthly and quarterly reviews.
- Be able to consolidate travel supplier 30-day bill-back invoices.
- Be able to consolidate the invoices and supporting documentation should be provided to the CETA's Finance or supply chain or facilities department on the agreed time period e.g. monthly. This includes attaching the Travel Authorization or Purchase Order and other supporting documentation to the invoices reflected on the service provider billback report or the credit card statement.
- Should ensure that suppliers accounts are settled timeously, should be accurate and complete for the month billed attaching detailed statements for the month invoiced.

f) TECHNOLOGY, MANAGEMENT INFORMATION AND REPORTING

The TMC must be able to do the following:

- Have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools.
- Implement an online booking tool to facilitate domestic bookings should be considered to optimize the services and related fees.
- Make sure that all management information and data input should be accurate.
- Online service will be required to provide the CETA with a minimum of three (3) standard monthly reports that are in line with the NT reporting template requirements at no additional costs.
- Reports be accurate and be provided as per NT specific requirements at the agreed time. Information should be available on a transactional level that reflect detail including the name of the traveler, date of travel, spend category (example air travel, shuttle, accommodation, conferencing).
- Provide additional management reports.
- Reports should be available in an electronic format for example Microsoft Excel.
- Service Level Agreements (SLA) reports should be provided on the agreed date. It will include but will not be limited to the following:

I. TRAVEL

- After-hours reports.
- Compliments and complaints.
- Consultant productivity report.
- Long term accommodation and car rental.
- Extension of business travel to include leisure.
- Upgrade of class of travel (air, ground transportation and accommodation).
- Bookings outside travel policy.

II. FINANCE

- Creditor's ageing report.
- Creditor's summary payments.
- No show reports.
- Cancellation report.
- Refund Log.
- Open voucher report.

g) ACCOUNT MANAGEMENT

An Account management structure should be put in place to respond to the needs and requirements of the CETA and act as a liaison for handling all matters regarding delivery of services in terms of the contract.

- The TMC should appoint a dedicated account manager that is ultimately responsible for the management of the CETA's account.

- The necessary processes should be implemented to ensure good quality management and always ensuring traveler and client satisfaction.
- A complaint handling procedure should be implemented to manage and record the compliments and complaints of the TMC and other travel service providers.
- Ensure that the National Treasury's travel policy is enforced.
- The Service Level Agreement (SLA) should be managed, and customer satisfaction surveys conducted to measure the performance of the TMC.
- Ensure that workshops/training is provided to Travelers and/or Travel admins or units.
- During reviews, comprehensive reports on the travel spend and the performance in terms of the SLA should be presented.

h) VALUE ADDED SERVICES

The online system should provide the following value-added services without limitation the following information:

- Destination information for regional and international destinations.
- Health warnings.
- Weather forecasts.
- Places of interest.
- Visa information.
- Travel alerts.
- Information including the cost of public transport.
- Rules and procedures of the airports.
- Business etiquette specific to the country.
- Airline baggage policy and supplier updates.
- Electronic voucher retrieval via web and smart phones.
- SMS/WhatsApp/Email notifications for travel confirmations.
- Travel audits.
- Global travel risk management.
- VIP services for executives that include but is not limited to check-in support.

i) COST MANAGEMENT

- The NT's cost containment initiative and the CETA's travel policy is establishing a basis for a cost savings culture.
- It is the obligation of the TMC to ensure that the online system always advises on the most cost- effective option, and costs should be within the framework of the NT's cost containment.
- The TMC plays a pivotal role to provide high-quality travel-related services that are designed

to strike a balance between effective cost management, flexibility and traveler satisfaction.

- The system should be able to provide the relevant supplier(s) products, to be able to provide the best option and alternatives that are in accordance with the CETA 's travel policy to ensure that the traveler reaches his/her destination safely, in reasonable comfort, with minimum disruption, cost-effectively and in time to carry out his/her business.

j) QUARTERLY AND ANNUAL TRAVEL REVIEWS

Quarterly reviews are required to be presented by the TMC on all CETA travel activity. These reviews are comprehensive and presented to the CETA Supply chain, facilities and Finance teams as part of the performance management reviews based on the service levels. These travel reviews will include without limitation the following information:

- Total travel spends.
- Air spend analysis.
- Accommodation spend analysis.
- Car hire spend analysis.
- Top travelers.
- Top suppliers.
- Top after hours users.
- Savings report.
- Refunds report.
- After hours report.
- Most common routes, domestic and International.
- Number of transactions.
- Advance booking analysis.

k) Financial Proposal

Financial proposals will be compared based on their proposed rates inclusive of VAT and all other related costs. Bidders are required to submit financial proposals as per the table below on a company letterhead. Pricing schedule is compulsory and failure to complete same in prescribed manner as per the Annexure B and without alterations may result in disqualification of the bid during the financial evaluation process.

Service Category	Online Booking Fee (Unit Price)	Total
Air Travel Domestic	R	R

Air Travel – Regional & International	R	R
Car Rental – Domestic	R	R
Car Rental – Regional & International	R	R
Shuttle Services – Domestic	R	R
Shuttle Services – Regional & International	R	R
Accommodation- Domestic	R	R
Accommodation – Regional & International	R	R
Conference / Events / Catering	R	R
Travel Insurance	R	R
Visa Assistance	R	R
Reservation Changes – Domestic	R	R
Reservations Changes Regional & International	R	R
Vendor Payments –Electronic Billback Domestic	R	R
Vendor Payments–Electronic Billback Regional &International	R	R
After Hours /Emergency Services	R	R
Manual Bookings e.g., Tour Operator, bus, train	R	R
Ticket Refunds	R	R
SMS notification	R	R
Implementation Fee	R	R
Training	R	R
User registration	R	R

EVALUATION CRITERIA

Criterion 1 – Compulsory requirements

Bidders will first be evaluated in terms of the Criterion 1- Compulsory requirements on page 2 of this document. Bidders who do not meet all the requirements will be disqualified. Bidders who meet all the requirements will be further evaluated on criterion 2 - Functionality.

Criterion 2 – Functionality Evaluation

The bidder must clearly demonstrate if they have the appropriate skills, experience, and capacity to deliver the scope of work as described in these terms of reference. Functionality is worth **100 points**. The minimum threshold is 70 points. bidders who score less than 70 points on functionality will, therefore, be disqualified. Those who score 70 points or more will be further evaluated on Presentation. Price and Specific goals Evaluation. The functionality evaluation is broken down as follows:

FUNCTIONALITY	100 MAXIMUM POINTS
Company experience must be within the last five (5) years from closing date, Bidders must have travel management experience Scoring Matrix. For bidders to be awarded points in this category, bidders must demonstrate that the bidding company or joint venture is equipped with all the core team members that are required.	20 Points
Experience of the bidder/s must provide profile indicating qualified personnel to undertake the travel management service requirements; (Please provide detailed CVs of travel accounts manager and consultant to be allocated to the CETA) - The TMC provided a profile that includes travel accounts manager with five (5) or more years' experience, four (4) years or more travel consultant (CVs attached) = 20 Points. - The TMC provided a profile that includes travel accounts manager with four (4) years' experience, three (3) years or more travel consultant (CVs attached) = 15 Points. - The TMC provided a profile that includes travel accounts manager with three (3) years' experience, two (2) years or more travel consultant (CVs attached) = 10 Points. - The TMC provided a profile that includes travel accounts manager with two (2) years' experience, two (2) years or more travel consultant (CVs attached) = 5 Points. - The TMC provided a profile that includes travel accounts manager with one	

(1) years' experience, one (1) year or more travel consultant (CVs attached) = 3 Points. The TMC provided a profile that includes travel accounts manager with less than one (1) years' experience, less than one (1) year travel consultant (CVs attached) = 0 Points.	
Contactable references of bidder/s Submit reference letters not older than 5 years from the date of submission of this bid document (the references must be contactable, signed and in the form of written proof(s) on the referees' letterheads). CETA reserves the right to verify the validity of the reference letters. The reference letters must indicate satisfactory service. All reference letters submitted by the bidder must have valid contact details. All reference letters will be verified through emails and telephonically. - Submission of five (5) or more reference letters demonstrating provable travel management services = 20 Points. - Submission of four (4) reference letters demonstrating provable travel management services. = 15 Points. - Submission of three (3) reference letters demonstrating provable travel management services. = 10 Points. - Submission of two (2) reference letters demonstrating provable travel management services. = 5 Points. - Submission of one (1) reference letters demonstrating provable travel management services. = 3 Points. - Submission of less than one (1) reference letters demonstrating provable travel management services. = 0 Points.	20 points
Client satisfaction surveys or Awards. - Submission of three (3) or more client satisfaction surveys or awards not older than 5 years = 10 Points. - Submission of two (2) client satisfaction surveys or awards not older than 5 years = 5 Points. - Submission of one (1) client satisfaction surveys or awards not older than 5 years = 3 Points. - Submission of less than one (1) client satisfaction surveys or awards not older than 5 years = 0 Points.	10 Points
Provide service level agreements or letter confirming existing relationships with	

service providers worked with Accommodation (Hotels).	5 Points
- Accommodation (three (3) or more star hotels) in all South African provinces = 5 Points. - Accommodation (three (3) or more star hotels) less than nine (9) South African Provinces = 0 Points.	
Provide service level agreements or letter confirming existing relationships with service providers worked with airline (flights).	5 Points
- International and or national airlines = 5 Points. - No existing relationships = 0 Points.	
Provide service level agreements or letter confirming existing relationships with service providers worked with shuttle services and car hire, conference venues	5 Points
- Existing relationships with car hire and or shuttles = 5 Points. - No existing relationships = 0 Points.	
Provide service level agreements or letter confirming existing relationships with service providers worked with conference venues.	5 Points
- Existing relationships with conference venues = 5 Points. - No existing relationships = 0 Points.	
Methodology is suited and tailored to the project needs and demonstrates the following: travel management methodology	30 Points
- The methodology shows that the TMC can communicate with the latest available technology e.g. email, phone (SMS/WhatsApp) and call, provide an email address, cell phone number for WhatsApp, call with a dedicated person, able to send reminders to travelers = 5 points. - How the travel agency will deal with crisis management or contingency plan, details of the disaster recovery plan e.g. in the event of power failure or technical difficulties. = 5 points. - Provide business clear policy, describe how travelers' data privacy interest will be safe guarded (Popi Act). = 5 Points. - Provide process and work flows of how the CETA be provided with the services (page 5-12 of the document) upon request = 5 points. - Training plan for capacity building of the CETA staff and describe a module within the online booking for the traveler safety, risk management e.g. real	

time traveler and communication = 5 points .	
• After hours support customer service (provision of a dedicated resource) = 5 points .	
Total points	100

Criterion 3 – Presentation

Bidders who score 70 points or more on functionality will be invited for presentations. Presentation will be worth 20 points and bidders are required to score a minimum of 16 points and will be evaluated on Price and Specific Goals. Bidders who score less than 16 points will be disqualified.

Presentation Criterion	Total Points - 20
The CETA will request presentations/demonstrations of the proposed system from the short-listed bidder/s as part of the bid evaluation process. The presentation must demonstrate the following: • Systematic presentation skills – 2 Points • Capture online bookings – 2 Points • Online check-ins – 2 Points • Travel information/vouchers showing online – 2 Points • Travel information/vouchers must be sent on email and / or SMS of the traveler - 2 Points • System must be able to edit/ travelers' information – 2 Points • Must send reminder to the traveler in advance – 2 Points • Online approval of the trips by delegated officials – 2 Points • Curriculum vitae of the relevant staff to be used for bookings with proven travel management experience for travel consultants and or executive account – 2 Points • Existing relationships or agreements with service providers e.g. airline, shuttle, hotels, car hire and conference center – 2 Points	

Criterion 4 – Price and Preference

Bidders who score 16 points or more on presentation, will be further evaluated in terms of Price and Preference points (B-BBEE status level of contributor). As per the table below, price will be evaluated

over 80 points and preference points over 20:

The specific goals allocated points	Criteria	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE contribution level score of the bidder	B-BBEE Level 1	10	
	B-BBEE Level 2	8	
	B-BBEE Level 3	6	
	B-BBEE Level 4	4	
	B-BBEE Level 5-6	2	
	B-BBEE Level 7-8	1	
	Non-compliant contributor	0	
CETA transformation strategic position to empower designated groups in line with the Transformation Policy	100% - 51% Women Ownership	5	
	51% - 35% Women Ownership	3	
	35% - 20% Women Ownership	1	
	100% - 51% Youth Ownership	5	
	51% - 35% Youth Ownership	3	
	35% - 20% Youth Ownership	1	

Whilst CETA is issuing this invitation in good faith, it reserves the right to cancel or delay the selection process at any time without providing reasons therefore and reserves the right not to select any of the respondents to this invitation.

BID NO: 008-2024/2025 terms of reference were approved as follows:

Name..... Signature:.....Date:.....

BSC Chairperson

1. ADMINISTRATIVE ENQUIRIES

ANY ADMINISTRATIVE ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management Unit

Contact Person: Mathapelo Makomene

Tel: 011 265 5900

E-mail: scmtenders1@ceta.co.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

E-mail address: Khethelon@ceta.co.za and cc scmtenders1@ceta.co.za

Below is the address of office to be delivered at:

Province	Physical address
Gauteng (CETA Head Office)	CETA 52 on 14 th Road, Noordwyk Midrand 1687

Queries received will be responded to within two (2) working days of receiving the query. CETA will not respond to any enquiries received less than 240 hours (10 days) before the closing date and time of the bid.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	BID NO: 008-2024/2025	CLOSING DATE:	06 September 2024	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR THE CETA FOR A PERIOD OF THREE (3) YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
CETA Head Office 52 14th Road Noordwyk Midrand 1687					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
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 [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? ☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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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:

SBD 4 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:

.....
.....

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.

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

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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

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.

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

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
BEE AND SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

2. DEFINITIONS

- 2.1. **"Acceptable bid or acceptable quotation"** means a bid or quotation which in all respects complies with the specifications and Conditions of Tender as set out in the tender document.
- 2.2. **"Black people"** means Africans, Coloureds and Indians (refer to the B-BBEE Act for more details)
- 2.3. **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.4. **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.5. **"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 and advertised competitive bidding processes or proposals;
- 2.6. **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.7. **"Control"** means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.
- 2.8. **"Disability"** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being AND is in possession of a proof of disability.
- 2.9. **"EME"** means an Exempted Micro Enterprise in terms of the relevant code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.10. **"Locality"** means that the enterprise has either its head office or an operational office located in a township or rural area AND they are in possession of a municipal account, not older than three months for that location.
- 2.11. **"military veteran"** means has the meaning assigned to it in Section 1 of the Military Veterans Act, 2011 (Act No. 18 of 2011).

- 2.12. **"Ownership"** of an enterprise has the meaning defined in the Ownership Element of the B-BBEE Amendment Act of 2013 and the codes of good practice. This includes exercisable voting rights in the enterprise; economic interest in the enterprise (including Employee Share Ownership Programmes, Broad-based Ownership Schemes).
- 2.13. **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- 2.14. **"Proof of B-BBEE status level of contributor"** means:
- a) B-BBEE Status level certificate issued by an authorized body or person (such as a SANAS verification agent);
 - b) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - c) A CIPC B-BBEE certificate; or
 - d) Any other requirement prescribed in terms of the B-BBEE Act.
- 2.15. **"Proof of Disability"** means:
- a) A completed SARS "Confirmation of Diagnosis of Disability" form endorsed by a duly registered medical practitioner which will remain valid for 10 years where the disability is of a permanent nature;
 - b) A medical report and functional assessment report confirming the disability; or
 - c) A SASSA disability grant.
- 2.16. **"Proof of Locality"** means:
- a) A municipal rates invoice in the name of the company submitting the quotation that has been issued within the last three months;
 - b) An affidavit or equivalent from an authorised traditional leaders or local councillor in regions where municipal rates invoices are not available, showing the township name and ERF number or physical address;
 - c) A signed lease with a property owner located in that municipality/township (CETA may request a recent statement from the landlord);
 - d) A utilities rates statement (examples, Eskom or Telkom fixed line service) showing the physical address and name of the company or director's name
- 2.17. **"Proof of Military Veteran"** means a:
- a) Military veteran certificate as issued by the Department of Military Veterans in the name of the individual; or
 - b) Military veteran certificate as issued by the Department of Military Veterans in the name of the company.
- 2.18. **"Proof of Ownership"** means:

- a) The % ownership indicated on the Central Supplier Database. The CSD integrates with the systems at Home Affairs (demographic information); Companies and Intellectual Property Commission (CIPC) (for company information such as shareholding); and other databases (such as the banks).
- 2.19. **"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;
- 2.20. **"Rand value"** means the total estimated value of a contract in Rand, calculated at the time of the tender invitation.
- 2.21. **"Specific Goals"** means those goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994
- 2.22. **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- 2.23. **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- 2.24. **"township"** has no formal definition but is commonly understood to refer to the underdeveloped, usually (but not only) urban, residential areas that during Apartheid were reserved for non-whites (Africans, Coloureds and Indians) who lived near or worked in areas that were designated 'white only' (under the ...
- 2.25. **"Youth"** means persons between the ages of 14 and 35 as defined in the National Youth Commission Act of 1996.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

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

The specific goals allocated points	Criteria	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE contribution level score of the bidder	B-BBEE Level 1	10	
	B-BBEE Level 2	8	
	B-BBEE Level 3	6	
	B-BBEE Level 4	4	
	B-BBEE Level 5-6	2	
	B-BBEE Level 7-8	1	
	Non-compliant contributor	0	
CETA transformation strategic position to empower designated groups in line with the Transformation Policy	100% - 51% Women Ownership	5	
	51% - 35% Women Ownership	3	
	35% - 20% Women Ownership	1	
	100% - 51% Youth Ownership	5	
	51% - 35% Youth Ownership	3	
	35% - 20% Youth Ownership	1	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One-person business/sole propriety
☐ Close corporation
☐ Public Company
☐ Personal Liability Company
☐ (Pty) Limited
☐ Non-Profit Company
☐ State Owned Company
☐ [TICK APPLICABLE BOX]

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

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to CETA in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

WITNESSES

1

NAME OF FIRM

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER- CETA)

I..... in my capacity
as.....

accept your bid under reference number
.....dated.....for the rendering of services

indicated hereunder and/or further specified in the annexure(s).

An official order indicating service delivery instructions is forthcoming.

I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

GENERAL CONDITIONS OF CONTRACT

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

To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

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

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

TABLE OF CLAUSES

- | | |
|-----|---|
| 1. | Definitions |
| 2. | Application |
| 3. | General |
| 4. | Standards |
| 5. | Use of contract documents and information; inspection |
| 6. | Patent rights |
| 7. | Performance security |
| 8. | Inspections, tests and analysis |
| 9. | Packing |
| 10. | Delivery and documents |
| 11. | Insurance |
| 12. | Transportation |

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

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct

importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

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

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be

charged.

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

6. Patent rights

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

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad,

- acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque

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

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

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

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

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

12. Transportation

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

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

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

18. Contract Amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or

to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

23.3 Where the purchaser terminates the contract in whole or in part, the

purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

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

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

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

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

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

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

24. Anti- dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required

or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of Liability**
- 28.1 Except in cases of criminal negligence or 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
- The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and Duties**
- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33.National Industrial Participation (NIP) Programme

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

34.Prohibition of Restrictive Practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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

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Signature

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Date

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Position

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Name of bidder