

GPW-2024/25-08

CLOSING DATE: 31 OCTOBER 2024

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS



**government
printing**

Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

DEPARTMENT	GOVERNMENT PRINTING WORKS
TENDER DESCRIPTION	APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE PREPARATION OF GOVERNMENT PRINTING WORKS ANNUAL FINANCIAL STATEMENTS, TO ASSIST WITH AUDIT SUPPORT AND TO PROVIDE TECHNICAL ADVICE ON FINANCE MATTERS FOR A PERIOD OF 3 YEARS
TENDER NUMBER	GPW-2024/25-08

BRIEFING SESSION	Yes ☒	No ☐	SESSION COMPULSORY	Yes ☒	No ☐
BRIEFING	VENUE	149 BOSMAN STREET CANTEEN AREA		TIME	10H00
	DATE	14 OCTOBER 2024			

CLOSING DATE	31 OCTOBER 2024
CLOSING TIME	11H00
VALIDITY PERIOD	90 DAYS

Notes:

- All bids / tenders must be deposited in the Tender Box at the advertised address:
- Bids / tenders must be deposited in the Tender Box on or before the closing date and time.
- Bids / tenders submitted by fax will not be accepted.
- This bid is subject to the preferential procurement policy framework act and the preferential procurement regulations 2022, the General Conditions of Contract (GCC) 2010 and, if applicable, any other special conditions of contract.
- **ALL REQUIRED INFORMATION MUST BE COMPLETED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

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**government
printing**

Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

REQUIREMENTS FOR REGISTERED BIDDERS ON CENTRAL SUPPLIER DATABASE

PLEASE NOTE:

**SUPPLIERS ARE REQUIRED TO PROVIDE THEIR REGISTERED CENTRAL SUPPLIER
DATABASE (CSD) NUMBER _____**

Registered Suppliers to ensure that all details completed below are CURRENT

MANDATORY SUPPLIER DETAILS	
CSD Supplier number	
Company name (Legal & Trade as)	
Company registration No	
Tax Number	
VAT number (If applicable)	
Street Address	Postal Address
CONTACT DETAILS	
Contact Person	
e-mail address	
Telephone Number	
Cell Number	

NB: Bidders are requested to include their CSD reports in their submission of the tender documents.

I HEREBY CERTIFY THAT THIS INFORMATION IS CORRECT

Name(s):

Signature(s):

Date:

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BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

**government
printing**Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA**IT IS A CONDITION OF BIDDING THAT –**

- 1.1 The taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with the South African Revenue Service to meet his / her tax obligations.
- 1.2 The South African Revenue Service (SARS) from the 18 April 2016 has introduced an enhanced Tax Compliance Status System, whereby taxpayers will obtain their Tax Compliance Status (TCS) PIN instead of original Tax Clearance Certificate hard copies.
- 1.3 Bidders are required to submit their unique Personal Identification Number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and Tax Status.
- 1.4 Application for Tax Compliance Status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 1.5 Please note that not all Government Institutions will be able to utilise the Tax Compliance Status PIN at this stage and in such instances, bidders must supply printed Tax Clearance Certificate**
- 1.6 In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Compliance Status (TCS) / PIN / CSD Number.
- 1.7 Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD Number must be provided.

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THE GOVERNMENT PRINTING WORKS

REPUBLIC OF SOUTH AFRICA

INVITATION TO TENDER

FOR

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR
THE PREPARATION OF GOVERNMENT PRINTING WORKS
ANNUAL FINANCIAL STATEMENTS, TO ASSIST WITH AUDIT
SUPPORT AND TO PROVIDE TECHNICAL ADVICE ON FINANCE
MATTERS FOR A PERIOD OF 3 YEARS.**

TENDER NUMBER: GPW-2024/25-08

CLOSING DATE: 31 OCTOBER 2024

CLOSING TIME: 11H00

COMPULSORY BRIEFING SESSION DATE: 14 OCTOBER 2024 AT 10:00

NOTE TO TENDERERS:

**PLEASE CAREFULLY READ THIS DOCUMENT, COMPLETE WHERE
REQUIRED, INITIAL EACH PAGE AND SIGN IN FULL AT THE END. NO
EXTENSION OF THE ADVERTISEMENT PERIOD WILL BE CONSIDERED**

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SECTION A**1. INTERPRETATION**

- 1.1 Reference to any gender implies also all other genders;
- 1.2 Unless inconsistent with the context, the words and expressions set forth below shall bear the following meanings and similar expressions shall bear corresponding meanings:
- 1.2.1 **"AFS"** shall mean Annual Financial Statements
- 1.2.2 **"AGSA"** shall mean Auditor General South Africa;
- 1.2.3 **"Business Days"** shall mean any day other than a Saturday, Sunday and public holiday in South Africa;
- 1.2.4 **"Closing Date"** shall mean **31 October 2024** not later than 11h00;
- 1.2.5 **"Conditions of Tender"** shall mean the conditions of tender set in clause 11;
- 1.2.6 **"Consent Form"** shall mean Form IV;
- 1.2.7 **"Constitution"** shall mean the Constitution of the Republic of South Africa, 1996;
- 1.2.8 **"Definitive Agreement"** shall mean the supply and services agreement to be concluded between GPW and the Successful Respondent;
- 1.2.9 **"GL"** shall mean General Ledger;
- 1.2.10 **"GPW" or "Government Printing Works"** shall mean the Government Printing Works, a component of the South African government established under section 7A of the Public Services Act, 1994;
- 1.2.11 **"GRAP"** shall mean Generally Recognized Accounting Practice;
- 1.2.12 **"Highest Score"** shall mean A tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;
- 1.2.13 **"Historically Disadvantaged Individual (HDI)"** shall mean:
A South African citizen:
1.2.13.1. Who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act 200 of 1993) (the Interim Constitution"); and/or

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- 1.2.13.2. Who is female; and/or
1.2.13.3. Who has a disability.
- 1.2.14 **"IFRS"** shall mean International Financial Reporting Standards;
- 1.2.15 **"Lowest acceptable tender"** means a tender that complies with all specifications and conditions of tender and that has the lowest price compared to other tenders;
- 1.2.16 **"PAJA"** shall mean the Promotion of Administrative Justice Act, 2000 together with the regulations promulgated under this Act;
- 1.2.17 **"PFMA"** shall mean the Public Finance Management Act, 1999 together with the regulations promulgated under this Act for 2017;
- 1.2.18 **"POPI"** shall the Protection of the Personal Information Act of no 04 of 2013.
- 1.2.19 **"Premises"** shall mean GPW's facilities where business operations are conducted - 83 Visagie Street, Pretoria, South Africa, 149 Bosman Street, Pretoria South Africa, 196 Paul Kruger Street, Pretoria, South Africa, 11 20th Avenue, Industria, Polokwane, South Africa; 5 Vincent Gardens Road Vincent East London, 3 First Street, Industrial Side Mafikeng, Van Der Hoff Richards Bay Avenue Zandfontien Pretoria West. Once service provider is appointed, they will visit all GPW offices in order to entrench and execute the project's rollout.)
- 1.2.20 **"Procurement Act"** shall mean the Preferential Procurement Policy Framework Act, 2000 together with the regulations promulgated under this Act for 2022;
- 1.2.21 **"Procurement Laws"** shall mean all the relevant procurement laws in the Republic of South Africa including, but not limited to, the Constitution, the PFMA, PAJA, the Preferential Procurement Policy Framework Act of 2000, practice notes and all other relevant laws and policies;
- 1.2.22 **"Respondent"** shall mean the person submitting a Tender (i.e. the Tenderer) in response to this RFT;
- 1.2.23 **"Returnable Documents"** shall mean the following documents:
- 1.2.23.1 Completed price schedule of this RFT;
 - 1.2.23.2 JV/Consortium agreement (if applicable);
 - 1.2.23.3 duly completed and signed Annexure SBD 1 – invitation to Bid;
 - 1.2.23.4 duly completed and signed Annexure SBD 4 – Bidder's Disclosure;

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- 1.2.23.5 duly completed and signed Annexure SBD 6.1 – Preference Point Claim Form;
- 1.2.23.6 Submit copy of latest complete CSD report;
- 1.2.24 “**RFT**” or “**RFT Document(s)**” shall mean this request for tender and the Returnable Documents;
- 1.2.25 “**SAICA**” shall mean South African Institute of Chartered Accountant;
- 1.2.26 “**Specific goals**” shall mean Specific goals as contemplated in section 2(1)(d) of the Act 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;
- 1.2.27 “**Successful Respondent**” shall mean the Respondent to whom the Definitive Agreement is awarded through the process contemplated in this RFT;
- 1.2.28 “**TB**” shall mean Trial Balance;
- 1.2.29 “**Tender**” or “**Tender Submission**” shall mean bid documents submitted in response to this RFT;

2. INTRODUCTION AND GPW REQUIREMENTS

- 2.1 GPW is a government component reporting to the Minister of Home Affairs; with oversight by the Parliamentary Portfolio Committee on Home Affairs. It specialises in the printing and development of security media, including ballot papers, Voters Roll, passports, visa, birth certificates, educational certificates, and Smart identity documents (ID) cards, examination materials, and a wide range of other high security printed media. GPW operates as a self-funded business within the regulated parameters of the Department of Home Affairs.
- 2.2 GPW boasts a rich history of producing high security documents (130 years). Security documents are documents containing embedded security features to protect the document against criminal attack, and GPW has adhered to the overall goal of security printing, which is to prevent forgery, counterfeiting and tampering that could lead to fraud and identity theft. Today, GPW ranks as one of the most progressive security printing specialists in Africa, with a high-tech production facility with world leading technologies.
- 2.3 GPW is registered with the following organisations as a security printer:

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2.3.1 the International Government Printers Forum; and

2.3.2 Print SA

2.4 GPW is also recognised by a number of international security document management organisation, including ICAO.

2.5 Background

2.5.1 The GPW has four strategic branches with organisational information. These branches are:

2.5.1.1 Manufacturing and Engineering

2.5.1.2 Operations Management

2.5.1.3 Corporate Services

2.5.1.4 Financial Services

3. TENDER DOCUMENTATION

3.1 This document compact contains the following:

3.1.1 this RFT document consisting of pricing schedule;

3.1.2 SBD documents namely Annexure SBD 1 (invitation to bid); Annexure SBD 4 (Bidder's Disclosure) Annexure SBD 6.1 (preference point claim form) and General Conditions of Contract

3.2 The Respondent shall check the numbers of the pages and should any be missing or duplicated, or the reproduction be indistinct, or if any doubt exists as to the full intent and meaning of any description, or this document contains any obvious errors, the Respondent shall notify the contact person as indicated per paragraph 9.1 immediately for rectification. No responsibility or liability whatsoever will be admitted in respect of errors in any tender due to the above-mentioned causes.

4. TENDER SPECIFICATION

4.1. INTRODUCTION

GPW wishes to invite proposals from suitably experienced service providers to assist the GPW with compilation of GRAP compliant Annual Financial Statements, provision of audit support and provision of technical advice for a period of three years.

4.2. Background

4.2.1. GPW experienced system failure on the 04th February 2021, and as a result, all the data including the General Ledger was eroded, dating back from 01st November 2019 to 04th February 2021. There was an

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attempt to recapture the lost financial data, but unfortunately there was second system failure on the 4th March 2022, which wiped out the financial data and supporting schedules to back up the financial statements, which has been submitted for audit.

4.2.2. GPW managed to compile and submit the 2020/21 AFS on 31st May 2022 to AGSA, together with the corresponding trial balance, and underlying schedules. The submission of the AFS to the AGSA was done a year later than the legislated timelines.

4.2.2.1. The 2020/21 audit report was signed off on the 20th September 2022 by the AGSA

4.2.2.2. In terms of the Auditor General's final audit report for 2019/20, 2020/21, 2021/22, 2022/23 and 2023/24, the following audit opinions were received:

No	Financial Year	Audit Opinion Received
1	2019/20	Disclaimer
2	2020/21	Disclaimer
3	2021/22	Disclaimer
4	2022/23	Disclaimer
5	2023/24	Qualified

4.2.2.3. The main qualifications for the 2019/20 financial year were the following:

- a) Property Plant and Equipment
- b) Trade and Other receivables
- c) Inventories
- d) Trade and Other Payables
- e) Deferred Income
- f) Provisions and Contingencies

4.2.3. The qualification components for the 2022/23 financial year were the following:

- a) Property Plant and Equipment
- b) Trade and other receivables
- c) Inventories
- d) Trade and other payables
- e) Sale of goods: Revenue from exchange transactions
- f) Cost of sales
- g) Net cash flows from operating activities

4.2.4. GPW changed the accounting policy from IFRS to GRAP. GPW currently uses GRAP

4.2.5. These areas require attention and resources to achieve an

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improved audit outcome. Due to capacity constraints within the Finance department, it has become necessary to seek outside support to address the areas of concern.

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4.3. General requirements

The service provider will be required to avail a team of at least two resources, both of whom must be qualified Chartered Accountant, CA (SA) with experience in compiling Annual Financial Statements in the public sector preferably. The two resources' availability should be as follows:

Resources	Availability
First Resource	Full-time Basis (40 hours a week)
Second Resource	As and when required (For an average of 24 hours a week)

The resources must have a demonstrable in-depth knowledge and experience of the following (Not exhaustive and based on prevailing business requirements):

- 4.3.1. Detailed knowledge of CaseWare System and all its functions;
- 4.3.2. Thorough knowledge of GRAP and able to provide expert accounting opinion on any technical GRAP matter;
- 4.3.3. Thorough knowledge of Cost and Management Accounting.

4.4. Scope of Work

The scope of work will include but not limited to the following:

- 4.4.1. Draft and enhance methodology on dealing with the legacy matters (Data Loss);
- 4.4.2. Alignment of GRAP and accrual accounting;
- 4.4.3. Compilation of the interim and final AFS, i.e. Statement of Financial Performance, Statement of Financial Position, Statement of Net Assets, Cash Flow Statement and Disclosure notes.
- 4.4.4. Ensure there is proper reconciliation between the General Ledger and the sub-ledger and Trial Balance and accompany registers;
- 4.4.5. Provide quality assurance on the opening balances; in-year transactions and closing balances;
- 4.4.6. Review the useful lives of the fixed Assets and the appropriate entries in the records to ensure that there is accuracy and completeness property, plant and equipment and intangible assets;
- 4.4.7. Ensure that the Work-In-Progress (WIP) and finished Goods for inventory are complete, accurate and work closely with Operations;
- 4.4.8. Draft the calculations and methodology of the impairment of debtors;
- 4.4.9. Provide assurances on the accuracy and completeness of revenue and debtors;
- 4.4.10. Assist with SCM processes, contract management and disclosure of irregular, fruitless and wasteful expenditure;
- 4.4.11. Engage the National Treasury and the Auditor-General on technical financial matters and advise the CFO and CEO accordingly;

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4.4.12. Assist in the addressing of audit findings from both internal and external auditors

4.4.13. Draft and review the applicable policies and the establishment of a materiality framework;

4.4.14. Assist management with any other matter that will arise in order to successfully reconstruct the books of the GPW and move towards at least acquiring a better audit outcome.

4.5. Deliverables

The service provider will be expected to provide the following deliverables:

4.5.1. GRAP compliant AFS;

4.5.2. Complete and Accurate supporting schedules to the AFS

4.5.3. Complete and Accurate General Ledger and Trial Balance

4.5.4. Audit File

4.5.5. GL Monthly reconciliations

4.5.6. Skills transfer

4.5.7. Technical Consultation

4.5.8. Audit Support

4.6. Special Conditions

4.6.1. Both resources deployed must be qualified Chartered Accountants, CA (SA), duly registered with SAICA and in good standing.

4.6.2. One resource should be available onsite on a full-time basis, the other resource should be available as and when required (As per the table in section 4.3).

4.6.3. The service provider should be available to work flexible hours depending on the scope of work during the preparation of the AFS phase.

4.6.4. If the deployed resource is on leave/replaced, the replacement should be approved by GPW and the expectation is that the service provider will assign a resource of the same calibre/level.

5. Pricing Schedule

Duly signed and completed price schedule supplied with bid document. On the pricing schedule below, where there is no price to be charged, indicate that by way of showing as 0,00 OR dash (-). Failure to do so, the pricing schedule will be considered as incomplete.

NB: Kindly note that the average hours in table 5.1 and 5.2 are for comparative purposes only. Actual project hours might be more or less than the below illustrated hours.

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5.1 Full-Time RESOURCE										
No	Resource	Rate per hour	Average hours per week	Estimated Annual Hours	Total Cost for Year 1	Estimated % escalation after year 1	Total Cost for Year 2	Estimated % escalation after year 2	Total Cost for Year 3	Total Cost for 3 years
		(A)	(B)	(Average Hours per week (B) x 52 weeks) (C)	(Rate per hour (A) x Estimated Annual Hours (C)) (D)		(E)		(F)	(D+E+F) = (G)
1	First Resource (Full time)		40	2 080						

Total (Excl Vat)

Vat @ 15%

Total (Incl Vat)

5.2 Part-Time RESOURCE										
No	Resource	Rate per hour	Average hours per week	Estimated Annual Hours	Total Cost for Year 1	Estimated % escalation after year 1	Total Cost for Year 2	Estimated % escalation after year 2	Total Cost for Year 3	Total Cost for 3 years
		(A)	(B)	(Average Hours per week (B) x 52 weeks) (C)	(Rate per hour (A) x Estimated Annual Hours (C)) (D)		(E)		(F)	(D+E+F) = (G)
1	Second Resource (Part time)		24	1 248						

Total (Excl Vat)

Vat @ 15%

Total (Incl Vat)

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5.3 Tender Amount	R
Full time resource cost for 3 years (Including Vat) (G)	
Part time resource cost for 3 years (Including Vat) (G)	
Total tender amount	

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5.4 Reimbursement notes:

All reimbursable costs will be made in line with the applicable National Treasury cost containment measures and Travel policy

6. IMPORTANT DATES AND TIMES**6.1. Key Dates and Activities**

The table below lists certain key dates and activities relevant from time of issuance of this RFT until the Closing Date:

No	Description	Dates
1	RFT Documents available for collection	03 October 2024
3	Last date to submit written clarification questions	18 October 2024
4	Last date for GPW to respond to written questions, if any, in writing	23 October 2024
5	Tender submissions due (Closing Date)	31 October 2024

- 6.2. Any time or date in this RFT is subject to change, at the discretion of GPW. The establishment of a time or date in this RFT does not create an obligation on the part of GPW to take any action, or create any right in any Respondent that any action be taken, on the date established or on any other date. GPW may in its sole discretion vary or extend any time or date in this RFT.

7. ADDITIONAL INFORMATION AND ENQUIRIES

- 7.1. To enable the Tenderer to attain a reasonable degree of understanding of GPW's requirements under this RFT. Tenderers may submit written questions via e-mail to the contact person as indicated per Section A paragraph 9.1 of this RFT document, until close of business on **18 October 2024**. GPW will, in its reasonable discretion, endeavour to answer in writing before 16h00 on **23 October 2024**. All questions received by GPW and their corresponding answers will be shared with all respondents (without disclosing the identity of the Tenderer who asked the question).

7.2. Compulsory Tender Briefing Session

Date: 14 October 2024

Time: 10H00

Venue: 149 Bosman Street, Pretoria

First Floor

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Note to Tenderer:

- i. A briefing session for this tender is compulsory and attendance is limited to a maximum of 2 [two] representatives per Bidder.
- ii. A signed attendance certificate will be issued to each Bidder present at the briefing session, which must be submitted as part of the Returnable Documents. If a respondent requires a reissued briefing attendance certificate, a verification will be made against a signed attendance register and an affidavit will also be required as to the reason for its reissue. If there is no proof of attendance via the register, no attendance certificate will be reissued.

8. TENDER SUBMISSION

8.1. Respondents are requested to initial each page of the RFT Document and sign in full where appropriate.

8.2. Tender Documents must be submitted:

8.2.1. in hard copies no later than the Closing Date; and

8.2.2. deliver Returnable Documents to:

TENDER BOX	HAND DELIVERY
The tender box is situated: Adjacent to the main entrance, 149 Bosman Street, PRETORIA Republic of South Africa	Ms. Noko Kekana Government Printing Works Supply Chain Management Section Tender Office 149 Bosman Street PRETORIA Republic of South Africa

8.3. All Returnable Documents must be returned, duly completed and signed, where required, as part of the Tender Submission.

8.4. The documentation must be completed in black ink and **one copy** of the completed RFT must be submitted. Please note that no e-mail submissions will be accepted.

8.5. No late Tender Submission will be accepted regardless of how late it is.

9. JOINT VENTURES/CONSORTIUMS

9.1 Joint Ventures / Consortiums where applicable are welcomed.

If contemplating a JV or consortium, Respondents should submit a signed JV or consortium agreement between the parties clearly stating the percentage split of business and the associated responsibilities of each party (including letter of appointment for the Lead Company). The agreement should also state in very clear terms that the parties will be jointly and severally liable to GPW,

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despite the split of business and associated responsibilities. The JV should establish, implement and maintain adequate business continuity strategies should there be a breakdown in the JV relationship.

10. COMMUNICATION

10.1. All communication between the Respondents and GPW before the Closing Date must be made to the following GPW officials:

Table 5

<u>Bidding procedures</u> Ms. Noko Kekana e-Mail address: noko.kekana@gpw.gov.za	<u>Technical matters</u> Mr. Dumisani Sithole e-Mail address: dumisani.sithole@gpw.gov.za Mr. Pitsi Moloto e-Mail address: pitsi.moloto@gpw.gov.za
--	--

10.2. A Tender Submission will be disqualified should any attempt be made by the submitting Respondent either directly or indirectly to canvass any officer or employee of GPW in respect of this RFT between the Closing Date and the date of the award of the contract.

11. SERVICE LEVEL AGREEMENT

Successful Respondents will be required to sign the Service Level Agreement prepared by GPW.

- 11.1. Any appointment made by GPW pursuant to this RFT will be subject to execution of the Service Level Agreement whether or not this is specifically mentioned in any appointment letter issued by GPW.
- 11.2. Any Respondent who fails to sign the Service Level Agreement within a reasonable time stipulated by GPW shall be deemed, at GPW's discretion, as having been unsuccessful and shall be notified accordingly by GPW.
- 11.3. The Service Level Agreement will contain the usual terms found in these types of agreements but substantially in line with the general conditions of contract, 2010 ("GCC") (attached). GPW reserves the right to deviate from the provisions of the GCC as it deems appropriate in order to, amongst other things, protect its interests and ensure that its orders are given priority by the Successful Respondents. This will include GPW requiring that Successful Respondents create certain levels of capacity to accommodate GPW's urgent requirements as and when required.
- 11.4. All Successful Respondents shall be in full and complete compliance with any and all applicable laws and regulations.

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12. TENDER EVALUATION

GPW will utilise the methodology and criteria, as defined per Table 13.1 below, in selecting the successful Tenderer.

Table 12.1.1 Methodology and criteria

STAGE 1A	STAGE 1B	STAGE 1C	STAGE2
Mandatory Compliance	Administrative Compliance	Functionality	Price and preference (Specific Goals)
			

- 12.1. The evaluation of bids will be done in terms of the PFMA, the GPW Supply Chain Policy and the Preferential Procurement Policy Framework Act 5 of 2000, read with the Preferential Procurement Regulations, 2022.
- 12.2. The first stage will be the evaluation of bids on **Mandatory Compliance, Administrative Compliance and Functionality Evaluation**. During these stages, bids that do not meet the mandatory compliance requirements will be disqualified and will not be considered for further evaluation on **Functionality**. Bids not meeting the minimum threshold of 75 points on **Functionality**, will not be considered for the second stage in terms of the **Price and Preference (specific goals)**.
- 12.3. Bids will be evaluated in two stages as listed below:
- a) Stage 1A: Mandatory Compliance
 - b) Stage 1B: Administrative Compliance
 - c) Stage 1C: Functionality Evaluation
 - d) Stage 2: Price and Preference (Specific goals)

Stage 1A: Mandatory Compliance

Tenderers who do not comply with the mandatory requirements will be disqualified from further evaluation.

- a) Duly signed and completed price matrix supplied with the tender document
- b) Compulsory Briefing Session Certificate
- c) Curriculum Vitae (CVs) of the resources to be deployed

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- d) Membership certificate with the South African Institute of Chartered Accountants in good standing (Registered as a Chartered Accountant).

Stage 1B: Administrative Compliance

Tenderers are required to fully complete, sign and submit all Standard Bidding Documents (SBDs).

- a) SBD 1 - Invitation to bid
- b) Duly completed and signed SBD 4 - Bidder's Disclosure form
- c) SBD 6.1 - Preference Points Claim form
- d) Form 4 (IV) – Consent form as per section 4(11) of POPIA
- e) Tax compliance status pin
- f) Proof of registration with Central Supplier Database
- g) Company CIPC registration documents
- h) Company profile

Stage 1C: Functionality / Technical Evaluation

Any bidder who does not meet the minimum threshold of 75 points will be eliminated and will not be considered for the next stage of evaluation which is Price and Preference points.

The bid will be evaluated on the basis of functionality as follows:

#	REQUIREMENTS	Weight	Evidence and Scoring Criteria
1	APPROACH AND METHODOLOGY - This section will focus on how the bidder will approach the scope of work, that is, who will do what by when? How will the proposed methodology achieve the scope of work and the expected deliverables and outputs? - The bid submission must include a clear and detailed methodology that presents well-defined activities that have scheduled completion dates with relevant outputs. These activities and related outputs must be fully aligned to the scope of work and the expected outputs / deliverables as outlined in the terms of reference. 1. This section will be scored in terms of the following 6 criteria: a) The methodology is clear and easy to understand; b) The methodology is fully aligned to the scope of work;	20	4 – Excellent (20 points) The Supplier submits an approach and methodology that meets all the 6 criteria. 3 - Good (15 points) The Supplier submits an approach and methodology that meets any 5 of the 6 criteria. 2 - Average (10 points) The Supplier submits an approach and methodology that meets any 4 of the 6 criteria. 1 - Poor (0 points) The Supplier submits an approach and methodology that meets any 3 or less of the 6 criteria.

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#	REQUIREMENTS	Weight	Evidence and Scoring Criteria
	c) The methodology includes sequential activities; d) The activities in the methodology are linked to clear outputs; e) The methodology outlines an allocation of human resources for all activities; and f) The timelines for activities and outputs are scheduled appropriately.		
2	EXPERIENCE AND QUALIFICATIONS OF THE RESOURCES 1. The relevant experience of the Resources is knowledge and experience in relation to GRAP and Finance in the public sector. 2. A detailed CV for the two resources allocated to this project must be attached to the bidder's proposal and must provide details with regards to experience that is relevant to the resources' knowledge and experience in relation to GRAP and Finance in the public sector. 3. Appropriate qualifications pertaining to those of the resources to be allocated to GPW related to CA. 4. Membership certificate with the South African Institute of Chartered Accountants in good standing, for the resources must be submitted 5. Copies of qualifications should be originally certified. The Department will not accept any copy of a certified copy, all certified copies should have the original stamp of certification	40	5 = Excellent (40 points) Resources Experience is 8 years or more post CA qualification, Certified Qualifications and Certifications provided. 4 = Very Good (30 points) Resources Experience is 7 years post CA qualification, Certified Qualifications and Certifications provided. 3 = Good (20 points) Resources Experience is 6 years post CA qualification, Certified Qualifications and Certifications provided. 2 = Average (10 points) Resources Experience is 5 years post CA qualification, Certified Qualifications and Certifications provided. 1 = Poor (0 points) Resources Experience is 4 or less years post CA qualification, Certified Qualifications and Certifications provided.

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#	REQUIREMENTS	Weight	Evidence and Scoring Criteria
	Note to Bidders: Both qualifications and CVs of the resources must be submitted to be able to score points in this section. Only CVs of the two resources to be deployed should be submitted. The provided CVs should clearly indicate the main resource (Full time) and the secondary resource (Part time).		Note to bidders: If any of the qualifications and certifications are not certified, no points will be allocated. The above criteria apply to both full time and part-time resources. The minimum experience of any of the resources, will determine the scoring for the above. No points will be allocated to any minimum experience with less than 5 years' experience post CA qualification.
3	EXPERIENCE OF THE BIDDER - Proof of prior experience of undertaking similar projects not older than 10 years from the date of closure of this tender must be submitted. - The Bidder is required to provide details of a project previously undertaken by their organisation for the provision of support on - GRAP compliant AFS - Audit support, - Technical advice etc., in relation to the scope of work and deliverables - Appointment letter(s) / contract(s) / order(s) must be submitted. The above-mentioned documents must be signed, on the employer's letterhead showing description of the project. - In addition to the above, bidders must also submit corresponding signed reference letter(s). These reference letter(s) must be on an official letterhead of the company(s) for which the work was done. They must be signed and dated by the company(s) for which the work was done; the letter(s) must clearly specify the date and period that the scope of work was conducted.	40	5 = Excellent (40 points) 6 or more Appointment Letters/Purchase Order/ Works Order/ Contract provided by the bidder. 4 = Very Good (30 points) 5 Appointment Letters/Purchase Order/ Works Order/ Contract provided by the bidder. 3 = Good (20 points) 3 to 4 Appointment Letters/Purchase Order/ Works Order/ Contract provided by the bidder. 2 = Average (10 points) 2 Appointment Letters/Purchase Order/ Works Order/ Contract provided by the bidder. 1 = Poor (0 points) 1 or less Letters/Purchase Order/ Works Order/ Contract provided by the bidder.

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#	REQUIREMENTS	Weight	Evidence and Scoring Criteria
	5. The Appointment letter(s) and Reference letter(s) not older than 10 years from the date of closure of this tender. Must be aligned to similar works, which have been successfully concluded in the past. Note: - In cases where a project was undertaken under a subcontracting arrangement, it is compulsory that an appointment letter of a subcontractor / contract / order accompanied by a reference letter from the Main Contractor is to be attached, else such an appointment letter as a subcontractor will not be considered. - A letter showing appointment on a panel does not mean that the company has done the work and therefore will not be considered.		Note: Appointment Letters/Purchase Order/ Works Order/ Contract not accompanied by corresponding reference letters will not be considered for points allocation.
	TOTAL	100	
	THRESHOLD	75	

Bidders that score a minimum of 75 points will qualify to proceed to the next stage of evaluation, i.e., Price and preference points.

NB: The Department will not accept any copy of a certified copy; all certified copies should have the original stamp of certification.

14. Stage 2: Price and Preference Points

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in the table below as may be supported by proof/ documentation stated in the conditions of this tender

Specific goals for the tender and points claimed are indicated per the table below.

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- 14.1.1. The estimated budget for this project is a Rand value equal to or below R50 000 000,00 therefore the 80/20 scoring system will be applied.

Evaluation Criteria	Rand value equal to or below R50mil
Price	80
Specific Goals	20
TOTAL SCORE	100

GPW will utilise the following formula in its evaluation price:

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

PS = Points scored for price of bid under consideration.

Pt = Price of bid under consideration.

Pmin = Price of lowest acceptable bid

- 14.1.2. Preference points will be awarded to a Respondent for specific goals in accordance with the following table:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 OR 90/10 system) (To be completed by the organ of state)	Number of points claimed
		(To be completed by the tenderer)
	80/20	80/20
Black ownership	10	
Women	8	
Disability	2	

The respondents who claim points for ownership by persons with disability must provide proof thereof in the form of a letter from the relevant authority. If the proof thereof is not provided, the bidder/s shall receive a zero score for ownership by persons with disability. Over and above this, a CSD report will be utilized to determine the ownership status as claimed by the bidder.

15 CONDITIONS OF TENDER

- 15.1 Failure to complete any of the Returnable Documents, where applicable, In accordance with the instructions contained therein, or otherwise Comply with other provisions contained in this RFT, may disqualify

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Respondents, at GPW's discretion.

15.2 GPW reserves the right to:

- 15.2.1 make no award (e.g. reject all Tender Submissions) or award only a portion of the services required under this RFT;
- 15.2.2 cancel this RFT or any part thereof at any time;
- 15.2.3 not extend the closing date
- 15.2.4 GPW reserves the right not to extend the closing date of this tender;
- 15.2.5 not necessarily accept the Tender Submission obtaining the Highest Score;
- 15.2.6 reject any Tender that:
 - 15.2.6.1 fails to commit to the key deliverables required by this RFT;
 - 15.2.6.2 is submitted not as set out in clause 7;
 - 15.2.6.3 contains any information that is found to be incorrect or misleading in any way; or
 - 15.2.6.4 Is not completed in full and/or initialled as required.

15.3 During the evaluation process, no change in the content of Tender Submissions shall be sought, offered or permitted.

15.4 After the Closing Date, GPW may request additional information, clarifications or verifications with respect to any of the Tender Submissions. The Respondents shall respond within the timeframes as set by GPW.

15.5 GPW may, at its sole discretion, call upon Respondents to attend clarification meetings.

15.6 Respondent's delivery of a Tender Submission constitutes acceptance by Respondent of the Conditions of Tender.

15.7 This RFT is an invitation to the Respondent to make an offer to GPW. No binding contract or other understanding will exist between GPW and the Respondent unless and until the Definitive Agreement is entered into.

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Nothing in this RFT or any other communication made between GPW (including its officers, employees, advisers and representatives) and the Respondent will constitute an agreement or representation that GPW will offer, award or enter into a contract.

- 15.8 GPW reserves the right in its sole discretion to amend, vary, or supplement any of the information, terms or requirements contained in this RFT, any information or requirements delivered pursuant to this RFT. Respondents will have no claim against GPW or against any of its officers, employees, advisers and/or representatives with respect to the exercise of, or failure to exercise, such right.
- 15.9 Once the Respondent has submitted its Tender Submission, GPW will not accept or allow any material modification of the information contained in the Tender Submission unless agreed during the negotiations phase. No substitution of information or documentation by the Respondent will be permitted under any circumstance once the Respondent has delivered its Tender Submission.
- 15.10 Validity Period
- 15.10.1 All Tender Submissions shall remain valid for 90 days from the Closing Date. GPW reserves the right to reject any Tender Submission that is valid for a period less than 90 days.
- 15.10.2 Tender Submissions, including pricing, will be considered to be firm throughout such period, based on the scope of services as specified in this RFT, and subject to the contractual documentation included in the RFT.
- 15.11 The Respondent's participation in any stage of this RFT process, or in relation to any matter concerning the subject matter hereof, will be at the Respondent's sole risk, cost and expense. GPW will not be responsible, whether based on any promissory estoppel, quantum meruit or on any other contractual, quasi-contractual, restitutionary or other grounds, for any costs or expenses incurred by the Respondent in preparing or submitting a Tender Submission or as a consequence of any matter relating to the Respondent's participation in the RFT process. All costs associated with the submission of any additional requested information, the preparation thereof and attendance of clarification meetings will be the sole responsibility of the Respondent.
- 15.12 This RFT will be governed by and construed in accordance with the laws of the Republic of South Africa.
- 15.13 Collusive Conduct; Improper Assistance; No Inducements.

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- 15.13.1 As declared in the relevant Returnable Document, neither the Respondent nor any of its officers, employees, advisers or other representatives will engage in any collusive tendering, anti-competitive conduct, or any other similar conduct with any other entity or any other person with respect to this RFT process.
- 15.13.2 Neither the Respondent nor any of its officers, directors, employees, advisers or other representatives will seek any assistance, other than assistance officially provided by GPW in conjunction with the RFT process, from any GPW employee, adviser or other representative with respect to this RFT process.
- 15.13.3 Neither the Respondent nor any of its officers, directors, employees, advisers or other representatives will make or offer any gift, gratuity, or other inducement, whether lawful or unlawful, to any of GPW's officers, employees, advisers or other representatives, with respect to this RFT process.
- 15.13.4 In addition to any other remedies available to it under any law or any contract, GPW reserves the right at its sole discretion immediately to reject any Tender Submission submitted by a Respondent that engages in any conduct described in clauses 15.13.1 to 15.13.3.
- 15.14 **Proprietary Rights in RFT and Tender Submissions**
GPW shall own all intellectual property rights in the information and ideas developed during the procurement process, including any information and ideas reflected in this RFT (including its appendices and attachments) and in the Tender Submissions thereto except for any pre-existing intellectual property of the Respondent.
- 15.15 **Publicity**
The Respondent shall not refer to GPW or this RFT in any of its publicity or advertising materials without GPW's approval that may be withheld at GPW's sole discretion.
- 15.16 **Decisions on Tenders**
- 15.16.1 The decision by the Chief Executive Officer (CEO) or other authorized delegate of GPW regarding the awarding of a contract shall be final.
- 15.16.2 Where a contract has been awarded on the strength of information furnished by the Respondent, which, after the conclusion of the relevant agreement, is shown to have been

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incorrect or misleading, GPW may, in addition to any other legal remedy it may have:

- 15.16.2.1 recover from the Respondent all costs, losses or damages incurred or sustained by GPW as a result of the award of the contract; and/or
- 15.16.2.2 cancel the contract and claim any damages which GPW may suffer as a result of having to make less favourable arrangements; and/or
- 15.16.2.3 Impose on the Respondent, a penalty not exceeding five per cent of the value of the contract.

15.17 Notification where any offered product, service or condition differs from the requirements set forth in the RFT, it is the sole responsibility of the Respondent to notify GPW thereof.

15.18 Restriction from Tendering or Contracting

The CEO of GPW may, in addition to any other legal remedies GPW may have, determine that no offer from a Respondent should be considered, or determine that a contract should be cancelled, if the CEO is of the opinion that a Tender Submission or Respondent has:

- 15.18.1 failed to comply with any of the conditions of an agreement or has performed unsatisfactorily under an agreement;
- 15.18.2 failed to react to written notices properly sent to it; or
- 15.18.3 Offered or given a bribe or any other inducement, or has acted in a fraudulent manner or in bad faith or in any other improper manner.

15.19 Representation

- 15.19.1 Each Respondent hereby represents and warrants to GPW that the information provided herein is true and correct as at the Closing Date.

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15.19.2 By signing this RFT Document, the Respondent is deemed to acknowledge that it has made itself thoroughly familiar with all the conditions governing this RFT. Including those contained in the Returnable Documents and GPW will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or otherwise.

Signed at _____ on this _____ day of _____ 2024

For and on Behalf of _____

Name: _____

Position: _____

Signature: _____

Who hereby warrants his /her authority

--- End of RFT Section A –

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Annexure SBD 1

PART A
INVITATION TO BID

BID NUMBER:	GPW-2024/25-08	CLOSING DATE:	31 October 2024	CLOSING TIME:	11h00
DESCRIPTION	APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE PREPARATION OF GOVERNMENT PRINTING WORKS ANNUAL FINANCIAL STATEMENTS, TO ASSIST WITH AUDIT SUPPORT AND TO PROVIDE TECHNICAL ADVICE ON FINANCE MATTERS FOR A PERIOD OF 3 YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Tender Box adjacent to the main entrance at: 149 Bosman Street, Pretoria, 0002					
By Hand (Courier Only): Ms Noko Kekana, Supply Chain Management Section, Room 17, 149 Bosman Street, Pretoria, 0002					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Noko Kekana		CONTACT PERSON	Dumisani Sithole	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Noko.Kekana@gpw.gov.za		E-MAIL ADDRESS	Dumisani.sithole@gpw.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
A CSD REPORT WILL BE UTILISED TO DETERMINE THE NUMBER OF PREFERENCE POINTS TO BE CLAIMED. A LETTER FROM THE RELEVANT AUTHORITY WILL BE REQUIRED AS PROOF TO CLAIM POINTS FOR OWNERSHIP BY PERSONS LIVING WITH DISABILITY					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

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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, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

---end of document SBD 1 ---

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BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS



**GOVERNMENT PRINTING WORKS
REPUBLIC OF SOUTH AFRICA**
149 Bosman Street, Private Bag X 85. Pretoria, 0001

Annexure 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 State institution

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.

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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:

.....
.....

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,

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.

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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

--End of Annexure SBD 4 --

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BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

Annexure SBD 6.1



GOVERNMENT PRINTING WORKS REPUBLIC OF SOUTH AFRICA

149 Bosman Street, Private Bag X 85, Pretoria, 0001

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

TENDER GPW-2024/25-08

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Specific Goals

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

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

	POINTS
PRICE	80/90
SPECIFIC GOALS	20/10
Total points for Price and Specific Goals must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof ownership by persons with disability together with the bid will be interpreted to mean that preference points for ownership by persons with disability are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“functionality”** means the ability of a Bidder to provide goods or services in accordance with specifications as set out in the tender documents.
- (b) **“prices”** includes all applicable taxes less all unconditional discounts;
- (c) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

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4. POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Preferential Procurement Regulations 2022, preference points must be awarded to a bidder for attaining points in accordance with the table below:

SPECIFIC GOALS	POINTS ALLOCATED 80/20	POINTS ALLOCATED 90/10
OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS	10	5
OWNERSHIP BY WOMEN	8	4
OWNERSHIP BY PERSONS WITH DISABILITY	2	1
TOTAL	20	10

5. BID DECLARATION

5.1 Bidders who claim points in respect of the indicated specific goals must complete the following:

6. SPECIFIC GOALS CLAIMED:

SPECIFIC GOALS	POINTS CLAIMED
OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS	
OWNERSHIP BY WOMEN	
OWNERSHIP BY PERSONS WITH DISABILITY	
TOTAL POINTS CLAIMED – MAXIMUM 20 POINTS	

6.1 A letter from the relevant authority must substantiate points claimed in ownership by persons with disability.

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
 - ii) The name of the sub-contractor.....
 - iii) Points claimed for specific goals of the sub-contractor.....
- (Tick applicable box)

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

- iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2022:
- v)

Designated Group: owned by:	INDICATE WITH √
Black people	
Women	
People with disabilities	

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the specific goals preference points has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

.....

---End of document SBD 6.1---

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FORM 4(iv) – CONSENT FORM

APPLICATION FOR THE CONSENT OF A SUPPLIER/SERVICE PROVIDER
FOR THE PROCESSING OF PERSONAL INFORMATION FOR THE
PURPOSE OF TENDER NUMBER: GPW-2024/25-08

IN TERMS OF SECTION 11 (2) (a) OF THE PROTECTION OF PERSONAL
INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

TO (SUPPLIER OR SERVICE PROVIDER NAME):

FROM: GOVERNMENT PRINTING WORKS

Contact number(s): 012 764 3959

Fax number: N/A

E-mail address: selaelo.ramusi@gpw.gov.za

Full names and designation of person signing on behalf of responsible party:

SELAELO RAMUSI

SR Ramusi

Signature of designated person

Date: *3/10/2024*

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PART B

I, _____ *(full names of supplier/service provider representative)* hereby:

☐ Give my consent.

For my information to be published in the National Treasury Eportal that is available online on www.gpw.gov.za and on www.etenders.gov.za or the website of the Government Communication and Information Systems (GCIS).

Signed at _____ this _____ day of _____2024.....

.....
Signature of Supplier/Service Provider Representative

Initial here obo Tenderer

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

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

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

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

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TABLE OF CLAUSES

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6. Patent rights
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8. Inspections, tests and analysis
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10. Delivery and documents
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12. Transportation
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23. Termination for default
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25. Force Majeure
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27. Settlement of disputes
28. Limitation of liability
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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

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- 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

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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.

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- 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 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 document 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.

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- 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.

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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

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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.

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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.

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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.

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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 fulfillment of other obligations stipulated in the contract.

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

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

17. Prices

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

18. Contract amendments

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

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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.

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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

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(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;

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(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 antidumping 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

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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.

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

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

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

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

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30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax status pin, submitted by the bidder.

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

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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.

General Conditions of Contract (revised July 2010)

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