



YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WESTERN CAPE DEPARTMENT OF AGRICULTURE

**ENQUIRES/ BID DOCUMENTS:** Ms D Prinsloo/ Mr M November  
**SPECIFICATIONS:** Ms R Thavar  
**BID NUMBER:** Bid 931 – 2024/2025  
**CLOSING TIME:** 11:00  
**VALIDITY PERIOD:** 120 Days

**TELEPHONE:** (021) 808 5442/ 5156  
**TELEPHONE:** (021) 808 5089  
**CLOSING DATE:** 24 January 2025

**DESCRIPTION: PROVISION OF AN INTEGRATED SECURITY SERVICE FOR THE WESTERN CAPE GOVERNMENT: DEPARTMENT OF AGRICULTURE: ELSENBURG, KROMME RHEE AND PROVINCIAL VETERINARY LABORATORY (HELSHOOGTE, STELLENBOSCH)**

The successful bidder will be required to fill in and sign a written Contract Form (WCBD 7).

**BID DOCUMENTS MAY BE POSTED TO:**

Head of Department  
Department of Agriculture  
Private Bag X1  
Elsenburg  
7607  
GPS Co-ordinates: 33.845259 S 18.834722 E

OR

**DEPOSITED IN THE BID BOX SITUATED AT:**

The Security Gate  
Muldersvlei Road  
Elsenburg

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

**COMPULSORY MEETING:**

9 December 2024 at 10:00

Venue: Auditorium, Main building, Muldersvlei Road, Elsenburg

**GPS Co-ordinates: 33.845259 S 18.834722 E**

**PART A  
INVITATION TO BID**

**ZERO-TOLERANCE TO FRAUD, THEFT AND CORRUPTION (ANTI-FRAUD, THEFT AND CORRUPTION)**

THE WCG IS COMMITTED TO GOVERN ETHICALLY AND TO COMPLY FULLY WITH ANTI-FRAUD, THEFT AND CORRUPTION LAWS AND TO CONTINUOUSLY CONDUCT ITSELF WITH INTEGRITY AND WITH PROPER REGARD FOR ETHICAL PRACTICES.

THE WCG HAS A ZERO TOLERANCE APPROACH TO ACTS OF FRAUD, THEFT AND CORRUPTION BY ITS OFFICIALS AND ANY SERVICE PROVIDER CONDUCTING BUSINESS WITH THE WCG.

THE WCG EXPECTS ALL ITS OFFICIALS AND ANYONE ACTING ON ITS BEHALF TO COMPLY WITH THESE PRINCIPLES TO ACT IN THE BEST INTEREST OF THE WCG AND THE PUBLIC AT ALL TIMES.

THE WCG IS COMMITTED TO PROTECTING PUBLIC REVENUE, EXPENDITURE, ASSETS AND REPUTATION FROM ANY ATTEMPT BY ANY PERSON TO GAIN FINANCIAL OR OTHER BENEFIT IN AN UNLAWFUL, DISHONEST OR UNETHICAL MANNER.

INCIDENTS AND SUSPICIOUS ACTIVITIES WILL BE THOROUGHLY INVESTIGATED AND WHERE CRIMINAL ACTIVITY IS CONFIRMED, RESPONSIBLE PARTIES WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)							
BID NUMBER:	931 – 2024/2025	CLOSING DATE:	24/01/2025	CLOSING TIME:	11:00		
DESCRIPTION	PROVISION OF AN INTEGRATED SECURITY SERVICE FOR THE WESTERN CAPE GOVERNMENT: DEPARTMENT OF AGRICULTURE: ELSENBURG, KROMME RHEE AND PROVINCIAL VETERINARY LABORATORY (HELSHOOGTE, STELLENBOSCH)						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
<b>Muldersvlei Road (Tender Box at Security Gate)</b>				<b>GPS Co-ordinates: 33.845259 S 18.834722 E</b>			
<b>Elsenburg</b>							
<b>7607</b>							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	D Prinsloo / M November			CONTACT	R Thavar		
TELEPHONE NUMBER	021 808 5442 / 5156			TELEPHONE	021 808 5089		
FACSIMILE NUMBER	None			FACSIMILE	None		
E-MAIL ADDRESS	<a href="mailto:Davita.Prinsloo@westerncape.gov.za">Davita.Prinsloo@westerncape.gov.za</a> <a href="mailto:Mark.November@westerncape.gov.za">Mark.November@westerncape.gov.za</a>			E-MAIL ADDRESS	<a href="mailto:Rhona.Thavar@westerncape.gov.za">Rhona.Thavar@westerncape.gov.za</a>		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	COD				NUMBER		
CELLPHONE NUMBER							
FACSIMILE NUMBER	COD				NUMBER		
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	WCS EB			TCS PIN:		AND	CSD No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX]			B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]		
	Yes		No		Yes		No
IF YES, WAS THE CERTIFICATE ISSUED BY A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACREDITATION SYSTEM (SANAS)	[TICK APPLICABLE BOX] Yes						
	No						
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED TOGETHER WITH A COMPLETED 6.1 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/ SERVICES/ WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES, ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES	NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES	NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES	NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES	NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES	NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.		

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (WCB7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE WITH TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE AND CSD NUMBER AS MENTIONED IN 2.3 ABOVE.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>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."</p>
<p style="text-align: center;">NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID</p>

**THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT:**

- All bids must be submitted on the official forms – (not to be re-typed)
- **Use black ink to fill in these form**
- No bids forwarded by telegram, telex, facsimile are considered, however photo-stat copies or facsimiles which is filled in and signed original will be accepted as valid.
- All bid offers received will be advertised on the Departments website.  
<http://www.elsenburg.com/jobs-and-tenders/bid-opening-certificates>  
<https://www.etenders.gov.za/>  
 Bids will be opened after 11h00 on the day of bid closure.
- Compulsory documents such as WCBD 1, WCBD 3, WCBD 4, WCBD 6.1 and BEE Certificate must be valid and all fields to be duly completed for the validity of the bid as stipulated on the bid documents. It will be the bidder's responsibility to ensure that any expired documents to be resubmitted to the department.  
 If at the Bid Evaluation phase documents were not received bidders will be deemed to be non-compliant and the bid will be passed over for the evaluation purpose.
- All Taxes must be included in the tender price.

Central Supplier Database Registration

As of 1 April 2016 the Provincial Government of the Western Cape will **ONLY** contract with businesses duly registered on the Central Supplier Database

All **prospective** Service Providers are invited to register as a supplier on the Central Supplier Database. Enquiries regarding the registration process may be referred Western Cape Support on **086 122 5577** / [sa-supplierdatabase@sap.com](mailto:sa-supplierdatabase@sap.com)

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Please sign that you have read and understood the requirements /conditions of the bid.

SIGNATURE OF BIDDER: .....

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

DATE: .....

WCBD 3.3

PRICING SCHEDULE – PROFESSIONAL SERVICES

Name of Bidder.....	Bid number: <b>931 – 2024/2025</b>
Closing Time <b>11:00</b>	Closing date: <b>24 January 2025</b>

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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**BID 931 – 2024 / 2025 : PROVISION OF AN INTEGRATED SECURITY SERVICE FOR THE WESTERN CAPE GOVERNMENT: DEPARTMENT OF AGRICULTURE: EISENBURG, KROMME RHEE AND STELLENBOSCH VETERINARY LABORATORY (HELSHOOGTE, STELLENBOSCH).**

Total Amount for 24 months R\_\_\_\_\_

Required by Ms R Thavar Tel: 021 808 5089

At: Eisenburg

- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- Delivery: \*Firm/not firm

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

## PROVINCIAL GOVERNMENT WESTERN CAPE

### DECLARATION OF INTERESTS, BIDDERS PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Public Finance Management Act (PFMA) Supply Chain Management (SCM) Instruction No. 3 of 2021/2022 - SBD 4 Declaration of Interest, Section 4 (1)(b)(iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. 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.
3. All prospective bidders intending to do business with the Institution must be registered on the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB) if they wish to do business with the Western Cape Government (WCG) via the electronic Procurement Solution (ePS).
4. The status of enterprises and persons listed on the National Treasury's Register for Tender Defaulters will be housed on the ePS. Institutions may not under any circumstances procure from enterprises and persons listed on the Database of Tender Defaulters.
5. The status of suppliers listed on the National Treasury's Database of Restricted Suppliers will be housed on the ePS; however, it remains incumbent on institutions to check the National Treasury Database of Restricted Suppliers before the conclusion of any procurement process. For suppliers listed as restricted, institutions must apply due diligence and risk assessment before deciding to proceed with procurement from any such supplier.

#### 6. Definitions

**"bid"** means a bidder's response to an institution's invitation to participate in a procurement process which may include a bid, price quotation or proposal;

**"Bid rigging (or collusive bidding)"** occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors;

***If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701***

*This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.*

**“business interest”** means -

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, or
- (d) includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

**“Consortium or Joint Venture”** 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;

**“Controlling interest”** means, 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;

**“Corruption”**- General offences of corruption are defined in the Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004) as:

Any person who directly or indirectly -

- (a) accepts or agrees or offers to accept an! gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or
- (b) gives or agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person., in order to act personally or by influencing another person so to act, in a manner—
  - (i) that amounts to the-
    - (aa) illegal. dishonest. unauthorised. incomplete. or biased: or
    - (bb) misuse or selling of information or material acquired in the course of the exercise, carrying out or performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation:
  - (ii) that amounts to-
    - (aa) the abuse of a position of authority;
    - (bb) a breach of trust; or
    - (cc) the violation of a legal duty or a set of rules;
  - (iii) designed to achieve an unjustified result; or
  - (iv) that amounts to any other unauthorised or improper inducement to do or 45 not to do anything. of the, is guilty of the offence of corruption.

**“CSD”** means the Central Supplier Database maintained by National Treasury;

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**"employee"**, in relation to –

- (a) a department, means a person contemplated in section 8 of the Public Service Act, 1994 but excludes a person appointed in terms of section 12A of that Act; and
- (b) a public entity, means a person employed by the public entity;

**"entity"** means any -

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- (b) sole proprietorship;

**"entity conducting business with the Institution"** means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province;

**"Family member"** means a person's -

- (a) spouse; or
- (b) child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption or some other legal arrangement (as the case may be);

**"intermediary"** means a person through whom an interest is acquired, and includes a representative or agent or any other person who has been granted authority to act on behalf of another person;

**"Institution"** means –

a provincial department or provincial public entity listed in Schedule 3C of the Act;

**"Provincial Government Western Cape (PGWC)"** means

- (a) the Institution of the Western Cape, and
- (b) a provincial public entity;

**"RWOEE"** means -

Remunerative Work Outside of the Employee's Employment

**"spouse"** means a person's -

- (a) partner in marriage or civil union according to legislation;
- (b) partner in a customary union according to indigenous law; or
- (c) partner with whom he or she cohabits and who is publicly acknowledged by the person as his or her life partner or permanent companion.

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7. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
- a) Therefore, by 31 January 2017 all employees who are conducting business with an organ of state should either have:
- (i) resigned as an employee of the government institution or;
  - (ii) cease conducting business with an organ of state or;
  - (iii) resign as a director/shareholder/owner/member of an entity that conducts business with an organ of state.
8. Any legal person, or their family members, may make an offer or offers in terms of this invitation to bid. In view of potential conflict of interest, in the event that the resulting bid, or part thereof, be awarded to family members of persons employed by an organ of state, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the Institution.
9. The bid of any bidder may be disregarded if that bidder or any of its directors abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; disclosure is found not to be true and complete; or failed to perform on any previous contract.
10. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
11. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorises accounting officers and accounting authorities to:
- a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
12. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.

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**SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

To enable the prospective bidder to provide evidence of past and current performance.

<b>C1.</b>	Did the entity conduct business with an organ of state in the last twelve months? <b>(If yes complete Table C)</b>	NO	YES
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**C2. TABLE C**

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT/ ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT	
<b>C3.</b>	Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?			NO	YES	
<b>C4.</b>	Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?			NO	YES	
	<i>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.)</i>					
<b>C5.</b>	If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?			NO	YES	N/A
<b>C6.</b>	Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?			NO	YES	
<b>C7.</b>	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?			NO	YES	

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**SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT**

*This form must be signed by a duly authorised representative of the entity in the presence of a commissioner of oaths.*

- I,.....hereby swear/affirm;
- i. that the information disclosed above is true and accurate;
  - ii. that I have read understand the content of the document;
  - iii. that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
  - iv. that the entity undertakes to independently arrive at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specification, 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;
  - v. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract; and
  - vi. that there have been no consultations, communications, agreements or arrangements made 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 that my entity was not involved in the drafting of the specifications or terms of reference for this bid.

**DULY AUTHORISED REPRESENTATIVE'S SIGNATURE**

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

- 1.1 Do you know and understand the contents of the declaration? ANSWER: .....
- 1.2 Do you have any objection to taking the prescribed oath? ANSWER: .....
- 1.3 Do you consider the prescribed oath to be binding on your conscience? ANSWER:.....
- 1.4 Do you want to make an affirmation? ANSWER: .....
- 2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....  
SIGNATURE FULL NAMES Commissioner of Oaths

Designation (rank) .....ex officio: Republic of South Africa

Date:..... Place .....

Business Address: .....

.....

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## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND IN TERMS OF THE WESTERN CAPE GOVERNMENTS INTERIM STRATEGY AS IT RELATES TO PREFERENCE POINTS

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS (TENDERERS) MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER, PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE**

### 1. DEFINITIONS

- 1.1 **“acceptable tender”** means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
- 1.2 **“affidavit”** is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings.
- 1.3 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.6 **“bid”** means a written offer on the official bid documents or invitation of price quotations and **“tender”** is the act of bidding /tendering;
- 1.7 **“Code of Good Practice”** means the generic codes or the sector codes as the case may be;
- 1.8 **“consortium or joint venture”** 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;
- 1.9 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

- 1.10 **“EME”** is an Exempted Micro Enterprise with an annual total revenue of R10 million or less.
- 1.11 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 1.12 **“Large Enterprise”** is any enterprise with an annual total revenue above R50 million;
- 1.13 **“non-firm prices”** means all prices other than “firm” prices;
- 1.14 **“person”** includes a juristic person;
- 1.15 **“price” means an amount of money tendered for goods or services, and** includes all applicable taxes less all unconditional discounts;
- 1.16 **“proof of B-BBEE status level contributor”** means-
- (a) The B-BBEE status level certificate issued by an authorized body or person;
  - (b) A sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
  - (c) Any other requirement prescribed in terms of the Broad- Based Black Economic Empowerment Act.
- 1.17 **QSE** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;
- 1.18 **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- 1.19 **“sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 1.20 **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- 1.21 **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;
- 1.22 **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.23 **“the Regulations”** means the Preferential Procurement Regulations, 2022;

- 1.24 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette on 11 October 2013*;
- 1.25 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.26 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

**2. GENERAL CONDITIONS**

- 2.1 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).
- 2.2 Preference point system for this bid:
  - (a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
  - (b) Either the 80/20 or 90/10 preference point system will be applicable to this tender  
*(delete whichever is not applicable for this tender).*
- 2.3 Preference points for this bid (even in the case of a tender for income-generating contracts) shall be awarded for:
  - (a) Price; and
  - (b) B-BBEE Status Level of Contribution.
- 2.4 The maximum points for this bid are allocated as follows:

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

- 2.5 Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit confirming annual total revenue and level of black ownership together with the bid or an affidavit issued by Companies Intellectual Property Commission, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

2.6 The organ of state 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 organ of state.

**3. ADJUDICATION USING A POINT SYSTEM**

3.1 Subject to Section 2 (1) (f) of the Preferential Procurement Policy Framework Act, 2000, the **bidder obtaining the highest number of total points** will be awarded the contract.

3.2 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

3.3 A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE will not be disqualified but will only score:

- (a) points out of 80 for price; and
- (b) 0 points out of 20 for B-BBEE

3.4 Points scored must be rounded off to the nearest 2 decimal places.

3.5 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.6 As per section 2 (1) (f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e) of the Act that justifies the award to another tenderer provided that it has been stipulated upfront in the tendering conditions.

3.7 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

**4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**4.1 POINTS AWARDED FOR PRICE**

**4.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM**

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = Price of lowest acceptable tender

## 5. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 5.1 POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

6.1 In terms of WCG interim strategy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

6.2 An **EME** must submit a valid, originally certified affidavit confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission

6.3 A **QSE that is less than 51 per cent (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a valid, original or a legible certified copy of a B-BBEE Verification Certificate issued by SANAS.

6.4 A **QSE that is at least 51 per cent black owned (51% or higher)** must submit a valid, originally certified affidavit confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

- 6.5 A **large enterprise** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.
- 6.6 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 6.7 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.
- 6.8 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

**7. BID DECLARATION**

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

**8. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPH 6**

8.1 B-BBEE Status Level of Contribution..... =.....*(maximum of 20 points)*

*(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 6.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the tender.*

**9. SUB-CONTRACTING**

9.1 Will any portion of the contract be sub-contracted? **YES/NO** *(delete which is not applicable)*

9.1.1 If yes, indicate:

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

(ii) the name of the sub-contractor? .....

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

(iv) whether the sub-contractor is an EME or QSE? **YES/NO** *(delete which is not applicable)*

9.1.2 Sub-contracting relates to a **particular** contract and if sub-contracting is applicable, the bidder to state in their response to a particular RFQ that a portion of that contract will be sub-contracted.

**10. DECLARATION WITH REGARD TO COMPANY/FIRM**

10.1 Name of company/ entity: .....

10.2 VAT registration number: .....

10.3 Company Registration number: .....

10.4 TYPE OF COMPANY/ FIRM

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

[SELECT APPLICABLE ONE]

10.5 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 above, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:

- (a) The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the bidder.
- (b) As set out in Section 13O of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:
  - (i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;
  - (ii) provides false information or misrepresents information to a B-BBEE Verification Professional in order to secure a particular B-BBEE status or any benefit associated with compliance to the B-BBEE Act;
  - (iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or
  - (iv) engages in a fronting practice.
- (c) If a B-BBEE verification professional or any procurement officer or other official of an organ of state or public entity becomes aware of the commission of, or any attempt to commit any offence referred to in paragraph 10.5 (a) above will be reported to an appropriate law enforcement agency for investigation.

- (d) Any person convicted of an offence by a court is liable in the case of contravention of 10.5 (b) to a fine or to imprisonment for a period not exceeding 10 years or to both a fine and such imprisonment or, if the convicted person is not a natural person to a fine not exceeding 10 per cent of its annual turnover.
- (e) The purchaser may, if it becomes aware that a bidder may have obtained its B-BBEE status level of contribution on a fraudulent basis, investigate the matter. Should the investigation warrant a restriction be imposed, this will be referred to the National Treasury for investigation, processing and imposing the restriction on the National Treasury's List of Restricted Suppliers. The bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, may be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied.
- (f) The purchaser may, in addition to any other remedy it may have –
  - (i) disqualify the person from the bidding process;
  - (ii) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (iii) 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; and
  - (iv) forward the matter for criminal prosecution.
- (g) The information furnished is true and correct.
- (h) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

**SIGNATURE(S) OF THE BIDDER(S):** .....

**DATE:** .....

**ADDRESS:** .....

.....

**WITNESSES:**

1. ....

2. ....

## SECURITY TENDER SPECIFICATIONS

### PROVISION OF AN INTEGRATED SECURITY SERVICE FOR THE WESTERN CAPE GOVERNMENT: DEPARTMENT OF AGRICULTURE: EISENBURG, KROMME RHEE AND PROVINCIAL VETERINARY LABORATORY (HELSHOOGTE, STELLENBOSCH)

#### 1. BACKGROUND

The Western Cape Government: Department of Agriculture (hence forth referred to as "the Department") provides a wide range of services to the agricultural sector in the Western Cape in the fields of technology and research, education and training, veterinary services, agricultural producer support, sustainable resource use and management, rural development and agricultural economics.

The Department's Administrative Headquarters including Research and Technology Development Services and the Agricultural Education and Training College is situated at Eisenburg, Muldersvlei Road, Eisenburg Research Farm. The Provincial Veterinary Laboratory is in Stellenbosch (Helshoogte, Stellenbosch) and an additional Animal Research Site is located at Kromme Rhee.

The Department covers a vast area of agricultural land and buildings with critical locations spread around the premises (approx. 800 hectares). The requirement is to provide, maintain, monitor, report on and implement security systems to circumvent intrusions by dominating the entire premises, which include personnel, research livestock and other resources and equipment. Most of the buildings on the premises are protected by a camera surveillance system. This system consists of several static and PTZ (pan, tilt and zoom) optical cameras backed up by a network of security beams installed around the main building. The Department embarked on a major solar power initiative and the security of these solar panels is critical.

A secure access control system also forms part of the security mitigation measures and includes a fully functional control room.

The objective of security is to 'manage uncertainty' by creating and sustaining organisational 'resilience'. Resilience infers that the organisation can withstand 'shock' (of whatever nature, within a reasonable spectrum of possible threats) and respond and recover effectively in the event of a negligent or malicious event. Creating resilience also enhances deterrence.

It is important to appreciate that individual mitigation measures cannot stand alone but must form part of a co-ordinated, comprehensive approach to security at each location. It is therefore vital that a **Security Provisioning Plan** be developed for each location. The Security Provisioning Plan will define a combination of security procedures, physical guarding, electronic and technological measures and communications that are required to be adopted to mitigate the risks and support the business.

Government recognises that a dynamic shift is required on how security is perceived and how it contributes to the overall performance and reputation of the Western Cape Government and innovative approaches are required to identify opportunities in respect of related systems and processes that may impact on the safety and security of its institutions, assets and people.

The Department invites innovative companies/organisations to provide a holistic security service. These organisations will have to demonstrate innovation and sound business and technological ideas, in safety and security, which are feasible within the perimeters of the Department.  
 Prospective bidders are hereby invited to submit a holistic integrated security provisioning service towards securing the above-mentioned departmental site for a period of twenty-four (24) months with an option to extend for 6 months.

**2. BID CONDITIONS**

No	Description
1	This bid and all contracts emanating there from will be subject to the Government Procurement General Conditions of Contract (referred to as the GCC hereafter), July 2010, published by National Treasury. The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. The Terms of Reference of this bid, the bidder offers, the GCC and the Service Level Agreement (referred to as the SLA hereafter) will form part of this agreement. Where, however, the Special Conditions of Contract (referred to as the SCC hereafter) conflict with the GCC, the SCC will prevail.
2	It is a condition of the bid that bidders are duly registered on the Central Supplier Database (CSD).
3	Bidders may not submit a bid without having a firm intention and the capacity to proceed with the contract.
4	The total bid price quoted must include all salaries, wages, overhead and miscellaneous costs and must be inclusive of all taxes.
5	Escalation for the 2nd and 3rd year's prices on statutory labour costs <b>must not</b> be included.
6	Any statutory increase in labour or VAT, which may come into effect during the currency of this contract, shall be payable by the Department and added to the contract sum. For purposes of this contract, statutory labour costs shall be those applicable to the security Industry. These costs must not be included in the original quote.
7	The Successful bidder must be in the financial position to carry the cost of the bid for a minimum period of two months.
8	It is a condition of this bid that bidders must be duly PSIRA registered and that all the required current and valid documentary proof in this regard is provided with the bid. Failure to do so will result in the disqualification of the bid.
9	<p><b>Site visit and Bid meeting:</b></p> <p>A site meeting/visit will be held in respect of this bid invitation. Attendance is compulsory for all prospective bidders. The details of the site visit are as follows:</p> <p><a href="#">Date: 9 December 2024</a>  <a href="#">Time: 10:00</a>                      Venue: Auditorium, Main building, Elsenburg</p> <p>The purpose of the site meeting/visit shall be to enable the bidder to acquaint themselves with the requirements of the Department and the premises. Persons attending or</p>

	<p>representing the bidder must be at executive level (and/or any other operational support resource limited to one person).</p> <p>Failure to attend the compulsory site meeting/ visit will result in disqualification.</p> <p>The bidder must sign the attendance register on the date of the visit. Signature of this document will constitute proof of compliance with this condition.</p> <p>The Department's Supply Chain Management, Security Manager and the Department of Police Oversight and Community Safety will, after the compulsory briefing, take all prospective bidders on a tour of the facilities in order to identify security needs. This will be the only opportunity bidders will have to identify the security risks and needs.</p>
10	<p>It is required that the prospective bidder must have a footprint within the area where they will render a security service. A footprint is defined as an office or building which is a permanent structure within a geographical area from where the business is operated within a 50km radius from the Elsenburg Research Farm.</p>
11	<p>Control room operators must be computer literate.</p>
12	<p>Bidder must be able to link their control room to the departmental control room for monitoring purposes.</p>
13	<p>K9 operations need to be conducted in shifts. All dog handlers must be duly registered with SAQA accredited K9 handler training (Unit standard DH1 to DH4). All K9's must be trained in personal protection and patrol dog courses. All dogs must be returned to their kennels <b>off site</b> after each completed shift and only be returned for their next shift.</p>
14	<p>It is a condition of this bid that the appointed service provider must be and remain duly PSIRA registered, and maintain PAPA accreditation throughout the contract period and that all the required current and valid documentary proof in this regard is provided with the bid. Pricing should include transporting the required K9's from the kennels of the successful bidder to site and back daily.</p>
15	<p>It is responsibility of the successful bidder to ensure that all security officials are promptly on site for each shift.</p>
16	<p>All armed response security patrol officers must have valid certificates of firearm competency.</p>
17	<p>There must be effective communication tools/equipment available for security officials on site to contact the control room, armed patrols or other security officials on matters relating to security incidents and assistance.</p>

## 3. BID SPECIFICATIONS/TERMS OF REFERENCE

No	Description	Agree	
		Yes	No
1	<p><b>Physical Guarding Services:</b> Provision of physical guarding services as per the template attached <b>(Annexure 1)</b>.</p>		
2	<p><b>Tactical Response Capability and Resource:</b> Bidders must have the necessary resources and capability to respond to emerging security threats like land invasion, student unrest and arson attacks as well as the ability to manage security for VIP guests such as Provincial, National and International Ministers and Government delegations. The Department reserves the right to request references from the successful bidder.</p>		
3	<p><b>Resources and Equipment (include but not limited to)</b></p> <p>3.1 All-terrain vehicles (3 per shift)</p> <p>3.2 Thermal camera for night monitoring of perimeter fences</p> <p>3.3. Install and maintain an Electronic Patrol Monitoring System: Farm Workshop</p> <p>3.4 Scanning devices for vehicle discs and driver's license of clients/visitors</p> <p>3.5 Mobile trailer with lights and guard house for remote monitoring</p> <p>3.6 Monitoring of Livestock tagging system (Farm Ranger) via mobile device to reaction patrol guards and control room</p> <p>3.7 K9 use for day and night shift and proof of PSIRA registration of the dog handlers and dogs to be provided. Must be compliant with the Performing Animal Protection Act 24 of 1935 and PSIRA requirements relating to Canine Protection and Dog Handlers (DH 1)</p> <p>3.8 The training provided to your security officials (dog handlers) <b>must</b> be SASSETA accredited and done in accordance with the following Unit Standards:</p> <p><u>3.8.1 DH1:</u> Care for a Service Dog</p> <p><u>3.8.2 DH2:</u> Supervise Kennel Practices</p> <p><u>3.8.3 DH3:</u> Handle a Trained Service Dog to Deter Crime</p> <p><u>3.8.4 DH4:</u> Handle a Patrol dog to assist in searching for and apprehension of a Suspect</p> <p>3.9 Additional Guard House if required to standard specifications.</p>		

#### 4. MANDATORY DOCUMENTS/REQUIREMENTS

Bidders are required to provide the following compulsory documents which need to be fully completed, signed where applicable and returned in order to submit a compliant bid. Failure to meet these requirements, **will** result in the disqualification of the bid.

No	Description	Mandatory documents to be completed. Bidders who do not complete these documents will be disqualified	Bidder to return document with bid? Yes/No
1	Duly registered on the CSD (Central Supplier Database) attach proof of registration		Yes
2	Invitation to Bid: WCBD 1		Yes
3	Pricing schedule WCBD3		Yes
4	Duly completed WCBD4		Yes
5	WCBD 6.1: Preference Points Claim Form <i>Failure to capture the required status level on the WCBD6.1 and to submit the required B-BBEE status level certificate will lead to a zero (0) B-BBEE status level contribution.</i>		Yes, Only if bidder intends to claim preference points
6	BBBEE status level certificate / sworn affidavit and duly completed		Yes, Only if bidder intends to claim preference points
7	Three (3) references of previous contracts not older than 5 years and must include the following information: <ul style="list-style-type: none"> <li>Name of Company/contract</li> <li>Location/address where the contract was executed</li> <li>Contact numbers, email address and name of a contact person</li> </ul> <b>(Refer to Annexure 3)</b> The Department reserves the right to contact and/or visit the sites of the references provided.	Mandatory	Yes
8	Current and valid PSIRA registration certificate	Mandatory	Yes
9	Current and valid PSIRA registration Letter of Good Standing	Mandatory	Yes
10	Current and valid COIDA Letter of Good Standing	Mandatory	Yes

11	Current and valid Security Private Provident Fund Letter of Good Standing	Mandatory	Yes
12	Current and valid Public Liability Insurance Fund document or Letter of Intent to obtain insurance.	Mandatory	Yes
13	Valid and current Certificate of Registration with National Bargaining Council of the Private security Sector (NBCPS)	Mandatory	Yes
14	Valid and current Letter of confirmation of registration and paid-up levies (NBCPS)	Mandatory	Yes
15	Health Insurance letter of Good Standing	Mandatory	Yes
16	PAPA Accreditation (valid for 12 months - submit when registration is renewed)	Mandatory	Yes
17	A price breakdown indicating costs per month must be included in the bid documents submitted to the Department and must be valid for 120 days from the closing date of the bid. <b>(refer to Annexure 2.1)</b>	Mandatory	Yes
18	<b>Standard Operating Procedures (SOPs):</b> Standard Operating Procedures on the various security procedures to be implemented <b>must be submitted as part of the bid document</b> and must include but is not limited to:  17.1 Reporting and investigation of breaches  17.2 Management of contractors/visitors on site  17.3 Access Control and Searching of vehicles and clients on foot	Mandatory	Yes
19	Quotations to be provided for additional physical guarding or services as may be required because of new security threats or risks. <b>(refer to Annexure 2.2)</b>  These prices <b>must not</b> form part of the total bid price as mentioned in number 1 of the Bid Conditions. These prices to be reviewed on an annual basis. The additional services will form part of the contract, at an additional cost.	Mandatory	Yes

**Note:** Failure to comply with the above specifications will result in quotations being made non-compliant.

**5. Bid Evaluation**

Proposals will be evaluated in the following manner:

**5.1 Phase 1: Mandatory Requirements of Bid (Paragraph 4)**

Failure to comply with these requirements will render this bid invalid and bidders will thus be disqualified in this phase.

**5.2 Phase 2: Functionality**

5.2.1 Functionality in terms of this bid means the ability of a bidder to provide services in accordance with the scope of the work as set out in the bid documents. Functionality considers quality, reliability, viability and durability of a service and the bidder's technical capacity and ability to execute a contract.

5.2.2 For the purpose of this bid, functionality will be determined by way of an operational risk assessment. The operational risk assessment will be done in terms of an evaluation performed by the Department of Police Oversight and Community Safety (POCS) according to the criteria of the Operational Risk Assessment hereto attached as **Appendix A**.

5.2.3 The Department of Police Oversight and Community Safety (POCS) reserves the right to conduct personal visits at the premises of prospective bidders and those of the references provided by prospective bidders, to assess the operational capabilities of bidders in terms of the Functionality Assessment criteria applicable to this bid. For this purpose, all suppliers are to complete the WCBD 1 form with address details of their offices from where they provide a security service which should be considered to be included on this terms of reference.

5.2.4 Service providers will achieve a functionality assessment score per security service type which is then converted to a risk rating that will enable the Department to make an informed decision as to the level of expected service and the risk tolerance that the Department is willing to absorb.

5.2.5 The operational risk assessment will result in a functionality score that will equate to a risk rating per security service type as depicted in Table 1 below.

**Table 1:** Security Service Provider Risk Categorisation Scorecard

FUNCTIONALITY SCORE	SUPPLIER RISK RATING
0-60%	High Risk
61-80%	Medium Risk
81-90%	Low Risk
91-100%	Very Low Risk

5.2.6 The operational assessment will result in a process of elimination in respect of qualifying service providers with all service providers having to attain a **minimum qualifying score of 81%** and will be categorised per service type in each area and to the WCG's acceptable supplier risks tolerance categories of medium, low and very low.

- 5.2.7 Bidders who do not meet these respective minimum qualifying scores will not be considered for further evaluation.
- 5.2.8 The Department reserves the right to assign a call-off to a service provider assessed to have a higher risk rating than that of the department facility at which the service is to be rendered, as demonstrated below

**Table 2: Risk Comparison Chart**

SERVICE PROVIDER RISK RATING		WCG FACILITY RISK RATING			
0-40%	Very High Risk		No - Supplier Development		
41-60%	High Risk		No - Supplier Development		
61-70%	Medium Risk	→	Low Risk		
71-80%	Low Risk	→	Low Risk	Medium Risk	
81-90%	Low Risk	→	Low Risk	Medium Risk	High Risk
91-100%	Very Low Risk	→	Low Risk	Medium Risk	High Risk
					Extreme High Risk

- 5.2.9 Service Providers achieving a score between 61% and 70%, will only be considered for facilities with a low-risk rating.

**Table 3: WCG Facility Risk Classification Chart**

Classification	DESCRIPTION	POSSIBLE OUTCOMES
Low Risk	Most (81% - 100%) of the elements of the security program of the institution have been implemented.	Risk will not result in serious injury or illness. First aid treatment required. Remote possibility of damage. Minimal impact on non-care operations. Risks are low. Countermeasure actions to mitigate these risks should be implemented as convenient as they will enhance security overall.
Medium Risk	Many (61% - 80%) of the elements of the security program of the institution have been implemented.	Minor injury or equipment damage but results would not be expected to be serious. These risks are moderate. Countermeasure actions to mitigate these risks should be implemented in the near future
High Risk	Few (41% - 60%) of the elements of the security program of the institution have been implemented.	Risk can result in serious injury and or hospitalisation. Major property & equipment damage. Impact on the organisation resulting in reduced performance such that targets are not met. Risks are high. Countermeasure actions to mitigate these risks should be implemented as soon as possible. Senior Management intervention required.
Extremely High Risk	No to Very Few (0% - 40%) of the elements of the security program of the institution have been implemented	Imminent danger exists. Risk capable of causing death, multiple major injuries or extensive infrastructure damage. Breakdown of key activities leading to reduction in performance. Countermeasure actions to mitigate these risks should be implemented immediately

### 5.3 PHASE 3: PRICE AND PREFERENCE EVALUATION

- 5.3.1 During this phase, all bids that have achieved the minimum qualifying score for the Operational Risk Assessment (81%) and the WCG's supplier risk rating tolerance categories, as indicated at paragraph above, will be further evaluated in terms of price and the preference points system.
- 5.3.2 Preference points shall be awarded as follows:  
 Price= Maximum 80 points  
 B-BBEE Status Level of contribution= Maximum 20 points
- 5.3.3 The points scored by a bidder in respect of his B-BBEE status level will be added to the points scored for price.
- 5.3.4 Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for B-BBEE status.
- 5.3.5 Taking into consideration paragraph 5.3.3 and 5.3.4 above, bidders will be categorised in terms of the functionality assessment and ranked from the highest to the lowest total preference points scored.

## 6 COMPLIANCE REPORTS AND MEETINGS

The successful Service Provider and the Department will enter into a Service Level Agreement (SLA) for monitoring and compliance purposes via monthly meetings with the designated departmental Security Manager.

## 7 INCEPTION MEETING

### 7.1 Pursuant to all the above, the successful service provider may have to indicate or demonstrate by way of a presentation at a said date, time and venue, the following:

1. How to secure the business premises and protect the Department's assets specifically but not limited to access control and physical guarding, taking into consideration the nature, activities and size of the premises.
2. The management of visitors, contractors, cleaners and external departmental clients on site.
3. Procedures that the bidder will implement to manage unauthorised entry, taking into consideration that service delivery must be efficient and on-going.
4. Identification of major long-term safety and security improvement opportunities as well as short term.
5. The use of updated technological systems in conjunction with physical security measures.
6. Management of contingency initiatives including but not limited to evacuations, fire outbreaks, power disruptions and seasonal activities.

**ANNEXURE 3: LIST OF CURRENT & PREVIOUS CONTRACTS**

**Bidders who do not complete all fields in this Annexure will be disqualified. Bidders must provide a minimum of three (3) contactable references.**

<b>NO</b>	<b>NAME OF ORGANISATION</b>	<b>START DATE OF CONTRACT</b>	<b>END DATE OF CONTRACT</b>	<b>NATURE OF SERVICE</b>	<b>VALUE OF CONTRACT/ SUPPLY</b>	<b>CONTACTABLE REFERENCE (An e-mail address must be provided)</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						



Western Cape  
Government

Annexure: 1

**SERVICE TYPE: PHYSICAL GUARDING**

Facility	Period (Days)	Shift	Security Grade	Quantity	Comments
<b>Elsenburg Manager</b>	Monday - Friday	Day	B	1	
	Monday - Friday	Night	B	1	
<b>Elsenburg Head Office</b>	Monday - Friday	Day	C	2	Male and Female
	Saturday- Sunday	Day	C	1	
	Monday - Sunday	Night	C	1	
<b>Vegetable Section</b>	Monday - Sunday	Day	C	1	
	Monday - Sunday	Night	C	1	
<b>Sheep&amp; Wool</b>	Monday - Sunday	Night	C	2	
<b>Pomology</b>	Monday - Sunday	Night	C	1	
<b>Dairy/Cow Section</b>	Monday - Sunday	Day	C	1	
	Monday - Sunday	Night	C	1	
<b>Viticulture</b>	Monday - Sunday	Night	C	1	
<b>Workshops</b>	Monday - Friday	Day	C	1	
	Monday - Sunday	Night	C	1	
<b>AET (College)</b>	Monday - Friday	Day	C	2	Male and Female
	Saturday- Sunday	Day	C	1	
<b>Entrance</b>	Monday - Sunday	Night	C	1	
<b>Student Parking Area</b>	Monday - Sunday	Day	C	1	
	Monday - Sunday	Night	C	1	

<b>Female Hostel</b>	Monday - Sunday	Day	C	1	
	Monday - Sunday	Night	C	1	
<b>Male Hostel (Kelder)</b>	Monday - Sunday	Day	C	1	
	Monday - Sunday	Night	C	1	
<b>North &amp; South Hostel</b>	Monday - Sunday	Night	C	1	
<b>Manor House/Computer Room Area</b>	Monday - Sunday	Night	C	1	
<b>Lecture Room Area</b>	Monday - Sunday	Night	C	1	
<b>Cellar</b>	Monday - Sunday	Night	C	1	YPP Area
<b>Kromme Rhee</b>	Monday - Sunday	Day	C	1	
	Monday - Sunday	Night	C	1	With K9 Handler
<b>Veterinary Laboratory</b>	Monday - Sunday	Day	C	1	
	Monday - Sunday	Night	C	1	With K9 Handler
<b>Control Room Operators</b>	Monday - Sunday	Day	C	1	Computer Literate
	Monday - Sunday	Night	C	2	Computer Literate
<b>REACTION PATROL</b>					
<b>Kromme Rhee &amp; Stellenbosch Veterinary Laboratory</b>	Monday - Sunday	Night	B	1	
<b>College/Main Building</b>	Monday - Sunday	Day	B	1	With K9
<b>College/Main Building</b>	Monday - Sunday	Night	B	1	With K9

Requirements per Grade					Total
Grade B					5
Grade C					32
Control Room Operators					3
K9					4
All Terrain Vehicles					3
Licence Disc Scanners					2
Thermal Camera					1
Trailer/lights & guard house					1
Portable guard house					1
Patrol Kievelet System					1

**ANNEXURE 2.1**

**PRICING SCHEDULE: NORMAL PHYSICAL GUARDING**

		DESCRIPTION OF SERVICE PER OFFICER INCLUSIVE OF VAT					PRICES	
Shift	Rate Breakdown	Grade	No of Security Officials	Rate per Official per Month	Total per month	Total for 12 Months	Total for 24 Months	
Day	Monday to Friday (12 hours)	B	1					
Night	Monday to Friday (12 hours)	B	1					
Day	Monday to Sunday (12 hours)	B	1					
Night	Monday to Sunday (12 hours)	B	2					
Day	Monday to Sunday (12 hours)	C	8					
Night	Monday to Sunday (12 hours)	C	20					
Day	Monday to Friday (12 hours)	C	5					
Day	Weekend and PHD (12 hours)	C	2					
						<b>Subtotal</b>		

**OTHER EQUIPMENT AND SERVICES**

Type	Requirements/Quantity	Unit Price	Total	Total Price for 12 months	Total for 24 Months
All-terrain vehicles	1 per shift				
Vehicle Licence Scanning Devices	2 (AET and Main Building )				
K9	1 for night shift				
Trailer with lights and guard house	1				
Electronic Patrol monitoring system	1				
				<b>Subtotal</b>	

**Total costs for all services for 24 month period (This total to be inserted on the WCBD3)** \_\_\_\_\_

**ANNEXURE 2.2**

**PRICING SCHEDULE: ADDITIONAL TACTICAL GUARDING SERVICES (REFER TO COMMENTS OF POINT 18 UNDER MANDATORY/REQUIREMENTS)**

		DESCRIPTION OF SERVICE PER OFFICER INCLUSIVE OF VAT					PRICES	
Shift	Rate Breakdown	Grade	No of Security Officials	Rate per Official per Month	Total per month	Total for 12 Months	Total for 24 Months	
Day	Monday to Sunday (12 hours)	B	1					
Night	Monday to Sunday (12 hours)	B	1					
Day	Monday to Sunday (12 hours)	C	1					
Night	Monday to Sunday (12 hours)	C	1					
Day	Weekend and PHD (12 hours)	B	1					
Night	Weekend and PHD (12 hours)	B	1					

Shift	Rate Breakdown	Grade	No of guards	Rate per guard per Month	Total per month	Total for 12 Months	Total for 24 Months
Day	Weekend and PHD (12 hours)	C	1				
Night	Weekend and PHD (12 hours)	C	1				

#### OTHER EQUIPMENT AND SERVICES

Type	Requirements/Quantity	Unit Price	Total	Total Price for 12 months	Total for 24 Months
Specialised Response Vehicle	1 (riot/protest control)				
K9 and Dog Handler	1				
EMS (ambulance)	1				

**THE NATIONAL TREASURY**

**Republic of South Africa**



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**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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1. Definitions
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3. General
4. Standards
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6. Patent rights
7. Performance security
8. Inspections, tests and analysis
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10. Delivery and documents
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## General Conditions of Contract

### 1. Definitions

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

origin and which have the potential to harm the local industries in the RSA.

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

training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

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

## **2. Application**

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

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

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

## **4. Standards**

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

## **5. Use of contract documents and information; inspection.**

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights

arising from use of the goods or any part thereof by the purchaser.

**7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
  - (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual

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

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

#### **14. Spare parts**

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

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

#### **15. Warranty**

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s)

within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities

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

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

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

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

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

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

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

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

**24. Anti-dumping and countervailing duties and rights**

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

terms of the contract or any other contract or any other amount which may be due to him

**25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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