



## forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

# INVITATION TO BID

## BID NUMBER: DFFE-T041 (21/22)

TO APPOINT THE SUITABLE SERVICE PROVIDER TO RENDER PROJECT MANAGEMENT SERVICES TO THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT TO REMOVE AND/OR CLEAR ILLEGAL DUMPING AND CLEANING STREETS IN MANGAUNG METROPOLITAN MUNICIPALITY OVER A PERIOD OF TWENTY-FOUR (24) MONTHS.

**Contact persons:**

**Name:** Sindiswa Duma

**Office Telephone No.** 012 399 9810/083 790 4857

**E-mail:** [SPDuma@environment.gov.za](mailto:SPDuma@environment.gov.za)

**Name:** Malcolm Mogotsi

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**E-mail:** [MMogotsi@environment.gov.za](mailto:MMogotsi@environment.gov.za)

### NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

| Bidder name | Registration number | Central Supplier Database (CSD number) |                                            |
|-------------|---------------------|----------------------------------------|--------------------------------------------|
|             |                     |                                        | Main contractor                            |
|             |                     |                                        | Sub-contracted/<br>joint venture<br>comp 1 |
|             |                     |                                        | Sub-contracted/<br>joint venture<br>comp 2 |

**CLOSING DATE OF THE BID: 11 OCTOBER 2021 AT 11H00**

## PART A INVITATION TO BID /

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                |               |                                                                          |                                                          |                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>                                                                                                                           |                                                                                                                                                                                                                                                                                                |               |                                                                          |                                                          |                                                                                        |
| BID NUMBER:                                                                                                                                                                                                                | DFFE-T041 (21/22)                                                                                                                                                                                                                                                                              | CLOSING DATE: | 11 OCTOBER 2021                                                          | CLOSING TIME:                                            | 11:00                                                                                  |
| DESCRIPTION                                                                                                                                                                                                                | <b>TO APPOINT THE SUITABLE SERVICE PROVIDER TO RENDER PROJECT MANAGEMENT SERVICES TO THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT TO REMOVE AND/OR CLEAR ILLEGAL DUMPING AND CLEANING STREETS IN MANGAUNG METROPOLITAN MUNICIPALITY OVER A PERIOD OF TWENTY-FOUR (24) MONTHS.</b> |               |                                                                          |                                                          |                                                                                        |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>                                                                                                                                 |                                                                                                                                                                                                                                                                                                |               |                                                                          |                                                          |                                                                                        |
| Department of Forestry Fisheries and the Environment; The Environment House,                                                                                                                                               |                                                                                                                                                                                                                                                                                                |               |                                                                          |                                                          |                                                                                        |
| 473 Steve Biko Road; Cnr Soutpansberg and Steve Biko Road, Arcadia Pretoria /Tshwane                                                                                                                                       |                                                                                                                                                                                                                                                                                                |               |                                                                          |                                                          |                                                                                        |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |                                                          |                                                                                        |
| CONTACT PERSON                                                                                                                                                                                                             | Mr Jacque Steyn or Ms Emily Babedi or Vonani Rikhotso                                                                                                                                                                                                                                          |               | CONTACT PERSON                                                           | Sindiswa Duma or Malcolm Mogotsi                         |                                                                                        |
| TELEPHONE NUMBER                                                                                                                                                                                                           | 012 399 9019                                                                                                                                                                                                                                                                                   |               | TELEPHONE NUMBER                                                         | 012 399 9810/ 083 790 4857 / 012 399 9805/082 881 3378   |                                                                                        |
| FACSIMILE NUMBER                                                                                                                                                                                                           | N/A                                                                                                                                                                                                                                                                                            |               | FACSIMILE NUMBER                                                         | N/A                                                      |                                                                                        |
| E-MAIL ADDRESS                                                                                                                                                                                                             | jsteyn@environment.gov.za/<br>nmabece@environment.gov.za<br>vrikhotso@environment.gov.za                                                                                                                                                                                                       |               | E-MAIL ADDRESS                                                           | SPDuma@environment.gov.za<br>MMogotsi@environment.gov.za |                                                                                        |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                |               |                                                                          |                                                          |                                                                                        |
| NAME OF BIDDER                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                |               |                                                                          |                                                          |                                                                                        |
| POSTAL ADDRESS                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                |               |                                                                          |                                                          |                                                                                        |
| STREET ADDRESS                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                |               |                                                                          |                                                          |                                                                                        |
| TELEPHONE NUMBER                                                                                                                                                                                                           | CODE                                                                                                                                                                                                                                                                                           |               | NUMBER                                                                   |                                                          |                                                                                        |
| CELLPHONE NUMBER                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                |               |                                                                          |                                                          |                                                                                        |
| FACSIMILE NUMBER                                                                                                                                                                                                           | CODE                                                                                                                                                                                                                                                                                           |               | NUMBER                                                                   |                                                          |                                                                                        |
| E-MAIL ADDRESS                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                |               |                                                                          |                                                          |                                                                                        |
| VAT REGISTRATION NUMBER                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                |               |                                                                          |                                                          |                                                                                        |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                                                                                 | TAX COMPLIANCE SYSTEM PIN:                                                                                                                                                                                                                                                                     |               | OR                                                                       | CENTRAL SUPPLIER DATABASE No:                            | MAAA                                                                                   |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE                                                                                                                                                                               | TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                           |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      |                                                          | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No  |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>                                                      |                                                                                                                                                                                                                                                                                                |               |                                                                          |                                                          |                                                                                        |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]                                                                                                                                                                                                             |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? |                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER PART B:3 ] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                |               |                                                                          |                                                          |                                                                                        |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                            |                                                                                                                                                                                                                                                                                                |               |                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                        |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                |               |                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                        |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                |               |                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                        |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                |               |                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                        |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                |               |                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                        |
| <b>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.</b> |                                                                                                                                                                                                                                                                                                |               |                                                                          |                                                          |                                                                                        |

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

|                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                      |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                                   |
| 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>                                                                                                    |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                                                                                         |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                          |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.                                                                                                                                                                                 |
| 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.                                                              |
| 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.                                                                                                                         |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.                                                                                                                                                                   |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.                                                                                             |
| 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.                                                                                                              |
| 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."                        |

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

**PRICING SCHEDULE**  
(Professional Services)

|                       |                               |
|-----------------------|-------------------------------|
| NAME OF BIDDER: ..... | BID NO: DFFE-T041 (21/22)     |
| CLOSING TIME 11h00    | CLOSING DATE: 11 OCTOBER 2021 |

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

**DESCRIPTION: TO APPOINT THE SUITABLE SERVICE PROVIDER TO RENDER PROJECT MANAGEMENT SERVICES TO THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT TO REMOVE AND/OR CLEAR ILLEGAL DUMPING AND CLEANING STREETS IN MANGAUNG METROPOLITAN MUNICIPALITY OVER A PERIOD OF TWENTY-FOUR (24) MONTHS.**

\*\*(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)
4. PERSON AND POSITION

| PERSON AND POSITION | HOURLY RATE | DAILY RATE |
|---------------------|-------------|------------|
| -----               | R-----      | -----      |
| -----               | R-----      | -----      |
| -----               | R-----      | -----      |
| -----               | R-----      | -----      |
| -----               | R-----      | -----      |
5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

|       |        |            |
|-------|--------|------------|
| ----- | R----- | ----- days |
| ----- | R----- | ----- days |
| ----- | R----- | ----- days |
| ----- | R----- | ----- days |

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE  | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| -----                                 | ----- | -----    | R..... |
| -----                                 | ----- | -----    | R..... |
| -----                                 | ----- | -----    | R..... |
| -----                                 | ----- | -----    | R..... |

TOTAL: R.....

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

Name of Bidder: .....

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE  | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| TOTAL: R.....                         |       |          |        |

6. Period required for commencement with project after acceptance of bid .....  
7. Estimated man-days for completion of project .....  
8. Are the rates quoted firm for the full period of contract? \*YES/NO  
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....  
.....  
.....

.....  
\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Department of Forestry Fisheries and the Environment

**Contact Person: Mr Jacque Steyn / Ms Emily Babedi / Ms Vonani Rikhotso**

**Tel: (012) 399 9019**

**E-mail: [jsteyn@environment.gov.za](mailto:jsteyn@environment.gov.za) or [ebabedi@environment.gov.za](mailto:ebabedi@environment.gov.za) or [vrikhotso@environment.gov.za](mailto:vrikhotso@environment.gov.za)**

Or for technical information –

**Name: Malcolm Mogotsi**

**Telephone No.: 012 399 9805/082 881 3378**

**E-Mail: [MMogotsi@environment.gov.za](mailto:MMogotsi@environment.gov.za)**

**Name & Surname: Sindiswa Duma**

**Telephone No.: 012 399 9810/083 790 4857**

**E-Mail: [SPDuma@environment.gov.za](mailto:SPDuma@environment.gov.za)**

## SBD 4

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number:.....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member): .....
  - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: .....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

### 3 Full details of directors / trustees / members / shareholders.

[illegible]

#### 4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS  
DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

November 2011

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

- (a) Price; and  
(b) B-BBEE Status Level of Contributor.

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

|                                                          | POINTS     |
|----------------------------------------------------------|------------|
| <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> |

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

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

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

80/20

**or**

**90/10**

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

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

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

## 5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: . = maximum 20 points  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

## 7. SUB-CONTRACTING

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

(Tick applicable box)

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

| Designated Group: An EME or QSE which is at least 51% owned by: | EME<br>√ | QSE<br>√ |
|-----------------------------------------------------------------|----------|----------|
| Black people                                                    |          |          |
| Black people who are youth                                      |          |          |
| Black people who are women                                      |          |          |
| Black people with disabilities                                  |          |          |

|                                                                   |  |  |
|-------------------------------------------------------------------|--|--|
| Black people living in rural or underdeveloped areas or townships |  |  |
| Cooperative owned by black people                                 |  |  |
| Black people who are military veterans                            |  |  |
| <b>OR</b>                                                         |  |  |
| Any EME                                                           |  |  |
| Any QSE                                                           |  |  |

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

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

8.2 VAT \_\_\_\_\_ registration  
number:.....

8.3 Company \_\_\_\_\_ registration  
number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in

paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1. ....
2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

## **DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### **1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

x is the imported content in Rand

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

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

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

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

| <u>Description of services, works or goods</u> | <u>Stipulated minimum threshold</u> |
|------------------------------------------------|-------------------------------------|
| _____                                          | _____ %                             |
| _____                                          | _____ %                             |
| _____                                          | _____ %                             |

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

(Tick applicable box)

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

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

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

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

| Currency       | Rates of exchange |
|----------------|-------------------|
| US Dollar      |                   |
| Pound Sterling |                   |
| Euro           |                   |
| Yen            |                   |
| Other          |                   |

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

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

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

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

**IN RESPECT OF BID NO. ....**

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

.....

NB

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

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

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5

of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Annex C

## Local Content Declaration - Summary Schedule

|                                |      |  |    |
|--------------------------------|------|--|----|
| (C1) Tender No.                |      |  |    |
| (C2) Tender description:       |      |  |    |
| (C3) Designated product(s)     |      |  |    |
| (C4) Tender Authority:         |      |  |    |
| (C5) Tendering Entity name:    |      |  |    |
| (C6) Tender Exchange Rate:     | Pula |  | EU |
| (C7) Specified local content % |      |  |    |

**Note:** VAT to be excluded from all calculations

GBP

| Calculation of local content |               |                                |                         |                                               |                |             |                            |
|------------------------------|---------------|--------------------------------|-------------------------|-----------------------------------------------|----------------|-------------|----------------------------|
| Tender item no's             | List of items | Tender price - each (excl VAT) | Exempted imported value | Tender value net of exempted imported content | Imported value | Local value | Local content % (per item) |
| (C8)                         | (C9)          | (C10)                          | (C11)                   | (C12)                                         | (C13)          | (C14)       | (C15)                      |
|                              |               |                                |                         |                                               |                |             |                            |
|                              |               |                                |                         |                                               |                |             |                            |
|                              |               |                                |                         |                                               |                |             |                            |
|                              |               |                                |                         |                                               |                |             |                            |
|                              |               |                                |                         |                                               |                |             |                            |
|                              |               |                                |                         |                                               |                |             |                            |
|                              |               |                                |                         |                                               |                |             |                            |
|                              |               |                                |                         |                                               |                |             |                            |
|                              |               |                                |                         |                                               |                |             |                            |

| Tender summary |                    |                                 |                        |
|----------------|--------------------|---------------------------------|------------------------|
| Tender Qty     | Total tender value | Total exempted imported content | Total Imported content |
| (C16)          | (C17)              | (C18)                           | (C19)                  |
|                |                    |                                 |                        |
|                |                    |                                 |                        |
|                |                    |                                 |                        |
|                |                    |                                 |                        |
|                |                    |                                 |                        |
|                |                    |                                 |                        |
|                |                    |                                 |                        |
|                |                    |                                 |                        |
|                |                    |                                 |                        |

Signature of tenderer from Annex B

Date:

(C20) Total tender value

(C21) Total Exempt imported content

(C22) Total Tender value net of exempt imported content

(C23) Total Imported content

(C24) Total local content

(C25) Average local content % of tender

## Annex D

### Imported Content Declaration - Supporting Schedule to Annex C

[illegible]

#### A. Exempted imported content

| A. Exempted imported content      |                                 |                |                   | Calculation of imported content                  |                      |                        |                                |                                             |                            | Summary    |                         |
|-----------------------------------|---------------------------------|----------------|-------------------|--------------------------------------------------|----------------------|------------------------|--------------------------------|---------------------------------------------|----------------------------|------------|-------------------------|
| Tender item no's                  | Description of imported content | Local supplier | Overseas Supplier | Foreign currency value as per Commercial Invoice | Tender Exchange Rate | Local value of imports | Freight costs to port of entry | All locally incurred landing costs & duties | Total landed cost excl VAT | Tender Qty | Exempted imported value |
| (D7)                              | (D8)                            | (D9)           | (D10)             | (D11)                                            | (D12)                | (D13)                  | (D14)                          | (D15)                                       | (D16)                      | (D17)      | (D18)                   |
|                                   |                                 |                |                   |                                                  |                      |                        |                                |                                             |                            |            |                         |
|                                   |                                 |                |                   |                                                  |                      |                        |                                |                                             |                            |            |                         |
|                                   |                                 |                |                   |                                                  |                      |                        |                                |                                             |                            |            |                         |
| (D19) Total exempt imported value |                                 |                |                   |                                                  |                      |                        |                                |                                             |                            |            |                         |

(D19) Total exempt imported value

**This total must correspond with  
Annex C- C21**

### B. Imported directly by the Tenderer

[illegible]

(D32) Total imported value by tenderer

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

[illegible]

(D45) Total imported value by 3rd party

**D. Other foreign currency payments**

[illegible]

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

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

**This total must correspond with  
Annex C - C 23**

**Signature of tenderer from Annex B**

Date:

## Annex E

## Local Content Declaration - Supporting Schedule to Annex C

|      |                        |  |
|------|------------------------|--|
| (E1) | Tender No.             |  |
| (E2) | Tender description:    |  |
| (E3) | Designated products:   |  |
| (E4) | Tender Authority:      |  |
| (E5) | Tendering Entity name: |  |

Note: VAT to be excluded from all calculations

| Local Products<br>(Goods, Services and<br>Works)      | Description of items purchased | Local suppliers | Value |
|-------------------------------------------------------|--------------------------------|-----------------|-------|
|                                                       | (E6)                           | (E7)            | (E8)  |
|                                                       |                                |                 |       |
|                                                       |                                |                 |       |
|                                                       |                                |                 |       |
|                                                       |                                |                 |       |
|                                                       |                                |                 |       |
|                                                       |                                |                 |       |
|                                                       |                                |                 |       |
|                                                       |                                |                 |       |
|                                                       |                                |                 |       |
|                                                       |                                |                 |       |
|                                                       |                                |                 |       |
| (E9) Total local products (Goods, Services and Works) |                                |                 |       |

(E10) **Manpower costs** (Tenderer's manpower cost)

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.)

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.)

(E13) **Total local content**

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: \_\_\_\_\_

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

| Item  | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes                             | No                             |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.1   | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?<br><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b><br><br>The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page. | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                 |                                |
| 4.2   | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>                                                                                                                                                                                                                                                                             | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                 |                                |
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                 |                                |
| 4.4   | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

|       |                             |
|-------|-----------------------------|
| 4.4.1 | If so, furnish particulars: |
|-------|-----------------------------|

**SBD 8**

### **CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION  
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,  
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js365bW

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2



# forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) AS AN ORGAN OF STATE SUBSCRIBES TO AND PROPAGATES BOTH THE NOTION OF BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT, 2003 (Act No. 53 of 2003) (BBBEE), THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (Act No. 5 of 2000) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

## **TERMS OF REFERENCE**

TO APPOINT THE SUITABLE SERVICE PROVIDER TO RENDER PROJECT MANAGEMENT SERVICES TO THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT TO REMOVE AND/OR CLEAR ILLEGAL DUMPING AND CLEANING STREETS IN **MANGAUNG METROPOLITAN MUNICIPALITY** OVER A PERIOD OF TWENTY-FOUR (24) MONTHS.

| ITEM NUMBER | TABLE OF CONTENTS                       | PAGE |
|-------------|-----------------------------------------|------|
| 1           | Purpose                                 | 3    |
| 2           | Introduction and Background             | 3    |
| 3           | Objectives                              | 4    |
| 4           | Scope and extend of work                | 4    |
| 5           | Expected deliverables/outcomes          | 6    |
| 6           | Period/Duration of project/assignment   | 8    |
| 7           | Costing/Comprehensive budget            | 8    |
| 8           | Evaluation Criteria                     | 14   |
| 9           | Submission Requirements                 | 21   |
| 10          | Special conditions                      | 22   |
| 11          | Subcontracting conditions/ requirements | 24   |
| 12          | Payment terms                           | 25   |
| 13          | Technical Enquires                      | 25   |

## **1. PURPOSE**

- 1.1. To appoint the suitable service provider to provide project management services in the removal and/or clearing of illegal dumping and cleaning streets in Mangaung Metropolitan Municipality over a period of twenty-four (24) months.

## **2. INTRODUCTION AND BACKGROUND**

- 2.1. The municipality is facing serious challenges with waste collection service especially in street cleaning and clearing of illegal dumpsites due a limited budget. Some of residents and businesses dump waste (hot spots) in open spaces that leads to illegal dumping. This situation is more evident in the CBD, parks, taxi & bus ranks, Botshabelo and Thaba Nchu areas.
- 2.2. Furthermore, this unmanaged waste is creating complications in the environment and has a huge impact in human health and well-being especial during this COVID-19 pandemic. The streets are filthy due to non- waste collection by the municipality. There is no waste separation that could contribute to waste diversion away from the landfill site, or for reclaimers to get clean packaging waste for good economic value.
- 2.3. The Municipality has a limited budget to function well in waste management from source of generation to disposal. The municipality does not have enough warm bodies for the street cleaning and clearing of ill legal dumps. The Department will only assist the municipality with warm bodies (Expanded Public Works beneficiaries) for the period of twenty-four (24) months only in order to address the current situation that municipality if faced with.
- 2.4. The Department seeks to appoint the suitable service provider to render services for the period of twenty-four (24) months only for the Mangaung Metropolitan Municipality.
- 2.5. In overall, the illegal dump hot spots in the entire Mangaung Metropolitan Municipality seven towns (Bloemfontein, Botshabelo, Thabanchu, Vanstandersrus, Dewelsdorp, Wepenaar and Soutpan) has a devastating effect on environmental and health conditions that need urgent interventions as they affecting the lives of the community even worse during this time of COVID-19 pandemic.

## **3. OBJECTIVES**

- 3.1. The Department would like to appoint a service provider to provide project management services in Mangaung Metropolitan Municipality over a period of twenty-four (24) months for:

- Clearing/ removal of illegal dumping using (excavation by Tractor-Loader-Backhoe in the entire Mangaung Metropolitan municipality hot spot areas (Bloemfontein, Botshabelo, Thabanchu, Vanstandersrus, Dewelsdorp, Wepenaar and Soutpan)
- Cleaning streets in the entire Mangaung Metropolitan Municipality hot spot areas (Bloemfontein, Botshabelo, Thabanchu, Vanstandersrus, Dewelsdorp, Wepenaar and Soutpan).

#### **4. SCOPE AND EXTENT OF WORK**

4.1. The successful service provider will be appointed to manage all processes entailed on the different project phases and stages which are inception, concept and viability, design and development, procurement, implementation and close-out based on the project information provided below.

4.2. The appointed service provider will be expected to do the following:

- Recruiting and appointing 159 EPWP participants (Youth, women and disable people) in consultation with Mangaung Metropolitan municipality (In all project phases, the service provider is expected to make use of the local people to implement the project objectives)
- The bidder will be responsible for the training, placing/contracting and supervision of the 159 EPWP participants.
- The bidder will be responsible for the administration of attendance registers, issuing of payslips and relevant reports to DFFE, Mangaung Metropolitan Municipality and DESTEA.
- Salaries for the 159 Participants will be paid by DFFE.
- Ensure that all the programme participants have valid bank accounts in which the stipend will be directly paid into by the Department.
- Register programme participants for an Unemployment Insurance Fund and be responsible for payment for each participants.
- Register programme participants for the Compensation for Occupational Injuries and Diseases (COID) and ensure they are covered by the fund.
- Provision of the 159 EPWP participants with relevant and Protective Personal Equipment (PPE), materials and equipment for a duration of 24 months.
- Street cleaning in all the CBDs areas of Mangaung Metropolitan Municipality i.e. Bloemfontein, Botshabelo, Thaba Nchu, Dewetsdorp, Wepenaar, Vanstadensrus and Soutpan.

- Clearing or removal of illegal dump hotspots in all areas of the Mangaung Metropolitan Municipality i.e. Bloemfontein, Botshabelo, Thaba Nchu, Dewetsdorp, Wepenaar, Vanstadensrus and Soutpan using excavation by Tractor-Loader-Backhoe.
- The municipality will transport the street cleaning waste and cleared illegal waste to the permitted/licensed waste disposal facility,
- Conversion of all illegal dumping sites into food gardens or play parks based on the need of the community in consultation with the community leaders.
- Provision of relevant Protective Personal Equipment all participants for a duration of 24 months: that is compliant to Occupational Health and safety standards and also to COVID-19 requirements.
- Identify the cooperative, reclaimers / recyclers to pick up recyclables to ensure that recyclables are diverted away from the waste disposal facility to save life span of the waste disposal facility ;
- Ensure that recyclables are diverted away from the landfill site to the waste disposal facility to save its life span.
- Ensure that diverted waste (recyclables) are weighed and recorded before collection by cooperative, reclaimers / recyclers immediately.
- Working hand in hand with the municipality to address problems and where feasible establish the project steering committee at minimum to have a representative from DFFE, DESTEA and the Metro Municipality.
- Required machinery and equipment is in place during operation in street cleaning and clearing of illegal dumps.
- Reports incidents as and when the incidents /accidents occur to the Municipality, DFFE & DESTEA as per COIDA requirements.
- Ensure local people used on the project activities.
- Submitting monthly reports to DFFE, DESTEA & the Metro municipality.

4.3 All activities will be governed by the SLA under supervision by the Department (DFFE), the province (DESTEA) and the Metropolitan Municipality.

4.4. The municipality responsible officials (HOD, Managers and designated Waste Management Officer (WMO) will take a full responsibility in managing the service provider in the implementation of the project and give a full report weekly to DFFE & DESTEA. The Municipality will benefit from the skills transfer, cleanliness and a reduced number of illegal dumps, community awareness raising for anti- littering. The project is meant to create work opportunities, cleanliness and taking care of the environment.

- 4.5 The service provider must ensure that all machinery and equipment owned or leased required to run this project are in place.

## **5. EXPECTED DELIVERABLES / OUTCOMES**

- Recruitment and appointment of 159 EPWP participants (Youth, women and disable people) in consultation with the Mangaung Metro Municipality.
- Training (Induction; Health and Safety) for 159 participants for a duration of 24 months.
- Ensure that the participants have valid bank accounts in which the stipend will be directly paid into by the Department.
- Register the participants for the Unemployment Insurance Fund and be responsible for payment for each.
- Register the participants for the Compensation for Occupational Injuries and Diseases (COID) and ensure they are covered by the fund.
- Site visit report reflecting the status of all waste hotspots and illegal dumping hotspots in consultation with the municipality.
- Specification report reflecting the materials and equipment (Refuse bags, brooms, rakes, spades and litter pickers).
- Compliance report regarding Occupational Health and safety standards include COVID-19 PPE.
- Clearing and cleaning of illegal dump using excavation by Tractor-Loader-Backhoe.
- Facilitate the removal of the cleared waste by the Municipality to the waste disposal facility
- Provision of sign posts in strategic points to prevent further illegal dumping.
- Identify and procure the necessary or relevant tools and consumable litter picks etc. in strategic areas within the municipality such as permanent recycling bins to promote separation of waste at source to be permanently fixed and strategically located in targeted areas i.e. Taxi ranks, etc.
- Identify the cooperative, reclaimers / recyclers to pick up recyclables to ensure that recyclables are diverted away from the waste dsposal facility to save life span of the waste disposal facility.
- Ensure that recyclables are diverted away from the landfill site to the waste disposal facility to save its life span.
- Ensure that diverted waste (recyclables) are weighed and recorded before collection by cooperative, reclaimers / recyclers immediately.

- 240 000 Bulk Clear Plastic bags (30 micron – 75 x 95 cm) to be provided to promote separation at source - To be collected by the local co-operatives, SMME and or recyclers
- 240 000 Bulk black Plastic bags (30 micron – 75 x 95 cm) to be provided for the collection of waste during street cleaning and be disposed at the registered / permitted / licensed waste disposal facility by the municipality.
- Provide the 159 EPWP participants with Protective Personal Equipment for a duration of 24 months.
- Provide tools of trade and Protective Clothing branded as per the Pricing Schedule/ Pricing Guideline.
- Identify and mobilise the community members and organisations in support of the clean-up campaigns in consultation with the municipality.
- Conversion of all illegal dumping sites into food gardens or play parks based on the need of the community in consultation with the community leaders.
- The service provider must ensure that all machinery and equipment owned or leased required to run a waste disposal facility are in place before appointment, such as:
  - 2 days x 4 Tractor-Loader-Backhoe's
- Facilitate the removal of the cleared waste by the municipality to the waste disposal site, the municipality will make available the tipper truck and waste removal trucks as and when required during the project.
- The above mentioned machinery and equipment ( Tractor-Loader-Backhoe's ) should be in place as and when required during street cleaning and clearing of illegal dumps in line with the operation schedule of two (2) days a week per town.
- Reports incidents as and when the incidents /accident occur to the municipality, DFFE & DESTEA (As per COIDA Requirements)

5.1. A service provider must develop the following (but not limited to) for this project scope or project charter:

- A project scope
- A Work Breakdown Structure (Deliverables and Activities)
- A Responsibility Matrix
- A comprehensive Project Network
- A Communication Plan
- A Risk Management Plan

- A change Management Plan
- A Stakeholder Management Plan

**6. PERIOD / DURATION OF PROJECT / ASSIGNMENT**

- 6.1. Project must be completed within twenty-four (24) months after the signing of the SLA by both parties and issuing of an official order by DFFE.

**7. COSTING / COMPREHENSIVE BUDGET**

- 7.1. Comprehensive budget must be provided in a Pricing Schedule inclusive of all disbursement costs, expenses and VAT (SBD 3.3 for detailed and Annexure A - Price Schedule Guidance).

**Service provider must quote for all activities indicated below:**



**ANNEXURE A – PRICE GUIDELINES - MANGAUNG METROPOLITAN MUNICIPALITY**

**Service provider must quote for all activities indicated below:**

| # | DESCRIPTION                                                                              | QUANTITY | UNIT PRICE | TOTAL AMOUNT<br>(EXCLUDING VAT) | VAT @ 15% | TOTAL AMOUNT<br>INCLUSIVE OF VAT<br>- YEAR 1 | TOTAL AMOUNT<br>INCLUSIVE OF VAT -<br>YEAR 2 |
|---|------------------------------------------------------------------------------------------|----------|------------|---------------------------------|-----------|----------------------------------------------|----------------------------------------------|
| A | Bulk recyclable clear bags (30 micron – 75 x 95 cm)                                      | 30 000   | R          | R                               | R         | R                                            | R                                            |
|   | Bulk black refuse bags (30 micron – 75 x 95 cm) )                                        | 30 000   | R          | R                               | R         | R                                            | R                                            |
|   | Branded Round neck T- Shirts (4 Logs)                                                    | 636      | R          | R                               | R         | R                                            | R                                            |
|   | Hand scale ( 50 kg capacity)                                                             | 50       | R          | R                               | R         | R                                            | R                                            |
|   | Sun`s hat                                                                                | 318      | R          | R                               | R         | R                                            | R                                            |
|   | winter jackets                                                                           | 318      | R          | R                               | R         | R                                            | R                                            |
|   | Gutter sweepers brooms                                                                   | 636      | R          | R                               | R         | R                                            | R                                            |
|   | Garden rake steel                                                                        | 636      | R          | R                               | R         | R                                            | R                                            |
|   | Raincoats                                                                                | 318      | R          | R                               | R         | R                                            | R                                            |
|   | Steel shaft spades                                                                       | 159      | R          | R                               | R         | R                                            | R                                            |
|   | Litter pickers                                                                           | 318      | R          | R                               | R         | R                                            | R                                            |
|   | Work suits 159x2                                                                         | 318      | R          | R                               | R         | R                                            | R                                            |
|   | Dust Masks Disposable                                                                    | 1000     | R          | R                               | R         | R                                            | R                                            |
|   | (Cloth mask) Mask- 3 layers of fabric<br>(As per the DTIC guidelines and specifications) | 636      | R          | R                               | R         | R                                            | R                                            |

**ANNEXURE A – PRICE GUIDELINES - MANGAUNG METROPOLITAN MUNICIPALITY**

**Service provider must quote for all activities indicated below:**

| # | DESCRIPTION                                                                                                          | QUANTITY | UNIT PRICE | TOTAL AMOUNT<br>(EXCLUDING VAT) | VAT @ 15% | TOTAL AMOUNT<br>INCLUSIVE OF VAT<br>- YEAR 1 | TOTAL AMOUNT<br>INCLUSIVE OF VAT -<br>YEAR 2 |
|---|----------------------------------------------------------------------------------------------------------------------|----------|------------|---------------------------------|-----------|----------------------------------------------|----------------------------------------------|
|   | Colour: Green                                                                                                        |          |            |                                 |           |                                              |                                              |
|   | Safety Boots                                                                                                         | 318      | R          | R                               | R         | R                                            | R                                            |
|   | First Aid kit                                                                                                        | 14       | R          | R                               | R         | R                                            | R                                            |
|   | Heavy duty gloves                                                                                                    | 477      | R          | R                               | R         | R                                            | R                                            |
|   | Face Shield with foam headband                                                                                       | 318      | R          | R                               | R         | R                                            | R                                            |
|   | Non touch Hand Sanitizer<br>Dispenser (3mm light steel, height<br>1m, base 260X200) with refill empty<br>bottle each | 11       | R          | R                               | R         | R                                            | R                                            |
|   | Screening machines (thermometer)                                                                                     | 14       | R          | R                               | R         | R                                            | R                                            |
|   | Sanitizers 25 Litres with NOT less<br>than 70% alcohol and must comply<br>to WHO recommended handrub<br>formulations | 28       | R          | R                               | R         | R                                            |                                              |
|   | Stationery :<br>- A4 Hard cover note book<br>- Pens                                                                  | 150 each | R          | R                               | R         | R                                            | R                                            |
|   | Steel reinforced wheelbarrow<br>Dimensions Pan Gauge 0.8mm<br>• 5mm Steel Reinforced<br>• Capacity : 65L.            | 21       | R          | R                               | R         | R                                            | R                                            |

**ANNEXURE A – PRICE GUIDELINES - MANGAUNG METROPOLITAN MUNICIPALITY**

Service provider must quote for all activities indicated below:

| # | DESCRIPTION                                                                                                                      | QUANTITY           | UNIT PRICE | TOTAL AMOUNT<br>(EXCLUDING VAT) | VAT @ 15% | TOTAL AMOUNT<br>INCLUSIVE OF VAT<br>- YEAR 1 | TOTAL AMOUNT<br>INCLUSIVE OF VAT -<br>YEAR 2 |
|---|----------------------------------------------------------------------------------------------------------------------------------|--------------------|------------|---------------------------------|-----------|----------------------------------------------|----------------------------------------------|
|   | • Frame Dimension : 32 X 16mm<br>• Pan are draw formed cleaned and painted; frames are formed, welded and painted (green colour) |                    |            |                                 |           |                                              |                                              |
|   | Sub-Total - Protective Personal Equipment                                                                                        |                    | R          | R                               | R         | R                                            | R                                            |
|   |                                                                                                                                  |                    |            |                                 |           |                                              |                                              |
| B | Tractor-Loader-Backhoe (Hire)                                                                                                    |                    |            |                                 |           |                                              |                                              |
|   | Tractor-Loader-Backhoe Cost per hour                                                                                             | 1536 hours         | R          | R                               | R         | R                                            | R                                            |
|   | Sub-Total - TCost                                                                                                                |                    | R          | R                               | R         | R                                            | R                                            |
|   |                                                                                                                                  |                    |            |                                 |           |                                              |                                              |
| C | Mentoring/Training Cost                                                                                                          |                    |            |                                 |           |                                              |                                              |
|   | Mangaung Metropolitan Municipality (159 Leaners)                                                                                 | Cost per candidate | R          | R                               | R         | R                                            | R                                            |
|   | Sub-Total - Training Cost                                                                                                        |                    | R          | R                               | R         | R                                            | R                                            |
|   |                                                                                                                                  |                    |            |                                 |           |                                              |                                              |
| D | Sub-Total - Project Cost (A+B+C)                                                                                                 |                    |            |                                 |           |                                              | R                                            |
|   |                                                                                                                                  |                    |            |                                 |           |                                              |                                              |
| E | Project Management Services (percentage of Project Cost)                                                                         |                    |            | Fee Percentage                  | Year 1    | Year 2                                       | Total Project Management Fee                 |

**ANNEXURE A – PRICE GUIDELINES - MANGAUNG METROPOLITAN MUNICIPALITY**

Service provider must quote for all activities indicated below:

| #                                 | DESCRIPTION                               | QUANTITY | UNIT PRICE | TOTAL AMOUNT<br>(EXCLUDING VAT) | VAT @ 15% | TOTAL AMOUNT<br>INCLUSIVE OF VAT<br>- YEAR 1 | TOTAL AMOUNT<br>INCLUSIVE OF VAT -<br>YEAR 2 |
|-----------------------------------|-------------------------------------------|----------|------------|---------------------------------|-----------|----------------------------------------------|----------------------------------------------|
|                                   | Inception report                          |          |            | %                               | R         | R                                            | R                                            |
|                                   | Project Implementation                    |          |            | %                               | R         | R                                            | R                                            |
|                                   | Hand over report or Close Out             |          |            | %                               | R         | R                                            | R                                            |
|                                   | Sub - Total - Project Management Services |          |            |                                 | R         | R                                            | R                                            |
|                                   |                                           |          |            |                                 |           |                                              |                                              |
| TOTAL PROJECT COSTS VAT INCLUSIVE |                                           |          |            |                                 |           |                                              | R                                            |

- 7.2. The budget must include travelling, accommodation and virtual engagement costs, as these costs will be covered by the global fee proposed by the bidder. Note: Travelling costs and time spent or incurred between home and office of the Project Manager and DFFE office will not be for the account of DFFE.
- 7.3. The price (s) must include cost of supply, delivery, off-loading where applicable and prices must show a unit rate exclusive of VAT and the portion of VAT to be included before the final total cost by bidders who are registered as VAT vendors.
- 7.1. DFFE reserves the right to negotiate price with a recommended service provider identified in the evaluation process without offering the same opportunity to any other bidder (s) who have not been recommended.
- 7.4. The service provider will be expected to provide information related to the proposed expert applicable hourly rates in line with the provisions of deliverables in section 5 above.
- 7.5. The Municipality will provide the storage facility for the equipment such as 4 Tractor-Loader-Backhoe's and equipment as and when required by the service provider.

## **8. EVALUATION CRITERIA**

- 8.1 The evaluation for this bid will be carried out in five (5) phases:

- Phase 1: Pre-Compliance and Pre-Qualification.
- Phase 2: Mandatory Requirements.
- Phase 3: Local Content and Production.
- Phase 4: Functionality Criteria.
- Phase 5: Price and B-BBEE.

### **8.2 PHASE 1 (a): Pre-compliance or Initial Screening**

- 8.2.1 During this phase bid documents will be reviewed to determine the compliance with SCM returnable, tax matters and whether Central Data Base (CSD) report has been submitted with the bid documents at the closing date and time of the bid. Bids which do not satisfy the compliance criteria will not be evaluated further.

8.2.2 The bid proposal will be screened for compliance with administrative requirements as indicated below and bidders must answer/ tick **YES/ NO** column:

| No.                                 | Administrative Requirements                                                                            | Check/Compliance                                                            | Non-submission shall result in disqualification? | YES | NO |
|-------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------|-----|----|
| 1                                   | Master Bid Document                                                                                    | provided and bound                                                          | <b>*YES</b>                                      |     |    |
| 2                                   | 1 Copy of Bid Document                                                                                 | provided and bound                                                          | <b>**NO</b>                                      |     |    |
| 3                                   | Electronic copy                                                                                        | Provided and similar to Master Bid Document                                 | <b>**NO</b>                                      |     |    |
| <b>Included in the Bid Document</b> |                                                                                                        |                                                                             |                                                  |     |    |
| 4                                   | SCM - SBD 1 - Invitation to Bid                                                                        | Completed and signed                                                        | <b>*YES</b>                                      |     |    |
| 5                                   | SCM - Pricing Schedule                                                                                 | Completed and signed (Sealed in a separate envelop marked Pricing Schedule) | <b>*YES</b>                                      |     |    |
| 6                                   | SCM - SBD 4 - Declaration of Interest                                                                  | Completed and signed                                                        | <b>*YES</b>                                      |     |    |
| 7                                   | SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017 | Completed and signed                                                        | <b>*YES</b>                                      |     |    |
| 8                                   | SCM - SBD 6.2 - Declaration of Bidder's Local Production and Content                                   | Completed and signed                                                        | <b>*YES</b>                                      |     |    |
| 9                                   | SCM - SBD 8 - Declaration of Bidder's Past Supply Chain Management Practices.                          | Completed and signed                                                        | <b>*YES</b>                                      |     |    |
| 10                                  | SCM - SBD 9 - Certificate of                                                                           | Completed and signed                                                        | <b>*YES</b>                                      |     |    |

| No. | Administrative Requirements                                                                                                                    | Check/Compliance                                 | Non-submission shall result in disqualification? | YES | NO |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------|-----|----|
|     | Independent Bid Determination                                                                                                                  |                                                  |                                                  |     |    |
| 11  | In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal | JV agreement completed and signed, if applicable | <b>*YES</b>                                      |     |    |

**\*YES** – DFFE reserves the right to reject proposals that are not submitted in the prescribed format or where information presented is illegible or incomplete and will not be further evaluated for Specifications (Phase 2)

**\*\*NO** – DFFE reserves the right to request such information during the evaluation process of the proposal and such information must be presented within short notice.

### 8.3 PHASE 2 (b): Pre-Qualification Requirements

The following pre-qualification criteria will apply and all bids that do not meet pre-qualification requirements will be disqualified and will not be evaluated further on mandatory requirements.

**Must be completed by bidder by answering YES or NO and attach proof.**

| PRE-QUALIFICATION CRITERIA | REQUIREMENT                                                                                                                               | COMPLY |    |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------|----|
|                            |                                                                                                                                           | YES    | NO |
|                            | Only Service Provider (s) who are EME or QSE will be considered for this bid as per Preferential Procurement Regulations 2017.            |        |    |
|                            | Service Provider (s) are required to submit an original or certified copy of the B-BBEE Status Level of contributor issued by SANAS only. |        |    |
|                            | OR                                                                                                                                        |        |    |
|                            | A CIPC Sworn Affidavit (downloaded from CIPC) in terms of Codes of good practice” indicating that service provider is an <b>EME/ QSE</b>  |        |    |
|                            | OR                                                                                                                                        |        |    |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  | <p>An original or certified copy of EME / QSE valid Sworn Affidavit which must be signed by the commissioner of oath and the deponent, and must indicate a financial year and an annual turnover. The sworn affidavit must indicate the commissioners stamp, if signed by SAPS must indicate the force number of the commissioner, if signed by an auditor/ accountant it must reflect the practice number of the commissioner.</p> <p>Failure to submit an original or certified copy of the B-BBEE Status Level of contributor issued by SANAS or Certified copy of DTI certificate, or an original or certified copy of a signed and valid Sworn Affidavit will result on bid being non-responsive or disqualified.</p> <p><b>All certified copies of the original documents should have an original certified stamp and signature, a copy of a certified copy will not be accepted</b></p> |  |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

#### 8.4 PHASE 2: Mandatory Requirements

- 8.4.1 The bidder is expected to provide proof of ownership or the letter of intent to lease out the required machinery to implement the project.
- 8.4.2 Upon appointment, the service provider will have to be registered for COIDA and UIF, however the payment of such for the participants will be on the departmental cost.
- 8.4.3 Any bid that fails to comply with all Items below as mandatory requirements will be disqualified and not further evaluated for the next phases
- 8.4.4 The table below must be completed by bidder by answering yes or no and attach proof.

| Requirement                                                                    | Attached Relevant Letter/<br>Certificate/ Qualification: |
|--------------------------------------------------------------------------------|----------------------------------------------------------|
|                                                                                | Yes or No                                                |
| A certified copy of qualification as Health and Safety Officer such as SAMTRAC |                                                          |

#### 8.5 PHASE 3: Local Content and Production.

- 8.5.1 The following components for local production and content will apply and all bids that do not meet minimum threshold requirements will be disqualified and will not be evaluated further on functionality criteria.

**Bidders must complete and signed SBD 6,2; Annexure C and E, and submit with bid proposal.**

| NO | Components                    | Stipulated Minimum Threshold for<br>Local Production and Content | Comply: Yes<br>or No |
|----|-------------------------------|------------------------------------------------------------------|----------------------|
| 1. | Clothing (Round neck T-Shirt) | 100%                                                             |                      |

|    |                         |      |  |
|----|-------------------------|------|--|
| 2. | Cloth Mask 3 Ply        | 100% |  |
| 3. | Sanitizers              | 90%  |  |
| 4. | Hats                    | 100% |  |
| 5. | Footwear (Safety boots) | 100% |  |

- 8.5.2 Only locally produced or locally manufactured raw material or input will therefore be considered. If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the Department of Trade and Industry (the DTI) should there be a need to import such raw material or input.
- 8.5.3 A copy of the exemption letter must be submitted together with the bid document at the closing date and time of the bid.
- 8.5.4 The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on 11 March 2021; and
- 8.5.5 Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content SABS approved technical specification number SATS 1286:2011 and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates (annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)] are accessible to all potential service providers on the dti's official website <http://www.thedti.gov.za/industrialdevelopment/ip.jsp> at no cost.
- 8.5.6 In relation to a designated sector, a contractor will not be allowed to subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

#### **8.6. PHASE 3: Functionality Criteria**

- 8.6.1 Only bid proposals that meets pre-compliance, pre-qualification will be considered to be evaluated on functionality criteria,
- 8.6.2 Phase 3: The bidder must score a minimum of **75%** during Phase 3 (functionality/technical) of the evaluation to qualify for Phase 4 of the evaluation where only points for price and B-BBEE will be considered.
- 8.6.3 The following values/ indicators will be applicable when evaluating functionality:

**0 = Non-compliance, 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent.**

| <b>GUIDELINES FOR CATEGORY CRITERIA</b>                                                                                                                                             | <b>FUNCTIONALITY</b> (To be determined by project managers in line with scope of work): <b>(GUIDELINES FOR CRITERIA APPLICATION)</b>                                                                                                                                                                                 | <b>WEIGHT</b>    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>A proposed project plan, Methodology and Management of the project in waste management that include street cleaning and clearing of illegal dumpsite</b>                         | <b>A details project plan with intermediate and final outputs and identified timeframes/ milestones.</b>                                                                                                                                                                                                             | <b>35</b>        |
|                                                                                                                                                                                     | <b>Proposed Methodology</b>                                                                                                                                                                                                                                                                                          |                  |
|                                                                                                                                                                                     | <b>Management of the project</b>                                                                                                                                                                                                                                                                                     |                  |
|                                                                                                                                                                                     | <b>Project plan, methodology and project management in waste management that include street cleaning and clearing of illegal dumpsite</b>                                                                                                                                                                            | <b>Indicator</b> |
|                                                                                                                                                                                     | Project plan and methodology, activities well broken down; with detailed milestones.                                                                                                                                                                                                                                 | 5                |
|                                                                                                                                                                                     | Project plan and methodology, basic activities identified; milestones.                                                                                                                                                                                                                                               | 4                |
|                                                                                                                                                                                     | Project plan and methodology provided with no deliverables and timeframes.                                                                                                                                                                                                                                           | 3                |
|                                                                                                                                                                                     | Limited information provided on the project plan and methodology                                                                                                                                                                                                                                                     | 2                |
|                                                                                                                                                                                     | Project not well understood.                                                                                                                                                                                                                                                                                         | 1                |
|                                                                                                                                                                                     | No information provided                                                                                                                                                                                                                                                                                              | 0                |
| <b>Certified Qualifications of the project team leader</b>                                                                                                                          | <b>Relevant qualification in either of the following areas: environmental Science /management/studies, (waste management in particular), chemistry, environmental law, environmental economics or environmental engineering</b>                                                                                      | <b>15</b>        |
|                                                                                                                                                                                     | <b>Qualifications of team leader</b>                                                                                                                                                                                                                                                                                 |                  |
|                                                                                                                                                                                     | Three year Qualification: B. Tech or Degree                                                                                                                                                                                                                                                                          | 5                |
|                                                                                                                                                                                     | Three year National Diploma                                                                                                                                                                                                                                                                                          | 4                |
|                                                                                                                                                                                     | N1-N6 certificate or diploma                                                                                                                                                                                                                                                                                         | 3                |
|                                                                                                                                                                                     | Grade 12 or Standard 10 (Matric)                                                                                                                                                                                                                                                                                     | 2                |
|                                                                                                                                                                                     | Experiential learning / Grade 11                                                                                                                                                                                                                                                                                     | 1                |
|                                                                                                                                                                                     | No qualification (s) attached/ submitted                                                                                                                                                                                                                                                                             | 0                |
| <b>Technical Capability/ expertise and track record of the team leader assigned to the project in waste management that include street cleaning and clearing of illegal dumping</b> | <b>Bidder (s) are required to demonstrate that they have the necessary resources and technical expertise to undertake and successfully complete the project.</b>                                                                                                                                                     | <b>30</b>        |
|                                                                                                                                                                                     | <b>Bidder (s) should submit curriculum vitae for the team leader proposed to be employed on the project. Curriculum vitae are to include specific details of this individual including, inter alia, relevant experience and to include three contactable reference, technical qualifications and past experience</b> |                  |

| GUIDELINES FOR CATEGORY CRITERIA                                                  | FUNCTIONALITY (To be determined by project managers in line with scope of work): (GUIDELINES FOR CRITERIA APPLICATION)                                                                                                                                                               |           | WEIGHT |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------|
|                                                                                   | Experience of team leader assigned to the project in waste management that include street cleaning and clearing of illegal dumping                                                                                                                                                   | Indicator |        |
|                                                                                   | More than 4 year to 5 years 'or more experience                                                                                                                                                                                                                                      | 5         |        |
|                                                                                   | More than 3 year to 4 years' experience                                                                                                                                                                                                                                              | 4         |        |
|                                                                                   | More than 2 year to 3 years' experience                                                                                                                                                                                                                                              | 3         |        |
|                                                                                   | More than 1 year to 2 years' experience                                                                                                                                                                                                                                              | 2         |        |
|                                                                                   | 0 to 1 year experience                                                                                                                                                                                                                                                               | 1         |        |
|                                                                                   | less than 1 year experience or No experience and                                                                                                                                                                                                                                     | 0         |        |
| The company's experience, track record and knowledge in Waste Management Projects | Bidder (s) are required to demonstrate relevant past experience and competency of the company in project management preferably in Waste Management Projects (i.e. street cleaning, removal or clearing illegal dumps, waste collection, recycling operation of buy back center etc.) |           | 20     |
|                                                                                   | Bidder (s) should submit full details of at least reliable contactable signed references for projects of a similar scope which were successfully completed in the previous years in waste management which include street cleaning and clearing of illegal dumping                   |           |        |
|                                                                                   | Company experience in Waste management projects (i.e. street cleaning, removal or clearing illegal dumps, waste collection, recycling operation of buy back center etc.)                                                                                                             | Indicator |        |
|                                                                                   | 4 Positive reference letters                                                                                                                                                                                                                                                         | 5         |        |
|                                                                                   | 3 Positive reference letters                                                                                                                                                                                                                                                         | 4         |        |
|                                                                                   | 2 Positive reference letters                                                                                                                                                                                                                                                         | 3         |        |
|                                                                                   | 1 Positive reference letters                                                                                                                                                                                                                                                         | 2         |        |
|                                                                                   | Positive reference letter not relevant to project                                                                                                                                                                                                                                    | 1         |        |
|                                                                                   | No positive reference letter has been attached                                                                                                                                                                                                                                       | 0         |        |
| TOTAL POINTS ON FUNCTIONALITY                                                     |                                                                                                                                                                                                                                                                                      |           | 100    |

## 8.6. PHASE 5: Preference Point System 80/20

**8.6.1** The **fifth phase** is to perform an evaluation of Price and BBBEE on the bidders, that successful qualified on phase 4 (functional evaluation).

**8.6.2 Calculation of points for price** - The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-

rata basis. Where functionality is set as criteria, only bid proposals that meets functionality requirements will be considered to be evaluated on price and B-BBEE.

- 8.6.3 Calculating of points for B-BBEE status level of contribution** - Points will be awarded to a bidder for attaining the B-BBEE status level of contribution or a sworn affidavit certified by the commissioner of oath in accordance with the table below:

| <b>Phase 4: The following table must be used to calculate the B-BBEE scores (80/20)</b> |                                 |
|-----------------------------------------------------------------------------------------|---------------------------------|
| <b>PRICE</b>                                                                            |                                 |
| <b>B-BBEE Status Level Contributor</b>                                                  | <b>Number of points (80/20)</b> |
| 1                                                                                       | 20                              |
| 2                                                                                       | 18                              |
| 3                                                                                       | 14                              |
| 4                                                                                       | 12                              |
| 5                                                                                       | 8                               |
| 6                                                                                       | 6                               |
| 7                                                                                       | 4                               |
| 8                                                                                       | 2                               |
| Non –compliant contributor                                                              | 0                               |

## **9 BID SUBMISSION REQUIREMENTS**

- 9.1. Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:

9.1.1. The service provider must draft a table of content which will indicate where each document is located in the proposal

9.1.2. The proposal shall consist of two parts, namely the technical bid and the pricing bid (master and copy). In case bidder consider bidding in more than one province or all nine provinces the pricing bid must clearly indicate the provinces and all prices per provinces.

9.1.3. The information in the CV of the proposed Team Leader and Team Members should include relevant experience in the chosen area of expertise.

9.1.4. Project reference specifying the role played by the service provider in the listed projects or assignments, project value and the duration of the project (start and end date).

9.1.5. A detailed Project Plan with clear indication of who will be responsible for the management of the assignment as well as its execution. The allocation of team members on the assignments should be based on the experience in delivering the scope of work as listed.

- 9.1.6. Standard bidding documents (SBD1, 2, Pricing Schedule, 4, 6.1, 8 and 9).
- 9.1.7. Tax compliance status requirements and/ or Central Supplier Database (CSD) number or report.
- 9.1.8. Certified copies of identity documents of directors and shareholders of the company.
- 9.1.9. Entity registration Certificate (CK1) and Letter of Authority to sign documents on behalf of the company.
- 9.1.10. Tenderers must submit one proposal the each bid clearly marked “**original**” together with the financial proposal (Pricing Schedule).
- 9.1.11. The bid envelope with the technical proposal including the following:
- A valid copy of the Tax Clearance Certificate or Tax Compliance Status Pin issued by SARS or copy of CSD/ MA Supplier Number.
  - Entity registration Certificate (CK1)
  - A response to the terms of reference.
  - A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (excluding cost for the project).
  - profile of the company and description of similar work undertaken,
  - numbers, names and CVs of consultants assigned to the project, including their roles and responsibilities,
  - Agreement between service providers in the case of a joint venture/Consortium
  - Letter of authority to sign documents on behalf of the company/joint venture/Consortium.
- 9.1.12. The bid envelope with the financial proposal (pricing schedule or other spreadsheets with all cost related items, cost breakdown) (original).

## **10. SPECIAL CONDITIONS OF CONTRACT**

- 10.1. The performance measures for the delivery of the project management services for the cleaning of the streets, clearing and removal of illegal dumps by Tractor-Loader-Backhoe excavation and removal and transportation to the waste disposal facility will be closely monitored through the Service Level Agreement (SLA) by the DFFE.
- 10.2. The Service Provider/s will submit monthly progress reports both on soft and hard copies to DFFE and DESTEA, within 4 days after the end of each month and quarter for the duration of the project. Failure to submit the required reports on time may result in penalties.

- 10.3. The appointed service provider will be required to have registered for the Liability Insurance before commencement of the contract
- 10.4. The Service Provider/s must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract. Prior to the appointment of a replacement, the Programme Manager must approve such appointment. If the senior has to leave the project, a period of at least a month is required, in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed able to transfer skills and knowledge.
- 10.5. A breakdown of the hourly tariff inclusive of value-added tax for services rendered. Expenditure incurred without the prior approval of the Programme manager will not be reimbursed.
- 10.6. DFFE will not be held responsible for any costs incurred by the service providers in the preparation, presentation and submission of the proposal.
- 10.7. The Project Manager shall do the ongoing management of the Service Level Agreement (SLA).
- 10.8. The basic training of participants on waste management will be conducted by the national and provincial department including the municipality.
- 10.9. All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail.
- 10.10. The copy Tax Clearance Certificate must be submitted together with the proposal.
- 10.11. The proposals should be submitted with all required information containing technical information.
- 10.12. Bidders failing to meet pre-qualification and/or mandatory requirements will automatically be disqualified.
- 10.13. Service Providers are requested to submit the original and valid B-BBEE Status Level Verification Certificate or certified copies thereof issued by verification agencies accredited by SANAS only or an original or certified copy of DTI sworn affidavit in terms of Codes of good practice” indicating that service provider is an EME.
- 10.14. 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.
- 10.15. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as

if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate proposal.

- 10.16. In the event that the application is made by a Joint Venture or Partnership, the accreditation credentials in name of joined entity should be submitted. Both members in the joint venture must meet the requirement of the proposal.
- 10.17. Skills transfer to four municipal officials as identified by the municipality.
- 10.18. Poor or non-performance by the bidder will result in cancellation of works orders.
- 10.19. Intellectual property rights will belong to DFFE.
- 10.20. DFFE reserves the right to award the contract to one or more than one service provider or only part thereof e.g. (per Municipality or per Region).

## **11. SUB-CONTRACTING CONDITIONS/ REQUIREMENTS**

- 11.1. In a case a tenderer is intending to sub-contract portion of work, such tenderer awarded a contract may only enter into sub-contracting arrangements with the approval of the department.
- 11.2. In relation to a designated sector, a contractor will not be allowed to subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 11.3. A tenderer will not be awarded the points claimed for B-BBEE status level of contribution or contract if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 11.4. The contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

## **12. PAYMENT TERMS**

- 12.1. DFFE undertakes to pay out in full or as per deliverables within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions.

- 12.2. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.

### **13 TECHNICAL ENQUIRIES**

- 13.1. Should you require any further information in this regard, please do not hesitate to contact:

**Name:** Malcolm Mogotsi

**Name:** Sindiswa Duma

**Telephone No.:** 012 399 9805/082 881 3378

**Telephone No.:** 012 399 9810/083 790 4857

**E-Mail:** [MMogotsi@environment.gov.za](mailto:MMogotsi@environment.gov.za)

**E-Mail:** SPDuma@[environment.gov.za](mailto:SPDuma@environment.gov.za)

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**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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## **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 for each appropriate unit of the supplied goods;

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

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

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

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

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

#### **15. Warranty**

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

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

- |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>16. Payment</b>                              | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>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.</p> <p>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.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>17. Prices</b>                               | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>18. Contract amendments</b>                  | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>19. Assignment</b>                           | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>20. Subcontracts</b>                         | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>21. Delays in the supplier's performance</b> | <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> |

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

|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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|                                                              | (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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>29. Governing language</b>                                | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>30. Applicable law</b>                                    | 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>31. Notices</b>                                           | <p>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</p> <p>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.</p>                                                                                                                                                                                                                            |
| <b>32. Taxes and duties</b>                                  | <p>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.</p> <p>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.</p> <p>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.</p>                                                                                                         |
| <b>33. National Industrial Participation Programme (NIP)</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>34 Prohibition of Restrictive practices</b>               | <p>34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).</p> <p>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.</p> |

- 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.



# DEPARTMENT OF ENVIRONMENTAL AFFAIRS

## BAS ENTITY MAINTENANCE FORM

### Head Office Only

Date Received \_\_\_\_\_  
Safetynet Capture \_\_\_\_\_  
Safetynet Verified: \_\_\_\_\_  
BAS/LOGIS Capt \_\_\_\_\_  
BAS/LOGIS Auth \_\_\_\_\_  
Supplier No. \_\_\_\_\_

### The Director General

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

**Please ensure information is validate as per required bank screens .**

I/We understand that bank details provided should be exactly as per record held by the banks.

**I/We understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.**

### Company / Personal Details

Registered Name

Trading Name

Tax Number

VAT Number

Title:

Initials:

Full Names

Surname

Persal Number

### Address Detail

Address

( Compulsory if Supplier )

Physical

Postal

Postal Code

### New Detail

☐ New Supplier information ☐ Update Supplier information

Supplier Type:

☐ Individual  
☐ Company  
☐ CC

☐ Department  
☐ Trust  
☐ Other ( Specify )

☐ Partnership

\_\_\_\_\_

Department Number

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| Supplier Account Details (To be <i>Verified by the bank, please attach bank letter or 3 months bank statement</i> ) |
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(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

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| <b>ABSA</b> -CIF screen                                        |
| <b>FNB</b> -Hogans system on the CIS4/CUPR                     |
| <b>STD</b> Bank-Look-up-screen                                 |
| <b>Nedbank</b> - Banking Platform under the Client Details Tab |

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### Savings Account

Bond Account

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**\*Please include CC/CK where applicable**

Bank Stamp

| Supplier Contact Details |  |
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Area Code \_\_\_\_\_

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**NB: All relevant fields must be completed**