



REQUEST FOR BIDS

BID DETAILS

BID NUMBER:		FB SETA (21-22) T0004	
CLOSING	Date:	31 JANUARY 2022	
	Time:	11:00 A.M.	
DESCRIPTION:		THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE EVALUATION OF MANDATORY AND DISCRETIONARY GRANTS FOR A PERIOD OF THREE (3) YEARS.	
VIRTUAL COMPULSORY BRIEFING SESSION:		Date	13 DECEMBER 2021
		Time	10:00 A.M.
		Location	Microsoft Teams:

DETAILS OF BIDDER

Organisation/individual:

.....

Contact person:

.....

Telephone/ Cell number:

.....

E-mail address:

.....

DEFINITIONS AND ACRONYMS

AWARD	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
BID	Written offer in a prescribed or stipulated form in response to an invitation by FOODBEV SETA for the provision of goods, works or services
CEP	Community of Expert Practitioners
CONTRACTOR	Organisation with whom FOODBEV SETA will conclude a contract and potential service level agreement after the final award of the contract based on this Request for Bid
CORE TEAM	The core team are those members who fill the non-administrative positions against which the experience will be measured.
ETDP	Education, Training and Development Practitioner
FOODBEV SETA ("FBS")	Food and Beverage Manufacturing Sector Education and Training Authority
ORIGINAL BID	Original document signed in ink, or Copy of original document signed in ink,
ORIGINALLY CERTIFIED	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
QCTO	Quality Council for Trades and Occupations
QDF	Qualification Development Facilitator
SCHEDULE 3A ENTITY	As per the classification by National Treasury these refer to other National public entities
SCM	Supply Chain Management
SLA	Service Level Agreement
End to End	Means the entire evaluation process from start to finish, including compliance evaluation, calibration of processes, evaluation of submissions, and submitting recommendations of Mandatory and Discretionary grants applications to the FoodBev SETA grants award committee.
Evaluation of Grants	Includes verification of all information submitted against the FoodBev SETA Grant Funding Policy and the SETA Grant Regulations.
Discretionary Grants/ Partnerships	Discretionary grants/partnerships are agreements entered into at the discretion of SETA management for skills development projects linked to critical skills and skills development needs motivated by companies. These grants are applicable when an employer/partner addresses the sector's scarce and critical skills through PIVOTAL programmes (Professional, Vocational, Technical and Academic learning programmes) that result in occupational qualifications or part qualifications on the National Qualifications Framework (NQF).

RFP NUMBER: FB SETA (20-21) T0004

SECTION A

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FOR THE EVALUATION OF MANDATORY AND DISCRETIONARY GRANTS FOR A PERIOD OF THREE (3) YEARS.

1.1. BACKGROUND

- 1.1.1.** The Food and Beverages Manufacturing SETA ("FoodBev SETA") is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev SETA is currently operating in Johannesburg at Number 7 Wessel, Rivonia Sandton. FoodBev SETA's function is to promote, facilitate and incentivize skills development in the Food and Beverages Manufacturing Sector. FoodBev SETA is one of the 21 Sector Education and Training Authorities (SETAs) across the economy mandated to implement the National Skills Development Plan (NSDP) outcomes.
- 1.1.2.** The SETA Grant Regulations require SETAs to allocate Mandatory Grants to levy paying employers that have met certain criteria and requirements as set out by a SETA.
- 1.1.3.** The Regulations further allow for SETAs to prepare and distribute grant applications and project proposal forms in a manner that enables opportunities for a legal person/s, including enterprise/s of different sizes, such as small and micro enterprises, Non-Government Organisations and Cooperatives in the sector to apply for Discretionary Grants.
- 1.1.4.** To ensure compliance with the Grant Regulations, FoodBev SETA evaluates Mandatory and Discretionary grants
- 1.1.5.** Some of the compliance checking will be done through an online tool to increase efficiency, however the successful bidder will be required to verify the correctness of the system verifications.
- 1.1.6.** Multiple windows may be opened per annum for Discretionary Grants. The evaluation process will include but not limited to the below in 1.4.

1.2. PURPOSE

FoodBev SETA hereby invites knowledgeable and experienced service providers to conduct the online compliance and evaluation services for the Mandatory and Discretionary grants applications in line with the grant funding criteria

1.3. THE MAIN OBJECTIVES

The service provider needs to ensure that the Mandatory and Discretionary Grants process is transparent, dependable, reasonable, fair, and equitable.

The objective of this project is intended to achieve the following:

- 1.3.1. Overall Evaluation Process:** To conduct end to end (i.e., compliance, calibration, evaluation, and recommendation) of Mandatory and Discretionary grants applications to the FoodBev SETA grants adjudication committee.
- 1.3.2. Reports:** To produce a report for each of the phases of the evaluation, i.e. compliance and evaluation.
- 1.3.3. Criteria:** To conduct the grant evaluations for compliance and the actual evaluation of applications by strictly adhering to grant funding policy and SETA grant regulations

1.4. SCOPE OF WORK

1.4.1 THE VERIFICATION AND EVALUATION OF APPLICATIONS FOR MANDATORY GRANTS

- a)** Verification and evaluation for Mandatory Grants applications received against the approved criteria stipulated in the FoodBev SETA Grant Funding Policy and SETA Grant Regulations
- b)** Maintain a clear and unambiguous record of verification and evaluation proceedings.
- c)** Manage and implement the evaluation process from initiation to recommendation stage.
- d)** Evaluations of Mandatory grants include actual evaluation of all submitted applications, review of requests for extension, appeals prior to approval of discretionary and mandatory grants in compliance with policy requirements.
- e)** Ensure that all evidence pertaining to the compliance or non-compliance of entities is maintained.
- f)** Compile a report, and a submission recommending entities to the FoodBev SETA adjudication and the award committee.
- g)** Ensure all applications submitted are evaluated and recommended for approval or rejection and provide valid reasons for any non-recommended applications.

1.4.2 THE EVALUATION OF APPLICATIONS FOR DISCRETIONARY GRANTS

- a)** Accurate verification and evaluation for Discretionary grants applications received against the approved criteria stipulated in the FoodBev SETA Grant funding Policy and SETA grant regulations.

- b)** Obtain DG applications from FBS (access online), review if all mandatory documents were submitted by each applicant. Evaluate the validity of each of the mandatory documents submitted by each of the applicants. Conduct evaluation of each application and make recommendation to FBS Grant adjudication committee.
- c)** Compile and submit evaluation reports with recommendations and support processes for consideration and decision-making purposes by relevant structures within the FoodBev SETA. Ensure all applications submitted are evaluated and recommended for approval or rejection and provide valid reasons for non-recommended applications.
- d)** Produce status reports with every phase in the evaluation process.

1.5. DETAILED PROJECT IMPLEMENTATION PLAN AND METHODOLOGY

- 1.5.1.** The bidders' submission/responses should outline the bidder's complete proposal, incorporating methodology, understanding of scope, implementation plan, resources to be deployed (demonstrate experience & qualifications) and the ability to serve multiple stakeholders within approved timeframes and costs.
- 1.5.2.** FoodBev SETA will select a preferred supplier based on FoodBev SETA's evaluation of:
 - 1.5.2.1.** The extent to which the bidder's documents demonstrate that they offer the best value for money.
 - 1.5.2.2.** Technical capability.
 - 1.5.2.3.** Relevant experiences including references.
 - 1.5.2.4.** Experience in data processing.
 - 1.5.2.5.** Capacity in related tasks.
 - 1.5.2.6.** A detailed implementation plan and schedule based on the required activities.
- 1.5.3.** The successful bidder is expected to operate from the FoodBev SETA offices (considering the prevalent restrictions). The resources to be deployed must be as per the bidder's proposal. Any changes to resources deployed to this project must be submitted to the FBS CFO for his approval. It is important to note that the resource changes must be of similar knowledge, skill, qualifications and experience
- 1.5.4.** The scope of work is applicable to each funding window.
- 1.5.5.** The bidder is expected to provide a detailed project plan per funding window, outlining the rates applicable to each resource to be deployed, and estimated timeframes to completion. The project plan will be reviewed and agreed for at each evaluation stage.
- 1.5.6.** The service provider must have the following related competencies:
 - a)** Have experience in skills development and project management.

- b) Extensive knowledge of Discretionary & Mandatory Grants in the SETA environment.
- c) Provide details of their track record in similar or related projects.
- d) Provide the project name, organisation and the contact's name and details

1.6. MONITORING AND REPORTING REQUIREMENTS

1.6.1. The service provider will be required to provide the following information for monitoring and evaluation purposes:

Management reports

- a) Implementation plan and schedule for the project
- b) Compliance and Evaluation reports with recommendations
- c) Adjudication reports with recommendations
- d) Progress reports on a weekly, monthly, quarterly basis and/or adhoc basis (aligned to a specific funding window).
- e) Close out reports.
- f) Any other reports that FoodBev SETA may deem necessary from time to time.

1.7. DURATION

The contract will be for a period not exceeding three (3) years from effective date (aligned to each funding window for the duration of the contract). The opening of funding window will be at the discretion of FoodBev SETA and the requirement for the evaluation of the grants will be on a when and needed basis.

1.8. VALIDITY PERIOD

The Bidder is required to confirm that it will hold its proposal valid for 120 days from the closing date of the submission of proposals, during which time it will maintain without change (unless a change is required due to events beyond the bidder's control) the personnel proposed for the services together with their proposed rates.

1.9. AVAILABILITY OF DATA/INFORMATION TO THE POTENTIAL SUPPLIER RELEVANT TO THE BID

The FoodBev SETA Strategic Plan, Sector Skills Plan, Annual Performance Plan and Grant Funding Policy are available on the FoodBev SETA website. www.FoodBev.co.za

1.10. PRICE SPECIFICATION REQUIREMENTS

Please provide prices broken down as per table below: Bidders must submit a detailed

pricing schedule on a separate envelope. It should be noted that payments are made within 30 days of receipt of a valid and not disputed invoice with a statement. Payments will be based on delivery of a project as agreed upon.

#	Name (description) of the resource to be deployed	Role & responsibility	Rate per hour
1.	Projects Director: Client Liaison	Quality assurance and governance matters	
2.	Project Manager	Lead the team and manage the whole project to ensure project success	
3.	IT Systems and BA IT Specialist	System analysis and extraction of reports	
4.	Lead Mandator, Discretionary Grants and Special Projects	To ensure that the DG, MG and Special Projects compliance and evaluation are done in line with the Grant Funding Policy.	
5.	Project Administrators	Provide day to day administration activities related to MG, DG and Special Projects evaluations.	

- Bidders must justify any additional/ (removal) of any of the resources proposed above.

SECTION B

2.1. THE BID EVALUATION PROCESS

Bid submissions will be evaluated in accordance with the below tender evaluation stages:

2.1.1. Stage 1: Mandatory Criteria:

Bidders must comply with the following three (3) mandatory compliance criteria to qualify to the next stage of evaluation:

Criteria	Description of the criteria
1)	Attendance of the virtual compulsory briefing session. It is important for all bidders to log-on, on time, as essential information relevant to the bid will be shared with all prospective bidders. - Microsoft teams link to the compulsory briefing session will be uploaded in the FoodBev SETA webpage
2)	The potential bidder must submit two (2) bid proposals as follows: i. Two (2) hard copy (1 original and 1 copy) and

Criteria	Description of the criteria
	ii. One (1) electronic copy in PDF format saved on a memory stick, clearly marked, and indexed.
3)	Professional Accreditation: - The bidder (or any human resource to be deployed at a senior level) must submit proof of accreditation with a professional body such as IRBA, SAICA, IIA (SA), project management affiliations such as Project Management Institute (PMI) or any professional body relevant to the assignment. The onus is on the bidder to submit evidence of accreditation or substantiate relevance of accreditation to the assignment.

Please Note: Bidders need to ensure that their bid proposals are properly bonded (not stapled), **clearly numbered and ***divided indexed. Ensure your softcopy submission is (exactly) the same as your hardcopy submission

- **Non-compliance to the mandatory evaluation criteria will result in a bid submission being rejected.**

2.1.2. Stage 2: Functionality Evaluation

The minimum threshold for the functionality evaluation is **75.00 points** for this category. Bidders that do not meet this minimum threshold for this category will not proceed to the next stage of evaluation of the tender.

FUNCTIONAL EVALUATION CRITERIA		Weighting
EXPERIENCE IN THE IMPLEMENTATION OF MANDATORY AND DISCRETIONARY GRANT SUPPORT		30,00
The bidder must submit reference letters or testimonials for similar work completed in the last five (5) years. The reference letters or testimonial must have the following details: ▪ The reference letter/ testimonial must be in the referees' company letterheads ▪ Project name/description, ▪ The organisation, ▪ The contact's name and details on the referee's company. Reference checks will be conducted on the above criteria. It is, therefore, the responsibility of the bidder to ensure that the reference letters/ testimonials submitted contain this information.		
Score allocation	Points	
• Three (3) reference letters / testimonials submitted	15,00	
• Two (2) reference letters / testimonials submitted	10,00	
• One (1) reference letters / testimonials submitted	5,00	
• No reference letters / testimonials submitted	0,00	
• An extra 15,00 points will be awarded to bidders with SETA related experience in the evaluation of grant applications within the past 5 (five) years.	15,00	
EXPERIENCE OF THE PROJECT TEAM: PROJECT MANAGER		Weighting
The project manager must have at least five (5) years' experiences as a project manager in the execution/ implementation of similar projects and possess at least an NQF level 8 qualification in Project Management, Auditing, Administration or equivalent. Please Note: Points will only be allocated if the proposed project manager is in possession of the required years of experience and the necessary qualifications.		20,00
More than ten (10) Years' Experience and relevant Qualifications	20,00	
More than five (5) Years' but less than (10) ten Years' Experience and relevant Qualifications	15,00	
Five (5) Years' Experience and relevant Qualifications	10,00	
Less than Five (5) Years' Experience and/or relevant Qualifications	0,00	
REQUIRED SUPPORTING DOCUMENTATION: Certified copy of the required NQF level 8 relevant qualification(s). Note that foreign qualifications must be evaluated and approved by SAQA for the bidder to be eligible for points. An Abridged CV of the project manager clearly showing relevant experience must be submitted.		
EXPERIENCE OF THE PROJECT TEAM: PROJECT TEAM		Weighting
A minimum of 3 (three) project team members including supervisors with at least three (3) years' experiences in the administration of similar projects (i.e., data capturing and records management/filing, compliance checks, and/or evaluations). ▪ Demonstrate ability to develop and manage project plan, milestones and/or databases. ▪ Demonstrate quality control and assurance measures; and ▪ Demonstrate ability to manage large volumes of information and file maintenance.		20,00

FUNCTIONAL EVALUATION CRITERIA		Weighting
Provide a detailed outline of experienced project team, with roles and responsibilities in the project The CVs of project team to be allocated to this project, must clearly detail their experience in implementing similar projects. The project team members should possess at least an NQF level (6) qualification in Project Management or Auditing or Data analyst or Data Assurance or equivalent The bidder must describe the role(s) of each resource. The number of resources that is proposed should be factored in the price of the services to be provided by the proposed team members. Points to be awarded only for: [1] Certified copies of qualifications (foreign qualifications must be evaluated and approved by SAQA), and [2] Experience of proposed team members include all required areas		
More than four (4) members with more than three (3) years' relevant experiences in the SETA Grant administration processes illustrated in the CVs and relevant Qualifications	20,00	
At least four (4) members with more than three (3) years' relevant experiences in the SETA Grant administration processes illustrated in the CVs and relevant Qualifications	15,00	
Three (3) members with three (3) years' relevant experiences in the SETA Grant administration processes illustrated in the CVs and relevant Qualifications	10,00	
Less than three (3) experienced CV and relevant qualifications	0,00	
REQUIRED SUPPORTING DOCUMENTATION: Certified copy of the required NQF level 6 relevant qualification(s). Note that foreign qualifications must be evaluated and approved by SAQA for the bidder to be eligible for points. The bidder must also submit abridged CVs for each proposed team member clearly showing their allocated role in the project and their respective relevant experience.		
APPROACH AND METHODOLOGY		
The bidder must submit a proposed methodology on how the grant compliance and evaluations will be conducted in line with FoodBev relevant regulations, planning documents and policies. The bidder should also indicate how the due diligence processes will be conducted, this should not be a copy and paste of FBS policies or be academic. Bidder must clearly indicate how the due diligence will be conducted (practically).		
Project approach and methodology for evaluation that includes the full scope of work, required timeframes and deliverables, and covers the on-line application system. Inclusion of a project plan which indicates activities and timeframes that adhere to the terms of reference.		
Project proposal and approach that demonstrates a comprehensive and relevant approach to the requirements of the specifications. The proposal must contain detailed breakdown of activities that will lead to achievement of the expected outputs of the project scope outlines in section 1.4 of the bid document, highlighting for: - The review of compliance of all applicants - The Evaluation of Mandatory Grants Applicants - The Evaluation of Discretionary Grants Applicants - The Evaluation of Special Projects Applicants - Recommendations - Contracting - Reporting		
Score allocation	Points	
Excellent (More than all elements are explained in detail (in a practical way and not just an academic, copy and paste from different resources proposal))	30,00	30,00

FUNCTIONAL EVALUATION CRITERIA		Weighting
Very Good (all elements are explained in detail (in a practical way and not just an academic, copy and paste from different resources proposal))	25,00	
Average (At least 50% of the elements are explained in detail)	15,00	
Below Average (Ambiguous methodology and all elements indicated are unrelated or of a low quality)	5,00	
Poor (elements not discussed)	0,00	
Total		100,00

Bidders **MUST** complete Annexure A – KEY PERSONNEL template for all proposed Human resources for this project.

2.1.3. Stage 3: The Preferential Procurement Policy Framework Regulations

The 80/20 preference points system for the acquisition of goods or services with a Rand value equal to or above R30 000 and up to R50 million as follows:

Where:

Criteria	Means of verification	Points
Price	Total Bid Price	80.00
B-BBEE Status Level Verification certificate from accredited verification agencies/or SWORN Affidavits	B-BBEE Level Contributor	20.00
Total Points		100.00

SECTION C

3.1. TENDER SUBMISSION INSTRUCTIONS

- 3.1.1.** Tenders should be submitted in triplicate consisting of one hard copy and one electronic copy, all bound in a sealed envelope endorsed, **BID NO: FB SETA (21-22) T0004: THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FOR THE EVALUATION OF MANDATORY AND DISCRETIONARY GRANTS**. The sealed envelope must be placed and be deposited in the FoodBev SETA Tender Box, Ground Floor, 7 Wessel St, Rivonia, Sandton, 2128 no later than closing time and date.
- 3.1.2.** Bids must be submitted in a prescribed response format herewith enclosed as 'Response Format'.
- 3.1.3.** The closing date, company name and the return address must also be endorsed on the envelope.
- 3.1.4.** If a courier service company is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the tender box. FoodBev SETA will not be held responsible for any delays where tender documents are handed to the FoodBev SETA Receptionist and/or arrives late.
- 3.1.5.** No bids received by telegram, telex, email, facsimile, or similar medium will be considered.
- 3.1.6.** Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender. FoodBev SETA reserves the right not to consider/evaluate any late tender response.
- 3.1.7.** All the documentation submitted in response to this bid must be in English.
- 3.1.8.** The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the tender document.
- 3.1.9.** Bids submitted by bidders must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors (if applicable), a copy of which Resolution, duly certified be submitted with the Tender.
- 3.1.10.** Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by FoodBev SETA regarding anything arising from the fact that pages are missing or duplicated.
- 3.1.11.** A valid tax clearance certificate or confirmation of pin must be included in the bid response.
- 3.1.12.** A copy(s) of certificates from the organizations/ bodies that the bidder is affiliated to must be included in the bid response.

RESPONSE FORMAT

4.1. Bidders are requested to note that this is a guidance to responding to the evaluation criteria as detailed above. The soft and hard copy responses from all bidders must be prepared in line with the following section:

4.1.1. Cover Page: The cover page must clearly indicate the bid reference number, bid description and the bidder's name.

4.1.2. Schedule 1:

4.1.2.1. Executive Summary/Cover Letter – The cover letter should be brief (not more than two pages maximum). Describe why your company/consortium considers it to be best qualified to achieve any of the services listed in scope of work

4.1.2.2. Brief company profile (Five pages maximum)

4.1.2.3. Qualifications and Experience – This section shall contain relevant information on qualifications and experience related to the relevant profession.

4.1.2.4. List of Project team – This list should include the identification of the contact person who will have primary responsibility for the FoodBev SETA contracts, other personnel to be used for project planning, documentation, and supervision, including partners and/or sub-consultants.

4.1.2.5. Signature Requirements: All bids must be signed. A bid may be signed by an officer or other agent of a registered vendor, if authorised to sign contracts on its behalf; a member of a consortium or joint venture or other agent authorised by a Power of Attorney. The name and title of the individual(s) signing the bid must be clearly shown immediately below the signature.

4.1.2.6. All tender document standard bidding documents (SBD documents) (duly completed and signed)

4.1.3. Schedule 2:

4.1.3.1. Valid tax clearance certificate or confirmation of pin.

4.1.3.2. Certified copies of the bidders CIPC / or company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company.

4.1.3.3. Original certified copy of the company's or individual professional accreditation (not a copy of a certified copy)

4.1.3.4. Certified ID copies of all directors.

- 4.1.3.5.** A certified copy of the B-BBEE certificate (or an original affidavit signed by a Commissioner of Oaths regarding the B-BBEE status)
- 4.1.3.6.** Submission of proof of the bidder's registration on the CSD (Full report)

Note: If a Consortium, Joint Venture or Subcontractor, the documents listed above must be submitted for each Consortium/ JV member or subcontractor. A consolidated B-BBEE certificate is required for Joint Venture bidders

ANNEXURE A: KEY PERSONNEL EXPERIENCE

FOOD & BEVERAGES MANUFACTURING SECTOR EDUCATION AND TRAINING AUTHORITY (FOODBEV SETA)

FB SETA (21-22) T0004 -THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE EVALUATION OF MANDATORY AND DISCRETIONARY GRANTS FOR A PERIOD OF THREE (3) YEARS

NOTE TO BIDDERS:

THE BIDDER SHALL INSERT IN THE SPACES PROVIDED BELOW DETAILS OF THE KEY PERSONNEL REQUIRED TO BE IN THE EMPLOYMENT OF THE TENDERER TO BE CONSIDERED FOR AWARD OF THIS CONTRACT.

NAME	POSITION IN TEAM	ID No	HIGHEST QUALIFICATION	PROFESSIONAL REGISTRATION	No OF YEARS EXPERIENCE	No OF YEARS EXPERIENCE IN THE SETA SPACE

SECTION D

4.1. Compliance Documents and Conditions to Tender

1)	GENERAL
1.1	The Bidder must clearly state if a deviation from these special conditions is offered and the reason thereto. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, the FoodBev SETA will assume that the Bidder is complying or in agreement with the statement(s) as specified in this bid.
1.3	Bids not completed in this manner may be considered incomplete and rejected.
1.4	FoodBev SETA shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.
2)	CANCELLATION OF PROCUREMENT PROCESS
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of FoodBev SETA provided that such cancellation or postponement takes place prior to entering a contract with a specific service provider to which the bid relates.
3)	BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA
3.1	The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted. Noncompliance to any of these will result in a bid being rejected.
4)	NEGOTIATION AND CONTRACTING
4.1	FoodBev SETA have the right to enter into negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award ¹ or promise/ undertaking to award the contract.
4.3	FoodBev SETA shall not be obliged to accept the lowest or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The FoodBev SETA has delegate the designated signatory to the contract as the Chief Financial Officer.

¹ See GLOSSARY.

4.5	FoodBev SETA also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.
5)	ACCESS TO INFORMATION
5.1	All bidders will be informed of the status of their bid once the procurement process has been completed.
5.2	Requests for information regarding the bid process will be dealt with in line with the FoodBev SETA SCM Policy and relevant legislation.
6)	REASONS FOR REJECTION
6.1	FoodBev SETA shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract or did not comply with the requirements of this bid. FoodBev SETA reserves the right not to proceed with the award of the proposal, in accordance with the Preferential Procurement Regulations, 2017
6.2	The FoodBev SETA may disregard the bid of any bidder if that bidder, or any of its directors: ☐ Have abused the SCM system of the FoodBev SETA. ☐ Have committed proven fraud or any other improper conduct in relation to such system. ☐ Have failed to perform on any previous contract and the proof exists. Such actions shall be communicated to the National Treasury.
7)	GENERAL CONDITIONS OF CONTRACT
7.1	The General Conditions of Contract must be accepted.
8)	ADDITIONAL INFORMATION REQUIREMENTS
8.1	During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 2 working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded or rejected.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
9)	CONFIDENTIALITY
9.1	The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
10)	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT

10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.
11)	NON-COMPLIANCE WITH DELIVERY TERMS
11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, FoodBev SETA must be given immediate written notice to this effect. FoodBev SETA reserves the right to implement remedies as provided for in the GCC.
12)	WARRANTS
12.1	The bidder warrants that it can conclude this Agreement to the satisfaction of FoodBev SETA.
13)	PARTIES NOT AFFECTED BY WAIVER OR BREACHES
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14)	RETENTION
14.1	On termination of this agreement, the bidder shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to FoodBev SETA.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
15)	CENTRAL SUPPLIER DATABASE
15.1	It is a requirement that all suppliers/ services providers to FoodBev SETA shall be registered on the National Treasury Central Supplier Database (CSD).
15.2	Bidders are therefore required to register as a supplier on the CSD before submitting a bid. The CSD website can be accessed on the following link: http://ocpo.treasury.gov.za/Pages/default.aspx

15.3	Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their bid.
15.4	No bid will be awarded, and a contract concluded with a bidder who is not registered on the CSD.
16)	FORMAT OF BIDS
16.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.
16.2	Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. <u>Information not submitted in the relevant part, may not be considered for evaluation purposes.</u>
16.3	Part 2: SARS Tax Clearance Certificate(s)
16.3.1	Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status. Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za. Bidders may also submit a printed TCS together with the bid. In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate proof of TCS/ PIN/ CSD number. Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided. Bids submitted without any one of the above, will be deemed to be non-responsive.
16.4	Declaration of Interest
16.4.1	Each party to the bid must complete and return the "Declaration of Interest" Bids submitted without a complete and signed Declaration of Interest <u>will</u> be deemed to be non-responsive.
16.5	Declaration of Bidder's past Supply Chain Management practices
16.5.1	Each party to the bid must complete and return the "Declaration of bidder's past Supply Chain Management practices" Bids submitted without a completed and signed Declaration of bidder's past Supply Chain Management practices <u>will</u> be deemed non-responsive.
16.6	Certificate of Independent Bid Determination
16.6.1	Each party to the bid must complete and sign the Certificate Bids submitted without a completed and signed Certificate of Independent Bid Determination <u>will</u> be deemed non-responsive.

16.7	Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017
16.7.1	Bidders must complete, sign and return the full "Preference Points Claim Form" document. In addition, a valid BEE certificate must be submitted. Quotes submitted without a completed and signed Preference Points Claim Form and a valid BEE certificate will be awarded zero points for preference.
16.8	Invitation to Bid
16.8.1	Bidders must complete, sign and return the full "Invitation to Bid" document. Bids submitted without a completed and signed Invitation to Bid <u>will</u> be deemed to be non-responsive.
16.9	Pricing Schedule
16.9.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and Bidders are expected to submit a costing that is fair and reasonable.
16.9.2	All costs related to this assignment are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission. Bids submitted without a price or with an incomplete price, <u>will</u> be deemed to be non-responsive.
16.9.3	A pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.
16.10	Registration on the CSD
16.10.1	In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database. Bids submitted without the required proof, <u>will</u> be deemed to be non-responsive.
16.11	Registration Certificates
16.11.1	Registration with professional bodies Bids submitted without proof <u>will</u> be deemed to be non-responsive.

I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in above.

Name of Bidder:

Signature of Bidder:

Date:

SBD 1 - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FOOD AND BEVERAGE MANUFACTURING SETA					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (<i>STREET ADDRESS</i>)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

.....

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

DATE:

SBD 3.3: PRICING SCHEDULE: PROFESSIONAL SERVICES

NAME OF BIDDER:

BID NO.

CLOSING TIME

CLOSING DATE

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID

ITEM	DESCRIPTION	BID PRICE IN RSA CURRENCY
NO		**(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 WITH THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST RENDERED IN TERM HEREOF)

4.	PERSONS AND POSITION	HOURLY RATE	DAILY RATE
		R.....	R.....
		R.....	R.....
		R.....	R.....
		R.....	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.....	R.....
.....	R.....	R.....
.....	R.....	R.....
.....	R.....	R.....

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

DESCRIPTION OF THE EXPENSES	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....

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

DESCRIPTION OF THE EXPENSES	RATE	QUANTITY	AMOUNT
.....			
.....			
.....			
.....			

TOTAL: R.....

6. Period required for commencement with the project after acceptance of bid

.....

7. Estimated man-days for completion of project

R.....

8. Are the rates quoted firm for completion of project? *YES/NO

9. If not firm for the period, provide details of the basis on which adjustments will be applied for, for example consumer index.'

.....

.....

.....

.....

Any enquiries regarding bidding process may be directed to –

FoodBev SETA
07 Wessel Street
Rivonia, Sandton
2128

Tel: 011 253 7300
scm@FoodBev.co.za
Katlego Mashego
Tel: 011 253 7300

SBD 4.1 - DECLARATION OF INTEREST

1. Any legal person, including persons employed by the State², or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or

² “State” means

offers in terms of this invitation to bid (includes a price bid, advertised competitive bid, limited bid or proposal). 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 –

- 1.1. The bidder is employed by the State; and/or
 - 1.2. The bidder is a Management Board member of FoodBev SETA and/or
 - 1.3. 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, etc³): _____
 - 2.4. Company Registration Number: _____
 - 2.5. Tax Reference Number: _____

-
- (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;
- (e) Parliament.

³ “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

2.6. 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/ perusal numbers must be indicated in paragraph 3 below

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.)

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

.....

.....

.....

2.8. Did you or your spouse, or any of the company's directors/shareholders/members or their spouses conduct business with the State in the previous twelve (12) months?

YES / NO

2.8.1. If so, furnish the following 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 the following particulars.

.....

.....

.....

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

YES / NO

2.10.1. If so, furnish the following particulars.

.....

.....

.....

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

YES / NO

2.11.1. If so, furnish the following particulars.

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

Full Name	Identity Number	Personal Tax Reference No	State Employee Number/ Persal Number

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 IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature Date

Position Name of bidder

**SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

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.

GENERAL CONDITIONS

1. The following preference point systems are applicable to all bids:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
2. The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20, 90/10 preference point system shall be applicable;
3. Points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
4. The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE Status Level of Contributor	20
Total points for Price and B-BBEE must not exceed	100

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.
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.

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;

POINTS AWARDED FOR PRICE

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

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

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

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

BID DECLARATION

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

B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4

B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 6 must be in accordance with the table reflected in paragraph 4 and must be substantiated by relevant proof of B-BBEE status level of contributor.

SUB-CONTRACTING

1. Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted?%
- ii) The name of the sub-contractor
- iii) The B-BBEE status level of the sub-contractor
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
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		
OR		
Any EME		
Any QSE		

DECLARATION WITH REGARD TO COMPANY/ FIRM

Name of company/firm:

VAT registration number:

Company registration number:

TYPE OF COMPANY/ FIRM

(Tick applicable box)

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

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

COMPANY CLASSIFICATION

(Tick applicable box)

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

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

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	
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1.	SIGNATURE(S) OF BIDDERS(S) DATE: ADDRESS:
2.	

SBD 7.1 CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1	
2.	

SBD 7.1 - CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as.....
accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

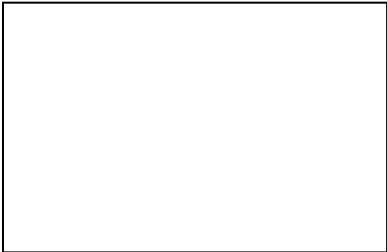
4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP



WITNESSES	
1.	
2.	

SBD 8 - DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 2 The bid of any bidder may be disregarded if that bidder, or any of its directors have:
 - a. abused the FoodBev SETA'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.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
3.1	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? (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). The database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the homepage.	Yes ☐	No ☐
3.1.1	If so, furnish particulars:		
3.2	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)? The Register for Tender Defaulters can be accessed on the National Treasury's website, (www.treasury.gov.za) by clicking on its link at the bottom of the homepage.	Yes ☐	No ☐
3.2.1	If so, furnish particulars:		

3.3	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 ☐	No ☐
3.3.1	If so, furnish particulars:		
3.4	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 ☐	No ☐
3.4.1	If so, furnish particulars:		

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

SBD 9 - CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

FB SETA (21-22) T0004 -(Bid Number and
Description:.....)

in response to the invitation for the bid made by:

FOODBEV SETA

(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:

- ☐ has been requested to submit a bid in response to this bid invitation;
- ☐ could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- ☐ 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 consortium⁴ will not be construed as collusive bidding.

7. Without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- ☐ prices;
- ☐ geographical area where product or service will be rendered (market allocation)
- ☐ methods, factors or formulas used to calculate prices;
- ☐ the intention or decision to submit or not to submit, a bid;
- ☐ the submission of a bid which does not meet the specifications and conditions of the bid; or
- ☐ 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.

⁴ 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

GENERAL CONDITIONS OF CONTRACT

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1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 “Contract” means the written agreement entered into between the purchaser and the 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

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

5. Use of contract documents and information; inspection.

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

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause

5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause

5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

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

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

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

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

(b) a cashier's or certified cheque

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

8. Inspections, tests and analyses

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

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

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

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

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

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

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately

at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

16. Payment

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

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

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

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts 20.1

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

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling 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

28. Limitation of liability

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.

28.1 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

29. Governing language

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

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

30. Applicable law

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

31. Notices

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

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

32. Taxes and duties

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

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

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

34 Prohibition of Restrictive practices

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

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

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

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