



## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	LEDA/SEC/2026/27-4	CLOSING DATE:	08 JULY 2026	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDERS TO RENDER SECURITY SERVICES FOR NINE (9) AREAS OF LEDA FOR A PERIOD OF THIRTY-SIX (36) MONTHS				
<b>BID RESPONSE DOCUMENTS SHOULD BE HAND DELIVERED TO THE ADDRESS BELOW:</b>					
LIMPOPO ECONOMIC DEVELOPMENT AGENCY					
ENTERPRISE HOUSE					
MAIN ROAD, LEBOWAKGOMO					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	SUZAN MABEBA		CONTACT PERSON	DAVID SELAMOLELA	
TELEPHONE NUMBER	015 633 4700		TELEPHONE NUMBER	015 633 4700	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:Suzan.mabeba@lieda.co.za">Suzan.mabeba@lieda.co.za</a>		E-MAIL ADDRESS	<a href="mailto:David.Selamolela@lieda.co.za">David.Selamolela@lieda.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

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

DATE: .....



**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....	BID NO.: .....
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FOR .....**90**.....DAYS FROM THE CLOSING DATE OF BID

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

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

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days

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

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

TOTAL: R.....

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

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

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

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

7. Estimated man-days for completion of project .....

8. Are the rates quoted firm for the full period of contract? \*YES/NO

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

\*[DELETE IF NOT APPLICABLE]

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Any enquiries regarding bidding procedures may be directed to the –

Name :-----

Address :-----

Tel :-----

Or for technical information –

Name :-----

Address :-----

Tel :-----



**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:  
.....  
.....

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

2.3.1 If so, furnish particulars:  
.....  
.....

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

**1. GENERAL CONDITIONS**

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

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

**1.2 To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

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

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

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

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### POINTS AWARDED FOR SPECIFIC GOALS

3.2. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

3.3. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Number of points allocated (90/10 system)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Means of verification
Black people ownership	5		2		Central Database Supplier
Women equity	3		2		Central Database Supplier
Youth equity	2		1		Central Database Supplier
Disability	2		1		Medical certificate or equivalent
Promotion of small businesses	3		2		Latest financial statement
Enterprises located within Limpopo	3		1		Proof of address in the name of the company
Military Veterans (MVA)	2		1		MVA Force Number
<b>TOTAL</b>	<b>20</b>		<b>10</b>		

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

4.1. Name of company/firm.....

4.2. Company registration number: .....

4.3. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of

this form;

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

	..... <b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

## **SPECIFICATION**

**FOR**

**APPOINTMENT OF SERVICE PROVIDERS TO RENDER SECURITY SERVICES FOR NINE (9) AREAS OF LEDA FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**REQUEST FOR BID (RFB): LEDA/SEC/2026/27-3**

**CLOSING DATE : 08 JULY 2026**

**CLOSING TIME : 11H00**

**VALIDITY PERIOD : 90 DAYS**

# APPOINTMENT OF SERVICE PROVIDERS TO RENDER SECURITY SERVICES FOR NINE (9) AREAS OF LEDA FOR A PERIOD OF THIRTY-SIX (36) MONTHS

## 1. BACKGROUND

Limpopo Economic Development Agency (LEDA) is a juristic entity established in terms of the Limpopo Economic Development Agency's Act No.5 of 2016 and operates as a Provincial Government Business Enterprise, entitled to make profit, as listed in Schedule 3D of the Public Finance Management Act, No.1 of 1999 (as amended by Act 29 of 1999).

## 2. PURPOSE

The purpose of the Request for Bidders (RFB) is to invite potential qualified service provider(s) to submit bids with regards to the provision of security services to LEDA for a period of thirty-six (36) months subject to review.

## 3. SPECIFICS

LEDA requires services of trained and qualified security personnel to perform duties at the following LEDA offices/premises:

### 3.1. Lebowakgomo

- 3.1.1. Enterprise Development House
- 3.1.2. Lebowakgomo Shopping Centre
- 3.1.3. Lebowakgomo Industrial Area
- 3.1.4. Lebowakgomo Flats
- 3.1.5. Malaita
- 3.1.6. Eerste Geluk Small Industries
- 3.1.7. Mahwelereng Small Industries
- 3.1.8. Derde Geluk Small Industries
- 3.1.9. Moganyaka Post Office

### 3.2. Polokwane and Seshego

- 3.2.1. Seshego Office
- 3.2.2. Seshego Industrial Area
- 3.2.3. No. 15 Biccard Street
- 3.2.4. Stevens Lumber and Sticks Timber Mills

### 3.3. Thohoyandou

- 3.3.1. Thohoyandou Regional Office
- 3.3.2. Shoprite OK Complex
- 3.3.3. Vuwani Shopping Centre
- 3.3.4. Makhado Shopping Centre
- 3.3.5. Tshitereke Shopping Centre including Tshitereke Small Industries
- 3.3.6. Sendedza Shopping Centre
- 3.3.7. Sendedza Small Industries
- 3.3.8. Madombidza Small Industries
- 3.3.9. Phadzima Small Industries
- 3.3.10. Vleifontein Small Industries
- 3.3.11. Tshakhuma Small Industries
- 3.3.12. Tshifulanani Small Industries

- 3.3.13. Makhado Small Industries
- 3.3.14. Kutama Small Industries
- 3.3.15. Vuwani Small Industries
- 3.3.16. Textile Small Industries
- 3.3.17. Palmaryville Small Industries
- 3.3.18. Shayandima Small Industries
- 3.3.19. Timber Trust Small Industries
- 3.3.20. Thengwe Small Industries and Thengwe Market Stalls
- 3.3.21. Shumapark Residential Complex
- 3.3.22. Acacia Park

#### **3.4. Mopani**

- 3.4.1. Gate 1 Nkowankowa 1A
- 3.4.2. Gate 2 Nkowankowa 1A
- 3.4.3. Gate 3 Nkowankowa 1A
- 3.4.4. Gate 4 Nkowankowa 1A
- 3.4.5. Gate 5 Nkowankowa 1A
- 3.4.6. Gate 6 Nkowankowa 1A
- 3.4.7. Gate 7 Nkowankowa 1A
- 3.4.8. Gate House Nkowankowa 1A
- 3.4.9. Reception Area Nkowankowa1A-Ritavi Regional Office
- 3.4.10. Vacant Factories- Nkowankowa 1A
- 3.4.11. Nkowankowa Factory Units (Small Industries)
- 3.4.12. Bindzulani Complex Nkowankowa
- 3.4.13. Akanani Complex Lulekani (Phalaborwa)
- 3.4.14. Ga-Kgapane Factory Units
- 3.4.15. Lenyenye Factory Units
- 3.4.16. Namakgale Factory Units
- 3.4.17. Lulekani Factory Units
- 3.4.18. Phalaborwa Office

#### **3.5. Agri-Business**

- 3.5.1. Tshivhase Tea Estate
- 3.5.2. Lebowakgomo Chicken Abattoir
- 3.5.3. Mukumbani Tea Estate
- 3.5.4. Mashashane Hatchery

#### **3.6. Business support**

- 3.6.1. No. 6 Platinum Street, Ladine
- 3.6.2. No. 8 Schoeman Street
- 3.6.3. Tubatse

#### **3.7. Giyani**

- 3.7.1. LEDA Giyani Regional Office
- 3.7.2. Giyani Phase 1 Shopping Centre
- 3.7.3. Giyani Phase 2 Shopping Centre
- 3.7.4. Giyani Small Industries (Erf 34 portion 2 Giyani-C)
- 3.7.5. Giyani Small Industries (Erf 107 Giyani – C)
- 3.7.6. Malamulele Small Industries
- 3.7.7. Watervaal Small Industries

### **3.8. Training centres**

- 3.8.1. Seshego Training Centre, No. 58 Moletjie Street
- 3.8.2. Giyani Training Centre, No. 22 Section A, New Hospital Road
- 3.8.3. Nkowankowa Training Centre
- 3.8.4. Lwamondo Training Centre, Stand No. 2197

### **3.9. Mkhuhlu Industrial Area**

- 3.9.1. Mkhuhlu Industrial Area
- 3.9.2. Geldenhuis Saw Mill
- 3.9.3. Acornhoek Bakery

The security services shall be provided at LEDA and shall in general entail the patrolling of premises, access control, control of assets, personnel and/ or members of the public escorting where required and protection from and/ or to buildings and general crime prevention measures as agreed upon.

The specific duties of security personnel in respect of the premises shall be as described in the specific duties of security personnel and Standing Operating Procedures (SOP's). These SOP's setting out the specific duties of the successful bidder's security personnel shall be compiled by the preferred bidder at least 1 week before the security services commence.

This SOP's may be amended from time to time, with the agreement of both parties.

The purpose of access control is to prevent the unauthorized access of persons and vehicles and the bringing in of any dangerous objects on to LEDA properties in order to safeguard the people, the property and the premises and or vehicles and the contents thereof as well as the people therein or thereon, the bidder must do this in terms of the following acts:

- I. The application of the Control of Access to Public Premises and Vehicle Act, 1985, Section 2, 3 and 4, as well as C5.
- II. The application of the Criminal Procedure Act, Act 51 of 1977, Section 20, 23(b) (as amended in the Criminal Procedure Amendment Act, 33 of 1986) Section 24, 29 and 42 (as amended in the Amendment of the Criminal Law Amendment Act, 59 of 1983) as well as Section 46, 49, 50 and 51
- III. Section 13 of the Constitution regarding violations must be avoided.
- IV. The Firearms Control Act 60 of 2000, section 10, 34, 90 and 106.
- V. Private Security Industry Regulation Act 56 of 2001
- VI. Protection of Information Act 84 of 1982
- VII. Trespass Act 6 of 1959
- VIII. Occupational Health and Safety Act 85 of 1993
- IX. Other services may include but are not limited to:
  - Patrol guards
  - Armed response team offsite

#### 4. PERSONNEL REQUIREMENTS FOR SECURITY SERVICES

LEDA Offices and Premises	Category	Personnel Required	
		Day Shift	Night Shift
<b>AREA 1: LEBOWAKGOMO</b>			
1.01 Enterprise Development House	Grade C	5	3
1.02 Lebowakgomo Shopping Centre	Grade C	2	2
1.03 Lebowakgomo Industrial Area	Grade C	2	3
1.04 Lebowakgomo Flats	Grade C	1	1
1.05 Moganyaka Post Office	Grade C	1	1
1.06 Malaita	Grade C	1	1
1.07 Eerste Geluk Small Industries	Grade C	0	1
1.08 Mahwelereng Small Industries	Grade C	0	1
1.09 Derde Geluk Small Industries	Grade C	0	1
<b>TOTAL</b>		<b>12</b>	<b>14</b>
<b>AREA 2: POLOKWANE AND SESHEGO</b>			
2.01 Seshego Office	Grade C	1	1
2.02 Seshego Industrial Area	Grade C	10	10
2.03 No. 15 Biccard Street	Grade C	2	2
2.03 Stevens Lumber and Sticks Timber Mills	Grade C	5	5
<b>TOTAL</b>		<b>18</b>	<b>18</b>
<b>AREA 3: THOHOYANDOU</b>			
3.01. Thohoyandou Regional Office	Grade C	5	5
3.02. Shoprite OK Complex	Grade C	1	2
3.03. Vuwani Shopping Centre	Grade C	1	2
3.04. Makhado Shopping Centre	Grade C	1	2
3.05. Tshitereke Shopping Centre including Tshitereke Small Industries	Grade C	1	2
3.06. Sendedza Shopping Centre	Grade C	1	2
3.07. Sendedza Small Industries	Grade C	1	2
3.08. Madombidza Small Industries	Grade C	1	2
3.09. Phadzima Small Industries	Grade C	1	2
3.10. Vleifontein Small Industries	Grade C	1	2
3.11. Tshakhuma Small Industries	Grade C	1	2
3.12. Tshifulanani Small Industries	Grade C	1	2
3.13. Makhado Small Industries	Grade C	1	2
3.14. Kutama Small Industries	Grade C	1	2
3.15. Vuwani Small Industries	Grade C	1	2
3.16. Textile Small Industries	Grade C	1	2
3.17. Palmaryville Small Industries	Grade C	1	2
3.18. Shayandima Small Industries	Grade C	1	2
3.19. Timber Trust Small Industries	Grade C	1	2
3.20. Thengwe Small Industries and Thengwe Market Stalls	Grade C	1	2
3.21. Shumapark Residential Complex	Grade C	1	2
3.22. Acacia Park	Grade C	1	2
<b>TOTAL</b>		<b>26</b>	<b>47</b>

LEDA Offices and Premises	Category	Personnel Required	
		Day Shift	Night Shift
<b>AREA 4: MOPANI</b>			
4.01. Gate 1 Nkowankowa 1A	Grade C	1	1
4.02. Gate 2 Nkowankowa 1A	Grade C	1	1
4.03. Gate 3 Nkowankowa 1A	Grade C	1	1
4.04. Gate 4 Nkowankowa 1A	Grade C	1	1
4.05. Gate 5 Nkowankowa 1A	Grade C	1	1
4.06. Gate 6 Nkowankowa 1A	Grade C	1	1
4.07. Gate 7 Nkowankowa 1A	Grade C	1	1
4.08. Gate House Nkowankowa 1A	Grade C	2	3
4.09. Reception Area Nkowankowa1A-Ritavi Regional Office	Grade C	1	1
4.10. Vacant Factories- Nkowankowa 1A	Grade C	6	6
4.11. Nkowankowa Factory Units (Small Industries)	Grade C	1	2
4.12. Bindzulani Complex Nkowankowa	Grade C	2	3
4.13. Akanani Complex Lulekani (Phalaborwa)	Grade C	2	3
4.14. Ga-Kgapane Factory Units	Grade C	1	1
4.15. Lenyenye Factory Units	Grade C	1	1
4.16. Namakgale Factory Units	Grade C	1	1
4.17. Lulekani Factory Units	Grade C	1	1
4.18. Phalaborwa Office	Grade C	1	2
<b>TOTAL</b>		<b>26</b>	<b>31</b>
<b>AREA 5: AGRI BUSINESS</b>			
5.01. Tshivhase Tea Estate	Grade C	5	6
5.02. Lebowakgomo Chicken Abattoir	Grade C	2	2
5.03. Mukumbani Tea Estate	Grade C	4	6
5.04. Mashashane Hatchery	Grade C	1	2
<b>TOTAL</b>		<b>12</b>	<b>16</b>
<b>AREA 6: BUSINESS SUPPORT</b>			
6.01 No. 6 Platinum Street, Ladine	Grade C	2	2
6.02 No. 8 Schoeman Street	Grade C	1	2
6.03 Tubatse	Grade C	1	2
<b>TOTAL</b>		<b>4</b>	<b>6</b>
<b>AREA 7: GIYANI</b>			
7.01 LEDA Giyani Regional Office	Grade C	3	2
7.02 Giyani Phase 1 Shopping Centre	Grade C	1	2
7.03 Giyani Phase 2 Shopping Centre	Grade C	1	2
7.04 Giyani Small Industries (Erf 34 portion 2 Giyani-C)	Grade C	1	2
7.05 Giyani Small Industries (Erf 107 Giyani – C)	Grade C	1	2
7.06 Malamulele Small Industries	Grade C	1	2
7.07 Watervaal Small Industries	Grade C	1	2
<b>TOTAL</b>		<b>9</b>	<b>14</b>

LEDA Offices and Premises	Category	Personnel Required	
		Day Shift	Night Shift
<b>AREA 8: TRAINING CENTRES</b>			
8.01. Seshego Training Centre Factory No. 58 Moletji Str	Grade C	1	2
8.02. Giyani Training Centre, No. 22 Section A, New Hospital Rd	Grade C	2	2
8.03. Nkowankowa Training Centre	Grade C	3	3
8.04. Lwamondo Training Centre, Stand No. 2197	Grade C	2	3
<b>TOTAL</b>		<b>8</b>	<b>10</b>
<b>AREA 9: MKHUHLU</b>			
9.01 Mkhuhlu Industrial Area	Grade C	3	3
9.02 Geldenhuis Sawmill	Grade C	2	2
9.03 Acornhoek Bakery	Grade C	1	1
<b>TOTAL</b>		<b>6</b>	<b>6</b>
<b>NUMBER OF SECURITY PERSONNEL</b>		<b>121</b>	<b>162</b>
<b>Grand Total</b>		<b>283</b>	

### Important Notes

- In respect of night shift personnel requirements, the successful bidder shall ensure that armed security officers are deployed as follows:
  - Stevens Lumber and Sticks Timber Mills: A minimum of three (3) armed security officers must be deployed per night shift.
  - Mashashane Hatchery: A minimum of two (2) armed security officers must be deployed per night shift.
- All armed security officers must be appropriately trained, registered with the relevant regulatory authorities, and licensed to carry firearms in accordance with applicable legislation. Their firearm competency certificates, and firearm licences must be available for inspection upon request.
- The personnel requirements indicated above are subject to change based on operational requirements and organisational needs.

## 5. SECURITY CLEARANCE OF BIDDERS

- 5.1. All relevant security clearance will be conducted to the appointed service provider prior to the awarding of this contract.
- 5.2. LEDA will verify with National Treasury database whether the bidder is listed on the List of Restricted Suppliers and Register for Tender Defaulters.
- 5.3. LEDA will verify with Private Security Industry Act whether the bidder is withdrawn from rendering security services.
- 5.4. LEDA will verify compliance with National Bargaining Council for the Private Security Sector (NBCPSS) prior to award. Non-compliant bidders may be disqualified from appointment.

- 5.5. The Bidder must be registered on Central Supplier Database (CSD). Proof of registration (CSD full registration report) and tax compliance status PIN must be submitted by the closing date and time. Where consortium/joint venture/ sub-contractors are involved, each party must submit a separate CSD full registration report and tax compliance status PIN.

## **6. TOOLS OF TRADE**

The following items should be supplied at the Service Provider's own expense

### **6.1 Uniform**

The successful bidder will provide his personnel with a standard uniform with company logo as follows:

- 6.1.1. Warm weather uniform
- 6.1.2. Cold weather uniform
- 6.1.3. Wet weather uniform

### **6.2. Registers:**

- 6.2.1. Vehicle registers
- 6.2.2. After hours and Weekend register.
- 6.2.3. Occurrence Book
- 6.2.4. Visitor registers
- 6.2.5. Asset registers

### **6.3 Security equipment to be used:**

- 6.3.1 Torches per security officer
- 6.3.2 Baton sticks and handcuffs per security officer
- 6.3.3 Communication device per security officer (e.g. two-way radio)
- 6.3.4 Metal detector
- 6.3.5 Motor vehicles
- 6.3.6 Quad bike
- 6.3.7 Tracking device/ clocking device
- 6.3.8 Firearms safety deposit unit

## **7. OPERATIONAL REQUIREMENTS**

- 7.1. Security Officers must always have PSIRA ID card on them whilst on duty.
- 7.2. No alcohol or Prohibited drugs may be used while on duty or no reporting for duty under the influence.
- 7.3. Security Officers must wear their full uniform when on duty.
- 7.4. Security Officers must always be clean and neat when reporting for duty.
- 7.5. Security Officers must be at their post for the whole shift.
- 7.6. Posts must not be left unattended.
- 7.7. No private vehicles will be allowed to enter the Office premises unless the Security Officers grants permission.
- 7.8. All vehicles must be registered when leaving and entering the Office.

- 7.9. Any person must produce proof of identification (ID card/book, driver's license, passport) when entering the premises and sign in the visitors register.
- 7.10. Gates must be closed at all times.
- 7.11. Hourly patrols to be done and recorded in an O.B and check point patrol must be recorded and printouts must be made available to LEDA Management.
- 7.12. Vehicles parked in the premises during the night must be checked e.g. whether locked or not, window closed, spare wheels, etc.
- 7.13. Any unusual situation must be reported immediately to LEDA Security Administrator.
- 7.14. All movable assets in the premises should not be removed without proper authorization.
- 7.15. The Security Service Provider should visit security Officers regularly.
- 7.16. Only companies having security basic equipment as per specification shall be considered for rendering services.
- 7.17. Security companies must comply with the Firearms Control Act (ACT 60 of 2000) to qualify to render services in the LEDA.
- 7.18. The bidder must have a well-established and equipped 24-hour security control room (control room to be inspected by LEDA officials before the bid is awarded).
- 7.19. Bidders applying for Area 2 (Polokwane and Seshego), Area 3 (Thohoyandou) and Area 4 (Mopani), where patrols may require the use of quadbikes, must provide proof of ownership, lease agreement, access agreement, or any other acceptable evidence demonstrating access to functional quadbike(s). Failure to provide such proof for the applicable areas may result in the bid being declared non-responsive for those specific areas only. This requirement shall not apply to bidders who are not bidding for the affected areas.
- 7.20. The bidder must have an operational / project manager immediately available on a 24-hour basis to react in the event of emergencies.
- 7.21. Security officers supplied by the bidder must at least be paid the minimum wage according to the PSIRA Wage Determination Act. LEDA will have no responsibility for the wage negotiation of contract security officers.

## 8. BID EVALUATION CRITERIA

Either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

### 8.1. EVALUATION AND SELECTION CRITERIA

LEDA has set minimum standards (Phases) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification Criteria (Phase 1)	Technical Evaluation Criteria (Phase 2)	Price and Specific Goals (Phase 3)
Bidders must submit all documents as outlined in <b>paragraph 8.1.2(Table 2)</b> below. Only bidders that comply with ALL these criteria will proceed to Phase 2.	Bidder(s) are required to achieve a minimum <b>of 80 points</b> out of 100 points to proceed to Phase 3 (Price and Specific Goals)	Bidder(s) will be evaluated on price and Specific Goals claimed points.

### 8.1.1. Phase 1: Pre-qualification Criteria

Without limiting the generality of LEDA's other critical requirements for this Bid, bidder(s) must submit the documents listed in Table 2 below. All documents must be fully completed and signed by a duly authorised representative of the prospective bidder(s).

During this stage, bids will be evaluated based on compliance with the administrative and mandatory requirements listed below. Failure to submit any mandatory document and/or proof of compliance may result in disqualification of the bid prior to the functionality evaluation stage.

Bidders are required to submit valid proof of registration and/or compliance with the relevant statutory and regulatory institutions/authorities, where applicable. LEDA reserves the right to verify the authenticity and validity of all submitted documents and compliance statuses during the evaluation process and prior to award.

**Table 2: Documents that must be submitted for Pre-qualification.**

Documents that must be submitted	Non-submission will result in disqualification	Requirement
Valid Private Security Industry Regulatory Authority (PSIRA) certificate in the name of the company	YES	Must be valid at the closing date and time of the bid.
Recent letter of good standing not older than six (6) months from PSIRA in the name of the company	YES	Must be valid and issued in the name of the bidding entity.
Proof that all owners/directors of the company are registered with PSIRA as Grade A and/or B	YES	Submit valid PSIRA certificates/cards for all owners and directors.
Workmen's Compensation Registration Certificate	YES	Must submit Valid copy of COIDA certificate or Confirmation Letter from the Department of Labour or proof of payment thereof.
Bid Document Completeness	YES	The document must be compiled in the order and page numbering sequence provided without omission of pages. Documents must be initialized on each page and signed with black ink where required. All documents must be filled by black ink, no typing allowed.
Invitation to Bid – SBD 1	YES	Must be fully completed, signed by the authorized person and submitted with the bid by the closing date and time
Declaration of Interest – SBD 4	YES	Must be fully completed, signed by the authorised person, and submitted by the closing date and time. All interests, including interests in companies not bidding for this tender, must be declared. In the case of a Joint Venture (JV), each party must complete and submit a separate SBD 4 form.
Preference Points Claim Form – SBD 6.1	NO	Must be fully completed and signed. Non-submission will result in a zero (0) score for Specific Goals. In the case of a Joint Venture (JV), a consolidated preference points claim form must be submitted.
Completed Pricing Schedule	YES	Bidder must complete and submit the official pricing schedule for the area(s) applied for.

Documents that must be submitted	Non-submission will result in disqualification	Requirement
Valid firearm licences and PSIRA registration for armed security services (Area 2 and Area 5 only)	YES	Bidders applying for Area 2 and/or Area 5 must submit valid firearm licenses, PSIRA registration for armed security services and recent firearm list from SAPS. Failure to submit these documents will result in disqualification for the applicable area(s) only.

**NB: The firearm requirement applies only to bidders applying for Area 2 (Polokwane and Seshego) and Area 5 (Agri-Business) where armed guards are required. Bidders not applying for these areas are not required to submit the above documents.**

#### 8.1.2. Phase 2: Technical Evaluation Criteria = 100 points

**All bidders are required to respond to the technical evaluation criteria.**

- Only Bidders that have met the **Pre-Qualification Criteria** will be evaluated in **Phase 2** for functionality. Functionality will be evaluated in accordance with the Evaluation Criteria stipulated in the terms of reference.
- A bidder that scores less than **80%** points out of 100% as per categories in respect of functionality will be regarded as submitting a non-responsive proposal and will not proceed to **Phase 3 for Price and Specific goals evaluations**.
- As part of due diligence, LEDA may conduct a site visit at a site of the Bidder (reference) for validation of the services rendered. The choice of the sites will be at the LEDA's sole discretion.

#### **8.1.2a FUNCTIONALITY CRITERIA**

##### **Pre-qualification functionality evaluation criteria**

FUNCTIONALITY CRITERIA	MEANS OF VERIFICATION	POINTS	MAXIMUM POINTS TO BE AWARDED
<b>Capability</b>			<b>40 points</b>
<ul style="list-style-type: none"> <li>• Company experience in security industry and track record</li> </ul>	<b>Appointment letter or purchase order AND Reference letters (i.e. 2 documents)</b> with contact details of at least 3 with <b>one being for a current contract</b> <ul style="list-style-type: none"> <li>• 3 or more = 40 points</li> <li>• 2 = 20 points</li> <li>• 1 = 10 points</li> </ul>	40 points	
<b>Capacity to deliver</b>			<b>45 points</b>
Staff compliment depending on the number of guards required per area	Letter of good standing with PSIRA <ul style="list-style-type: none"> <li>• 100% of the guards required = 40 points</li> <li>• 70% of the guards required = 30 points</li> <li>• 50% of the guards required = 20 points</li> </ul>	40 points	
<b>Accessibility (Operational offices with telephone and email)</b>	Proof of ownership (title deed, PTO, deed of grant) or valid lease agreement in the name of the bidder and proof of office contact details (company letterhead, municipal account, utility bill, or telephone account reflecting the office address)	5 points	
	Operational office within Limpopo with telephone and email = 5 points		
	Operational office outside Limpopo but within South Africa with telephone and		

	email = 2 points		
<b>Tools of trade/ equipment</b>			<b>15 points</b>
• Vehicles	Proof of ownership in the name of the company or lease agreement (at least 2 vehicles)	5 points	
• Communication system (two way radio)	Proof of ownership in the name of the company (lease agreement, license, etc)	5 points	
• Guard patrol monitoring system (Tracking/ clocking system)	Proof of ownership in the name of the company or lease agreement	5 points	
<b>TOTAL</b>			<b>100</b>

**8.1.3. Phase 3: Price and Specific Goals Evaluation (80+20) or (90+10) = 100 points**

Only Bidders that have met the 80 points thresholds in **Phase 2** will be evaluated in **Phase 3 for Price and Specific goals** as follows:

In terms of regulation 6 of the Preferential Procurement Regulations, 2022, responsive bids will be adjudicated on the 80/20 or 90/10 Preference point system in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 or 90 points)
- Specific goals (maximum 20 or 10 points)

**Stage 1- Price Evaluation (80/20 or 90/10 Points)**

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

The following formula will be used to calculate the points for price:

Where

P<sub>s</sub> = Points scored for comparative price of bid under consideration

P<sub>t</sub> = Comparative price of bid under consideration

P<sub>min</sub> = Comparative price of lowest acceptable bid

**Stage 2 – Specific Goals Evaluation (20 / 10 points)**

**a. Specific goals Points allocation**

A maximum of 20 or 10 points may be allocated to a bidder for attaining their Specific goals per the table below:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points allocated (90/10 system)	Means of verification
Black people ownership	5	2	Central Supplier Database
Women equity	3	2	Central Supplier Database
Youth equity	2	1	Central Supplier Database
Disability	2	1	Medical certificate or equivalent
Promotion of small businesses	3	2	Latest financial statement
Enterprises located within	3	1	Proof of address in the name of

Limpopo			the company
Military Veterans (MVA)	2	1	Force number
<b>TOTAL</b>	<b>20</b>	<b>10</b>	

**Specific goals points may be allocated to bidders on the submission of the following documentation or evidence:**

- A duly completed Preference Points Claim Form: Standard Bidding Document (SBD 6.1).

**Stage 3 (80 + 20 = 100 points) or (90 + 10 = 100 points)**

The Price and Specific goals points will be consolidated.

#### 8.1.4. Criteria for breaking deadlocks in scoring

- 8.1.4.1. If two or more tenderers score an equal total number of points, the contract shall be awarded to the tenderer that scored the highest points for specific goals.
- 8.1.4.2. If two or more tenderers score equal total points in all respects, the award shall be decided by the drawing of lots.
- 8.1.4.3. If functionality is part of the evaluation process and two or more tenders score equal total points and equal points for specific goals, the contract shall be awarded to the tenderer who scored highest points for functionality.

#### 8.1.5. Evaluation pre-award

**Bidders must ensure that they meet the following requirements before the bid can be awarded:**

Criteria	Requirement
Tax compliance status	Bidder must be tax compliant before the bid is awarded, i.e. <i>Where the recommended bidder is not tax compliant, the bidder will be notified of their non-compliant status and the bidder must be requested to submit written proof from SARS of their tax compliance status or proof that they have made an arrangement to meet their outstanding tax obligations within 7 working days. The bidder should thereafter provide the accounting officer or accounting authority with proof of their tax compliance status which should be verified via the Central Supplier Database or eFiling</i>
In the service of the state status	Shareholders or directors must not be employed by state departments, municipalities, municipal entities, public entities
Tender defaulting and restriction status	Bidders must not be listed as defaulters and/or restricted
Compliance with the National Bargaining Council for the Private Security Sector	Bidders must not be listed as non-compliant on NBCPSS
Joint Venture Agreement/ Power of Attorney in case of Joint Ventures	It must be registered on CSD as a J/V. The process is that the service providers must register the J/V at SARS then open a J/V bank account. With those documents they can then register the J/V on CSD
Proof of ownership, lease, rental arrangement, access agreement, or any other acceptable evidence demonstrating access to functional quadbike(s) where required by the area applied for.	Bidders applying for industrial sites where quadbike patrol services are required must submit proof of ownership and/or access to functional quadbikes. Such proof may include vehicle registration documents, lease agreements, or any other acceptable supporting documentation.
Proof of Public Insurance Liability	Preferred bidder to provide proof of Public Liability Insurance of not less than R2 million prior to contract signature.

Criteria	Requirement
VAT registration	It is compulsory for a bidder to register for VAT if the value of taxable supplies made or to be made, is in excess of R1 million
Valid UIF registration certificate or proof of UIF compliance	The recommended bidder must submit a valid UIF registration certificate issued by the Department of Employment and Labour or provide proof of UIF compliance (proof of payment or compliance confirmation letter) prior to award.
SAPS Police Clearance Certificates	The bidder must ensure that all directors of the company have valid SAPS Police Clearance Certificates and shall provide such certificates upon request by the Employer prior to the award of the contract.

## 9. PROPOSAL RESPONSES

The format of the bid proposals to be submitted shall comprise **cover letter** and the following documents:

- 9.1. Returnable bid document with all the required documents fully completed and signed;
- 9.2. Original and Valid Tax Compliance Status PIN;
- 9.3. Completed pricing schedule and Quotation on the company letterhead;
- 9.4. Appointment letter or purchase order AND Reference letters with contact details on company letterhead and/or stamped;
- 9.5. Entity/ company profile (Company profile);
- 9.6. Letter of good standing from PSIRA;
- 9.7. PSIRA registration documents for the company;
- 9.8. PSIRA Grade A/B registration documents for all the Directors/owners of Private and Public Companies, all partnership, all trustees of a trust, all members of CC & Sole Proprietor;
- 9.9. Certified copy of valid good standing with Workman Compensation Fund;
- 9.10. Certified copy of valid UIF registration documents;
- 9.11. BBBEE certificate or sworn affidavit for an Exempted Micro Enterprise (EME)
- 9.12. Central Supplier Database (CSD) report
- 9.13. SAPS Police Clearance Certificates

## 10. PRICING STRUCTURE

- 10.1. Bidders should quote per Area as per attached price schedule and must express prices for their services in South African currency.
- 10.2. Bid prices should cover all the costs necessary for the execution and completion of the contract in accordance with bid document.
- 10.3. It is compulsory for a bidder to register for VAT if the value of taxable supplies made or to be made, is in excess of R1 million.
- 10.4. Prices will remain firm for the duration of the contract (i.e. 36 months). The onus / responsibility lies with the bidder to ensure that they have taken all the costs and escalations into consideration when compiling bid prices.

## 11. SPECIAL CONDITIONS

- 11.1. Bidders should note that LEDA will appoint one service provider per site, the bid will be awarded to top

- scoring bidders from 1-9 (provided they complied in all aspects).
- 11.2. Bids submitted must be in line with the detailed specification. Failure to bid accordingly will automatically disqualify the submitted bid.
- 11.3. LEDA reserves the right to cancel or withdraw this bid if:
- 11.3.1. Due to changed circumstances, there is no longer a need for this services; or
  - 11.3.2. Funds are no longer available to cover the total envisaged expenditure; or
  - 11.3.3. No acceptable bids are received;
  - 11.3.4. Negotiating a fair market price has failed; or
  - 11.3.5. There is a material irregularity in the tender process.
- 11.4. In the case of sub-contracting or joint venture agreement, LEDA will enter into a contract with the principal bidder.
- 11.5. LEDA reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include surprise site visits.
- 11.6. LEDA reserves the right to request payslips and proof of payment in order to assess compliance with applicable laws.
- 11.7. Bidders who are not registered on CSD must register before submission of bids.
- 11.8. Any completion of the bid document in pencil or erasable ink will not be acceptable and will automatically disqualify the submitted bid.
- 11.9. Successful bidder will be required to sign a Service Level Agreement (SLA).
- 11.10. Notwithstanding shortcomings and/or inconsistencies, if any, in this specification, which is only a minimum specification, a bidder shall make provision for a complete solution that will deliver the required service efficiently and cost-effectively.
- 11.11. Bid documents should be deposited in the tender box situated at the premises of LEDA at Development House, 1 Main Street, Lebowakgomo before or on **08 July 2026 at 11h00** which is the closing date and time for this bid.
- 11.12. All bids to be submitted MUST be sealed and bear the official bid number as well as the title of this request for bids on the outside.
- 11.13. This request for bid document contains confidential information about LEDA which has been provided to supply potential bidders with the data necessary to provide a holistic response.
- 11.14. No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party, in any manner whatsoever without the prior written permission of LEDA.
- 11.15. Any reproduction or transmission of information contained in this document except for the sole purpose of responding to this bid is strictly prohibited.
- 11.16. References to LEDA must not be made in any literature, promotional material, and brochures or sales presentations without the express written consent of LEDA.

## **12. CLARIFICATION / QUERIES**

- 12.1. The process of clarification required by a bidder regarding the meaning or interpretation of the specification or any other aspects concerning the bid will be done in writing (letter, facsimile or e-mail).
- 12.2. Telephonic requests for clarification will not be considered.
- 12.3. The cut-off date for queries is **30 June 2026** at 16:00 pm.

12.4. The bid reference number should be quoted in all correspondence.

12.5. The contact persons are as follows:

Administrative Enquiries : Ms Suzan Mabeba

E-mail : [Suzan.mabeba@leda.co.za](mailto:Suzan.mabeba@leda.co.za)

12.6. Queries received will be responded to within three working days of receiving them.

Proposals and supporting documentation must be placed in the Tender Box in a sealed envelope clearly marked  
**“APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES AT LEDA OFFICES FOR A PERIOD OF THIRTY SIX (36) MONTHS**

**Street Address: Limpopo Economic Development Agency,  
Enterprise Development House,  
Main Road, Lebowakgomo, 0737**

**AREA 1: LEBOWAKGOMO**

LOCATION	PERSONNEL REQUIRED		TOTAL NUMBER OF GUARDS	YEAR 1			YEAR 2			YEAR 3		
	DAY SHIFT	NIGHT SHIFT		PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 1	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 2	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 3
LEBOWAKGOMO	12	14	26									
	<b>Subtotal excluding VAT</b>											
	<b>15% VAT</b>											
	<b>Total per month including VAT</b>											

TOTAL FOR YEAR 1	TOTAL FOR YEAR 2	TOTAL FOR YEAR 3	TOTAL BID PRICE = 36 MONTH

**AREA 2: POLOKWANE - SESHEGO**

LOCATION	PERSONNEL REQUIRED		TOTAL NUMBER OF GUARDS	YEAR 1			YEAR 2			YEAR 3		
	DAY SHIFT	NIGHT SHIFT		PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 1	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 2	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 3
POLOKWANE - SESHEGO	18	18	36									
<b>Subtotal excluding VAT</b>												
<b>15% VAT</b>												
<b>Total per month including VAT</b>												

TOTAL FOR YEAR 1	TOTAL FOR YEAR 2	TOTAL FOR YEAR 3	TOTAL BID PRICE = 36 MONTH

**Note: Stevens Lumber and Sticks Timber Mills: A minimum of three (3) armed security officers must be deployed per night shift.**

**AREA 3: THOHOYANDOU**

LOCATION	PERSONNEL REQUIRED		TOTAL NUMBER OF GUARDS	YEAR 1			YEAR 2			YEAR 3		
	DAY SHIFT	NIGHT SHIFT		PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 1	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 2	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 3
THOHOYANDOU	26	47	73									
<b>Subtotal excluding VAT</b>												
<b>15% VAT</b>												
<b>Total per month including VAT</b>												

TOTAL FOR YEAR 1	TOTAL FOR YEAR 2	TOTAL FOR YEAR 3	TOTAL BID PRICE = 36 MONTH

**AREA 4: MOPANI**

LOCATION	PERSONNEL REQUIRED		TOTAL NUMBER OF GUARDS	YEAR 1			YEAR 2			YEAR 3		
	DAY SHIFT	NIGHT SHIFT		PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 1	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 2	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 3
NKOWANKOWA	26	31	57									
<b>Subtotal excluding VAT</b>												
<b>15% VAT</b>												
<b>Total per month including VAT</b>												

TOTAL FOR YEAR 1	TOTAL FOR YEAR 2	TOTAL FOR YEAR 3	TOTAL BID PRICE = 36 MONTH

## AREA 5: AGRI BUSINESS

LOCATION	PERSONNEL REQUIRED		TOTAL NUMBER OF GUARDS	YEAR 1			YEAR 2			YEAR 3		
	DAY SHIFT	NIGHT SHIFT		PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 1	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 2	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 3
AGRI BUSINESS	12	16	28									
Subtotal excluding VAT												
15% VAT												
Total per month including VAT												

TOTAL FOR YEAR 1	TOTAL FOR YEAR 2	TOTAL FOR YEAR 3	TOTAL BID PRICE = 36 MONTH

**Note: Mashashane Hatchery: A minimum of two (2) armed security officers must be deployed per night shift.**

AREA 6: BUSINESS SUPPORT

LOCATION	PERSONNEL REQUIRED		TOTAL NUMBER OF GUARDS	YEAR 1			YEAR 2			YEAR 3		
	DAY SHIFT	NIGHT SHIFT		PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 1	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 2	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 3
BUSINESS SUPPORT	04	06	10									
Subtotal excluding VAT												
15% VAT												
Total per month including VAT												

TOTAL FOR YEAR 1	TOTAL FOR YEAR 2	TOTAL FOR YEAR 3	TOTAL BID PRICE = 36 MONTH

AREA 7: GIYANI

LOCATION	PERSONNEL REQUIRED		TOTAL NUMBER OF GUARDS	YEAR 1			YEAR 2			YEAR 3		
	DAY SHIFT	NIGHT SHIFT		PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 1	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 2	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 3
GIYANI	09	14	23									
<b>Subtotal excluding VAT</b>												
<b>15% VAT</b>												
<b>Total per month including VAT</b>												

TOTAL FOR YEAR 1	TOTAL FOR YEAR 2	TOTAL FOR YEAR 3	TOTAL BID PRICE = 36 MONTH

## AREA 8: TRAINING CENTRES

LOCATION	PERSONNEL REQUIRED		TOTAL NUMBER OF GUARDS	YEAR 1			YEAR 2			YEAR 3		
	DAY SHIFT	NIGHT SHIFT		PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 1	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 2	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 3
TRAINING CENTRESO	08	10	18									
Subtotal excluding VAT												
15% VAT												
Total per month including VAT												

TOTAL FOR YEAR 1	TOTAL FOR YEAR 2	TOTAL FOR YEAR 3	TOTAL BID PRICE = 36 MONTH

LOCATION	PERSONNEL REQUIRED		TOTAL NUMBER OF GUARDS	YEAR 1			YEAR 2			YEAR 3		
	DAY SHIFT	NIGHT SHIFT		PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 1	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 2	PRICE PER GUARD	PRICE PER MONTH	TOTAL FOR YEAR 3
MKHUHLU	06	06	12									
	Subtotal excluding VAT											
	15% VAT											
	Total per month including VAT											

TOTAL FOR YEAR 1	TOTAL FOR YEAR 2	TOTAL FOR YEAR 3	TOTAL BID PRICE = 36 MONTH

# **GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT July 2010**

## **NOTES**

The purpose of this document is to:

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

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

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

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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7. "Day" means calendar day.
  - 1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
  - 1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
  - 1.14. "GCC" means the General Conditions of Contract.
  - 1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
  - 1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

- 1.17. “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. “Project site,” where applicable, means the place indicated in bidding documents.
- 1.21. “Purchaser” means the organization purchasing the goods.
- 1.22. “Republic” means the Republic of South Africa.
- 1.23. “SCC” means the Special Conditions of Contract.
- 1.24. “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

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

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

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

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

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 inspections 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 analysed 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. Packaging**

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

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

- 10. Delivery and documents** 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.
- 11. Insurance** 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
- 12. Transportation** 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
- 13. Incidental services** 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
- 14. Spare parts** 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

- 15. Warranty**
- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contracts 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 these contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

**21. Delays in the supplier's performance**

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

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

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

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without 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 antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

- 25. Force Majeure** 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for Insolvency** 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes** 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability** 28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governance language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation
- 34. Prohibition of restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.