



Province of the
EASTERN CAPE
OFFICE OF THE PREMIER

BID FOR:

**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY
AND DELIVER OFFICE STATIONERY FOR A PERIOD OF
THIRTY-SIX (36) MONTHS IN THE EASTERN CAPE OFFICE
OF THE PREMIER**

BID NO: SCMU 1-21/22-0005

NAME OF BIDDER:

CLOSING DATE: 07 JULY 2021

CLOSING TIME: 11H00

PREPARED BY:

SUPPLY CHAIN MANAGEMENT UNIT
OFFICE OF THE PREMIER
PRIVATE BAG X 0047
BHISHO
Tel: [040] 609 6451
Website: www.ecprov.gov.za

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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SCMU1-21/22-0005	CLOSING DATE:	07 JULY 2021	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OFFICE STATIONERY FOR A PERIOD OF THIRTY-SIX (36) MONTHS IN THE EASTERN CAPE OFFICE OF THE PREMIER				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT INDEPENDENCE AVENUE, OFFICE OF THE PREMIER BUILDING, GROUND FLOOR (RECEPTION AREA), BHISHO					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MS LAZOLA MANANA		CONTACT PERSON	MR MONGEZI MAZIMBA	
TELEPHONE NUMBER	066 586 5945		TELEPHONE NUMBER	078 199 3547	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	scmrequests@ecotp.gov.za		E-MAIL ADDRESS	mongezi.mazimba@ecotp.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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-FILED THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: _____

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

DATE: _____

BID NOTICE

BID NO: SCMU 1-21/22-0005

Bids are hereby invited for BID:

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OFFICE STATIONERY FOR A PERIOD OF THIRTY-SIX (36) MONTHS IN THE EASTERN CAPE OFFICE OF THE PREMIER

Bid Documents will be available as from **Tuesday, 15 June 2021** at Office of the Premier, Independence Avenue, old ECDC Building Bhisho Second Floor, Office Number 2056.

Electronic Documents will be available on the website www.otp.ecprov.gov.za under Procurement and also on the National Treasury e-tenders page: www.etenders.gov.za

Completed bid documents in a sealed envelope endorsed with the relevant bid number, bid description must be deposited in the bid box situated at Office of the Premier, Independence Avenue old ECDC Building, Ground Floor (Reception Area) not later than **11 O'clock on 07 July 2021** when bids will be opened in public.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT WILL BE APPLIED AND BBEE POINTS WILL BE AWARDED AS FOLLOWS:

Price	- 80 points
BBEE	- 20 points

A. BID EVALUATION

The bid will be evaluated in three (3) phases as follows:

Phase 1: Pre-qualification Criteria (SCM Compliance and Mandatory Requirements)

Phase 2: Functionality Evaluation Criteria (detailed in bid document)

Phase 3: Price and B-BBEE Evaluation

(Phase 1): Pre-qualification Criteria	(Phase 2) Functionality Criteria	(Phase 3) Price and B-BBEE Evaluation
Bidders must submit all documents on under mandatory requirements. Only bidders that comply with ALL these criteria will proceed to Phase 2	Bidder(s) must obtain a minimum of 80 points out of 100 points to proceed to Phase 3 (Price and B-BBEE).	Bidder(s) will be evaluated in terms of section 5 of PPPFA 2000, Preferential Procurement Regulations, 2017. Eighty (80) points for price and twenty (20) points for B-BBEE status level.

B. ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO

BIDDING PROCEDURE ENQUIRIES

Enquiries: Loyiso Manyela
Email: scmrequests@ecotp.gov.za

OR

Ms Batandwa Nginase
Email: : scmrequests@ecotp.gov.za

SPECIAL CONDITIONS OF BID:

1. INTERPRETATION

The word "Bidder" in these conditions shall mean and include any firm of Contractors or any company or body incorporated or unincorporated.

The word "Department" in these conditions shall mean the OFFICE OF THE PREMIER

2. EXTENT OF BID

This contract is for the:

**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER
OFFICE STATIONERY FOR A PERIOD OF THIRTY-SIX (36) MONTHS IN
THE EASTERN CAPE OFFICE OF THE PREMIER**

3. CONTRACT TO BE BINDING

The formal acceptance of this Bid by the Department will constitute a contract binding on both parties, and the Department may require sureties to its satisfaction from the contractor, for the due fulfilment of this contract, should it be requested in the Terms of Reference

4. MODE OF BID

All Bids shall be completed and signed: All forms, annexures, addendums and specifications shall be signed and returned with the Bid document as a whole. ***The lowest or only bid will not necessarily be accepted.***

5. QUALITY

Should the specifications and / or descriptions not address any aspects of quality as specified, this should be clarified with the Department prior to the submission of a Bid.

6. INSURANCE CLAIMS, ETC.

The Department shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

The contractor shall insure his / her / their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfilment of this contract and shall indemnify The Department against all risks or claims which may arise.

It may be required from the successful Bidder to submit proof of insurance or any other valid form of indemnification to The Department for scrutiny.

Failure to do so within 21 (twenty one) days of acceptance of this Bid will be deemed to be a material breach of this contract and will render the contract null and void.

7. SIGNING OF DOCUMENTS

Bidders are required to return the complete set of documents duly signed.

In the event that a resolution to sign is not completed by all directors/ members of the enterprise, the signature of any one of the directors or members to this quotation will bind all the directors/ members of the enterprise and will therefore render the quotation valid. In the event that a non- member/ non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the quotation. In the case of a joint venture or consortium, at least one director/ member of each of the parties need to sign the joint venture or consortium agreement. Furthermore, in the case of a joint venture or consortium at least one director/ member of each party to the joint venture or consortium must give consent to give authorisation for signatory to this bid.

8. PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE

All Bids must remain valid for a period of **90 (Ninety)** days from the closing date as stipulated in the Bid document.

9. PENALTY PROVISION

9.1 Should the successful Bidder:

- [a] Withdraw the Bid during the afore-mentioned period of validity; or
 - [b] Advise the Department of his / her / their inability to fulfil the contract; or
 - [c] Fail or refuse to fulfil the contract; or
 - [d] Fail or refuse to sign the agreement or provide any surety if required to do so;
- The Department may hold the bidder responsible for and the bidder is obligated to pay to the Department:
- [a] All expenses incurred by the Department to advertise for or invite and deliberate upon new Bids, should this be necessary.
 - [b] The difference between the original accepted Bid price (inclusive of escalation) and:
 - [i] A less favourable (for the Department) Bid price (inclusive of escalation) accepted as an alternative by the Department from the Bids originally submitted; or
 - [ii] A new Bid price (inclusive of escalation).

9.2 Should the successful Bidder fail to deliver, provisions of the General Conditions of Contract will apply.

9.3 Disputes between the Department and a bidder (if any) will be dealt with in the form of litigation.

9.4 The penalties will be as per the SLA or Project Charter which will be signed after the awarding of the contract

10. VALUE ADDED TAX

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.

11. **PRICE ESCALATION**

Contract price adjustments will be done annually on the anniversary of the contract start date. The price adjustment will be based on the Consumer Price Index Headline Inflation

STATS SA P0141 (CPI), Table E	Table E - All Items
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12. **AUTHORITY TO SIGN BID DOCUMENTS**

- a) In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the Department at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity. Furthermore, in the case of a joint venture or consortium at least one directors/ members of each party to the joint venture or consortium must give consent to give authorisation for signatory to this bid.
- b) In the event that a resolution to sign is not completed by all directors/ members of the enterprise, the signature of any one of the directors or members to this bid will bind all the directors/ members of the enterprise and will therefore render the bid valid.
- c) In the event that a non-member/ non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the bid.

13. **DURATION OF THE BID**

The successful bidder will be appointed for a period of Thirty Six (36) months.

14. **DELIVERY PERIODS**

Delivery periods and relevant dates will be provided in the Service Level Agreement (SLA).

15. **DISPUTES OR LIABILITIES**

In the event that disputes/ liabilities cannot be resolved by internal systems, the disputes will be settled by litigation.

This paragraph replaces paragraph 29 in the General Conditions of Contract.

16. **CLOSING DATE / SUBMITTING OF BIDS**

- 16.1 Bids must be submitted in sealed envelopes clearly marked **SCMU 1-21/22-0005 APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OFFICE STATIONERY FOR A PERIOD OF THIRTY-SIX (36) MONTHS IN THE EASTERN CAPE OFFICE OF THE PREMIER**

- 16.2** The completed bid documents must be deposited in the bid box, Office of the Premier Building, Ground Floor (Reception Area), Bhisho not later than 11H00 on **07 July 2021** when bids will be opened in public.

17 **NEGOTIATION WITH THE IDENTIFIED PREFERRED BIDDER**

- 17.1** The Bid will be awarded to the bidder who scores the highest PPPFA points, calculated based on the total price offered. However, the final terms of this bid maybe subjected to negotiation with the identified preferred bidder, should a need arise.
- 17.2** The Department may negotiate for additional resources from the successful bidder, should it be deemed necessary.



Province of the
EASTERN CAPE
OFFICE OF THE PREMIER

SPECIFICATION

**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY
AND DELIVER OFFICE STATIONERY FOR A PERIOD OF
THIRTY-SIX (36) MONTHS IN THE EASTERN CAPE OFFICE
OF THE PREMIER**

SCMU1-21/22-0005

1. PURPOSE

The Eastern Cape Office of the Premier Office (ECOTP) intends to enter into a contractual agreement with a suitable supplier to supply and deliver office stationery for a period of thirty-six (36) months.

2. EXPECTED DELIVERABLES

- 2.1 The successful bidder will be required to supply and delivery office stationery on a need basis as per the attached specification and pricing schedule (**Annexure B**). The office stationery must be delivered in the required quantity, quality, at the right time, and at the right place.
- 2.2 All the office stationery must be supplied and delivered to the Head Office, 2nd Floor, ECDC Building, Bhisho. The supplier must ensure that all COVID-19 regulations are observed at all times during the delivery of office stationery to the department.

3. QUALITY ASSURANCE

The successful bidder shall ensure that all office stationery delivered are of high quality as per the specification and pricing schedule in **Annexure B**.

4. GENERAL REQUIREMENTS

- 4.1 The bidders must complete price list of all office stationery indicated in the specification and pricing schedule (**Annexure B**).
- 4.2 ECOTP reserves the right to:
 - 4.2.1 Procure the items in the specification and pricing schedule on a need basis.
 - 4.2.2 Procure any other office stationery related items not included in **Annexure B** within this contract.
 - 4.2.3 Negotiate with the lowest bidder based on prevailing market price.
 - 4.2.4 Conduct any loco inspection where the bidder's offices are held.

4.3 ECOTP reserves the right to accept or reject any bid in response to the advertisement and to withdraw its decision to seek provision of these services at any time and is not bound to accept the lowest bid.

5. TIME FRAMES

5.1 The successful bidder will enter into a Service Level Agreement (SLA) with ECOTP after award of the contract. The contract shall remain in force for a period of thirty-six (36) months.

5.2 The successful bidder will be expected to deliver goods within fourteen (14) working days after the receipt of government official order.

6. BID PRICING STRUCTURE

6.1 Bidders must include all price escalations during the period of the contract in the attached specification and pricing schedule (**Annexure B**).

6.2 All prices must be inclusive of VAT whether or not the bidder is registered for VAT. Where suppliers are VAT registered, all rate proposed must be VAT inclusive and presented in accordance with the stipulations of the VAT Act (Act no 89 of 1991). In the event that the bidder does not include VAT, such bidder must absorb any cost escalations, with the contractually agreed prices not allowed to increase. No payment of VAT will be made to a supplier that quoted VAT that cannot prove its VAT registration at the point of invoicing.

NB: Failure to complete the prescribed price schedule and failure to provide a price for any of the office stationery items in the pricing schedule will result in a disqualification of the bid.

7. BID EVALUATION CRITERIA

The bid will be evaluated in three (3) phases as follows:

- a) **Phase 1:** Pre-Qualification Criteria and SCM Compliance
- b) **Phase 2:** Functionality / Evaluation Criteria
- c) **Phase 3:** Price and B-BBEE Evaluation

7.1 PHASE 1: COMPLIANCE

Document that must be submitted	Explanatory information
1. Invitation to Bid – SBD 1	Complete and sign the supplied document
2. Tax Compliance Status	In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification as well SARS e-filing verification outcome will take precedence.
3. Declaration of Interest – SBD 4	Complete and sign the supplied document
4. Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	Complete and sign the supplied document
5. Certificate of Independent Bid Determination – SBD 9	Complete and sign the supplied document
6. Preference Point Claim Form – SBD 6.1	Complete and sign the supplied document
7. Registration on Central Supplier Database (CSD)	Service Provider must be registered on Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit CSD printout as proof of registration.

7.2 MANDATORY REQUIREMENTS

Bidders must comply with all the requirements listed below:

- 7.2.1 The bidder must have supplied and delivered office stationery with a minimum of three (3) orders to the value of R100, 000 or more per order. These three (3) orders must have been issued to the bidder during the period 1 January 2019 until the bid closing date. Bidders must fully complete **Annexure A** with contactable references, reflecting and the description of goods delivered.
- 7.2.2 All office stationery required in the specification must be fully priced for in the pricing schedule (**Annexure B**).

- 7.2.3 This bid is only limited to Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs) only with BBBEE of level 1 to 3. Attach a valid and certified B-BBEE certificate or sworn affidavit in the prescribed format confirming their annual turnover and level of black ownership.
- 7.2.4 Bidders must submit audited financial statements for the previous financial year or bank guaranteed letter confirming access to funds not older than three months indicating the value of R200 000.00.

NOTE: FAILURE TO COMPLY WITH ALL THE ABOVE REQUIREMENTS WILL RESULT IN DISQUALIFICATION OF THE BID

7.3 PHASE 2 : FUNCTIONALITY EVALUATION

All bidder(s) are required to respond to the functionality evaluation criteria as indicated below:

- a) Only Bidder(s) that have met the phase1 will be evaluated in Phase 2 for functionality.
- b) A bidder that scores less than 80 points for functionality will be regarded as non-responsive and will be disqualified.**

Evaluation Criteria		Weight
1. Track record & experience	Bidders must submit a minimum of three (3) completed projects / purchase orders in supply and delivery of goods/services to a minimum value of R 100 000.00. Reference letters in a client's letterhead must be attached with contactable references. 6 orders and above = 20 points 4-5 orders = 15 Points 3 orders = 10 Points	20
2. Financial Capacity	Audited Financials or bank guarantee letter confirming access to funds: R 600k and above = 25 points R400k - R599k = 20 points R200k - R 399k = 15 points	25

3.	Locality Bidders must have a functional office within the Eastern Cape Province. Municipal bill / letter / rates or a valid Lease agreement must be attached.	25
4.	Transformation Targets • Female = 10 • Youth =10 • Person with Disability = 10 Ownership of the company as indicated on CSD report will be considered to allocate these points.	30
TOTAL		100

7.4 PHASE 3 PRICE & B-BBEE

In terms of the Preferential Policy Framework Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act, (Act No 5 of 2000), responsive bids will be evaluated in terms of 80/20 preference point system. Eighty (80) points will be allocated for the price and twenty (20) points for B-BBEE status level.

Criteria : Price & B-BBEE Status Level			Points
Bid price			80
B-BBEE Status level			20
<i>B-BBEE Status Level Contributor</i>	<i>Number of points (80/20 system)</i>		
1	20		
2	18		
3	14		
4	12		
5	8		
6	6		
7	4		
8	2		
Non-compliant contributor	0		
Total Points			100

Bidders who wish to claim for B-BBEE points must attach a valid B-BBEE level verification certificate or sworn affidavit in the prescribed format confirming their annual turnover and level of black ownership. Bidders who do not submit required documentation shall not be scored for the B-BBEE points.

8. BRIEFING SESSION

A pre-bid briefing and clarification session will be held virtually through Ms Teams on the following date:

Date and time: 22 June 2021 at 10:00 am

Meeting Link: The link must be requested from scmrequests@ecotp.gov.za

9. COMMUNICATION

All communication or correspondence concerning this bid should be directed as follows:

With regard to Terms of Reference:	With regard to SCM Information
Mr M.Mazimba Supply Chain Management Bhisho <u>e-mail:Mongezi.mazimba@ecotp.gov.za</u>	Mrs L. Manana Supply Chain Management Bhisho <u>e-mail:Lazola.manana@ecotp.gov.za</u>

ANNEXURE A – BIDDERS MUST FULLY COMPLETE THE FOLLOWING TABLE INDICATING THEIR TRACK RECORDS AND REFERENCES

NO.	COMPANY / CLIENT'S NAME	VALUE OF THE ORDER	DESCRIPTION OF GOODS	CONTACTABLE REFERENCES		
				NAME OF CONTACT PERSONS	WORK E-MAIL ADDRESS	WORK TELEPHONE NUMBERS
1.						
2.						
3.						
4.						
5.						

NB: Please attached proof of an order/s for the above claim.

Bidders Name: _____ **Date:** _____

Signed by: _____ **Signature:** _____

ANNEXURE B: SPECIFICATION AND PRICING SCHEDULE

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	YEAR 1	YEAR 2	YEAR 3
BINDING ELEMENT RINGS					
1.	Ring Binder Comb 16mm <i>Foska or equivalent</i>	EACH			
2.	Ring binder comb 22mm <i>Foska or equivalent</i>	EACH			
3.	Ring binder comb 28mm <i>Foska or equivalent</i>	EACH			
4.	Ring Binder Plastic A4 <i>Croxley or equivalent</i>	EACH			
5.	Ring Binding Element Comb 50mm <i>Foska or equivalent</i>	EACH			
PENS AND INK					
6.	Pen UB-157 Fine Red (Box of 12) <i>Uniball or equivalent</i>	EACH			
7.	Pen Liquid Gel Ink 0,7mm Black (Box of 12) <i>Pentel or equivalent</i>	EACH			
8.	Pen Ball-Point Medium Black (Box of 12) <i>Pilot or equivalent</i>	EACH			
9.	Pen UB-157 Fine Black (Box of 12) <i>Uniball or equivalent</i>	EACH			
10.	Pen G2 0,07mm Black (Box of 12) <i>Pilot or equivalent</i>	EACH			
11.	Correction Pen 12ml Metal Tip (Box of 12)	EACH			
12.	Stamp Pad Ink 30ml	BOTTLE			
CARTON TOKAI A4					
13.	Carton Tokai A4 Red 160g (Pack of 100 Sheets) <i>InterStat or equivalent</i>	PKT			
14.	Carton Tokai A4 White 160g (Pack of 100 sheets) <i>InterStat or equivalent</i>	PKT			
15.	Carton Tokai A4 Pink 160g (Pack of 100 sheets) <i>InterStat or equivalent</i>	PKT			
16.	Carton Tokai A4 Blue 160g (Pack of 100 sheets) <i>InterStat or equivalent</i>	PKT			
17.	Carton Tokai A4 Yellow 160g (Pack of 100 sheet) <i>InterStat or equivalent</i>	PKT			
18.	Carton Tokai Green 160g (Pack of 100 sheets) <i>InterStat or equivalent</i>	PKT			
19.	Carton Tokai Gold 160g (Pack of 100 sheets) <i>InterStat or equivalent</i>	PKT			
20.	Carton Tokai Orange 160g (Pack of 100 sheets) <i>InterStat or equivalent</i>	PKT			

MEMORY STICK					
21.	Memory Stick 4GB Verbatim or equivalent	EACH			
22.	Memory Stick 8GB Verbatim or equivalent	EACH			
23.	Memory Stick 16 GB Verbatim or equivalent	EACH			
BATTERIES					
24.	Battery Pack p.MN2400 15V (Packet of 2) <i>Duracell or equivalent</i>	PKT			
25.	Battery Pack Plus R6PP 1.5v (Packet of 2) <i>Duracell or equivalent</i>	PKT			
ENVELOPES					
26.	Envelope Manilla Window Seal 110x220mm <i>Croxley or equivalent</i>	BOX			
27.	Envelope Mailing C3 buff 458 X 324 mm <i>Croxley or equivalent</i>	BOX			
28.	Envelope C5 162 X 229mm <i>Croxley or equivalent</i>	BOX			
29.	Envelope C4 Plain White 114 x 162mm <i>Croxley or equivalent</i>	BOX			
CLIPS					
30.	Clip Bulldog 65mm (Box of 10) <i>Foska or equivalent</i>	BOX			
31.	Clip Diamond Fold Back 41mm (Box of 4) <i>Foska or equivalent</i>	BOX			
32.	Clip Diamond Fold Back 51mm (Box of 4) <i>Foska or equivalent</i>	BOX			
33.	Fastener Paper Clip Giant Coloured (10 X 100 clips) 50mm <i>Foska or equivalent</i>	PKT			
34.	Paper Clip steel (10 x 100 clips) 33mm <i>Foska or equivalent</i>	PKT			
35.	Paper Clip Bulldog 20mm (Pkt of 10) <i>Foska or equivalent</i>	PKT			
36.	Fastener Paper Indian Tag <i>Foska or equivalent</i>	PKT			
FILES, FOLDERS & FILE DIVIDERS					
37.	File Swing Clip box File A4 <i>Croxley or equivalent</i>	EACH			
38.	File Suspension A4 <i>Croxley or equivalent</i>	EACH			

39.	Folder Plastic Quote Clear Front A4 <i>Croxley or equivalent</i>	EACH			
40.	Transparency A4 <i>InterStat or equivalent</i>	PKT			
41.	Index Sheet A4 File Dividers 10Tab (Pkt of 10) <i>Croxley or equivalent</i>	EACH			
42.	Pocket Filing A4 Plastic Sleeves (Pkt of 100) <i>Croxley or equivalent</i>	PKT			
43.	Index Sheet Plastic Divider A4 1-12 <i>Croxley or equivalent</i>	EACH			
44.	Index Sheet Plastic Divider A4 1-31 <i>Croxley or equivalent</i>	EACH			
45.	File Divider A-Z <i>InterStat or equivalent</i>	EACH			
46.	Pouch Laminating A4 <i>InterSta or equivalent</i>	EACH			
47.	Wallet A4 Polypro Document Wallet <i>Croxley or equivalent</i>	EACH			
48.	File Plastic Lever Arch File <i>Croxley or equivalent</i>	EACH			
49.	Lever Arch Files Cardboard <i>Croxley or equivalent</i>	EACH			
50.	Cardboard Archiving LA Tainer with 6 compartments <i>Croxley or equivalent.</i>	EACH			
51.	Box Storage Collapsible Cardboard <i>Croxley or equivalent</i>	EACH			
52.	File Accessible <i>Croxley or equivalent.</i>	EACH			
PAPER, FORMS, RUBBER BANDS, PAPER FASTENERS AND HOLDERS					
53.	Document Sorter A-2 , 1-31 month year days	EACH			
54.	Paper Office Memo White <i>Croxley or equivalent</i>	PKT			
55.	Flip Chart Paper 50 Sheets Size A1 <i>Croxley or equivalent</i>	PKT			
56.	Basket Waste Paper Plastic 5L <i>Croxley or equivalent</i>	EACH			
57.	Paper Letter Tray Plastic 3x Tier <i>Croxley or equivalent</i>	EACH			
58.	Holder Memo Cube Plastic <i>Croxley or equivalent</i>	EACH			
59.	Holder Pen Holder <i>Croxley or equivalent</i>	EACH			
60.	Chart Push Pins Art no. A522-01 Assorted Colour <i>Foska or equivalent</i>	BOX			
61.	String / Twine <i>Croxley or equivalent</i>	ROLL			
62.	Box Magazine Holders <i>Croxley or equivalent</i>	EACH			
63.	Guillotine to cut A4 Paper <i>Croxley or equivalent</i>	EACH			

64.	Form Departmental Rubber Bands Size 32 100g <i>Croxley or equivalent</i>	BOX			
65.	File Trefoil Fasteners Metal 80mm <i>Croxley or equivalent</i>	BOX			
BOOKS					
66.	Book A5 192 Pages Notebook <i>Croxley or equivalent</i>	EACH			
67.	Book Note Shorthand A5 S/Cover <i>Croxley or equivalent</i>	EACH			
68.	Book Hardcover Exercise A4 3 Quire <i>Croxley or equivalent</i>	EACH			
69.	Writing Pad 81/142289, Z15 297mm X 210mm <i>Croxley or equivalent</i>	EACH			
70.	Parcel Delivery Book A5 <i>Croxley or equivalent</i>	EACH			
71.	Numbered Leave Books in triplicate	EACH			
PENCILS, SCISSORS, RULERS, SHARPENERS AND ERASERS					
72.	Lead Pencil Refill 0.5mm 12 Leads (Box of 24)	EACH			
73.	Clutch Pencil 1.0mm red (Box of 12)	EACH			
74.	Pencil 110 Black (Box of 12)HB	EACH			
75.	White Board Eraser	EACH			
76.	Eraser for pencil size 62 X 22 X 12mm (Box of 20)	EACH			
77.	Sharpener Table Type Steel Single Hole (Box of 24)	EACH			
78.	Scissor Sharp Point C/Blades <i>Croxley or equivalent</i>	EACH			
79.	Ruler Plastic 300m <i>Croxley or equivalent</i>	EACH			
BINDING ELEMENT SLIDES					
80.	Binding Element Slide A4 10mm <i>Foska or equivalent</i>	EACH			
81.	Binding Element Slide A4 15mm <i>Foska or equivalent</i>	EACH			
82.	Binding Element Slide A4 5mm <i>Foska or equivalent</i>	EACH			
STAPLERS, STAPLES, PUNCHES AND STAPLE REMOVERS					
83.	Stapler Heavy Duty <i>Genmes or equivalent</i>	EACH			
84.	Stapler Rapid Plier Classic <i>Genmes or equivalent</i>	EACH			
85.	Staple Remover Office Type <i>Genmes or equivalent</i>	EACH			
86.	Staples Odssey 13mm X 9mm <i>Rexel or equivalent</i>	BOX			

87.	Staples Rexel Giant 14,0mm <i>Rexel or equivalent</i>	BOX			
88.	Staples Chisel Point 26/6mm <i>Rexel or equivalent</i>	EACH			
89.	Perforator, Paper, Punch 2 Hole <i>Rexel or equivalent</i>	EACH			
90.	Heavy Duty Punch Perforated 2 Hole 190 Sheets or 20LB of Paper <i>Rexel or equivalent</i>	EACH			
GLASS					
91.	Pitcher Water Glass 1 Litre <i>Consol or equivalent</i>	EACH			
92.	Tap Water Glass 500 ml <i>Consol or equivalent</i>	EACH			
MARKERS					
93.	Marker Highlighter Mixed colours Hydrocarbon Tip (Box of 10) <i>Luxor or equivalent</i>	EACH			
94.	Marker Flat Permanent Art Line 90 or equivalent	EACH			
95.	Marker Black Permanent Art.700 (Box of 12)	EACH			
96.	Marker Bullet Tip Whiteboard <i>Luxor or equivalent</i>	EACH			
GLUE AND ADHESIVE TAPES					
97.	Adhesive Glue 100g Non-Adhesive <i>Prestik or equivalent</i>	EACH			
98.	Adhesive Glue Stick Form 43g (Box of 24) <i>Pritt or equivalent</i>	EACH			
99.	Tape Adhesive Clear 18mm X 50mm <i>Croxley or equivalent</i>	EACH			
100.	Tape Adhesive Clear 48mm X 50mm <i>Croxley or equivalent</i>	EACH			
101.	Flag Tape Clear Water Based Glue 50 Sheets (Box of 12) 25mm X4 43mm <i>Global Note or equivalent</i>	EACH			
102.	Sign Here Flag Tape 3M (Box of 12) <i>Global Note or equivalent</i>	EACH			
103.	Sticky Notes Assorted Colours 75mm X 70mm Large <i>Post-It or equivalent</i>	EACH			
104.	Label Marked Urgent <i>Post-It or equivalent</i>	EACH			
CDs AND DVDs					
105.	CD Re-Writable 700MB 80Min, 1.4X Speed <i>Verbatim or equivalent</i>	EACH			
106.	DVD Disk Re-Writable CD4,7GB <i>Verbatim or equivalent</i>	EACH			
CABLES AND ADAPTERS					

107.	Cable Electrical Extension Cord 10m <i>Victrix or equivalent</i>	EACH			
108.	Cable Electrical Extension Cord 5m <i>Victrix or equivalent</i>	EACH			
109.	Adapter Multi-plug 6-plug 5X15AMP + 5X5 AMP ILLVC with surge protector <i>Victrix or equivalent</i>	EACH			
110.	Plug Tops 3pin Adapter 6Amp 250v AP-02 MAX 16A <i>Victrix or equivalent</i>	EACH			
TOTAL VALUE					
VAT					
TOTAL BID PRICE (VAT INCLUSIVE)					

Bidders Name: _____

Date: _____

Signed by: _____

Signature: _____

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

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

7. SUB-CONTRACTING

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

(***Tick applicable box***)

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

- 7.1.1 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 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		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacture
☐ Supplier
☐ Professional service provider

- ☐ Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

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

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

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

WITNESSES

1.
2.

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

DATE:

ADDRESS

.....

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written bid). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

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

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

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

2.7.1 If so, furnish the following particulars:

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

.....

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

.....

Position occupied in the state institution:

Any other particulars:

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

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

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

.....

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

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

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

Full Name	Identity Number	Personal Tax Number	Income Reference	State Number	Employee / Persal Number

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS
CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME

SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database 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 National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ 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

**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OFFICE STATIONERY FOR
A PERIOD OF THIRTY-SIX (36) MONTHS IN THE EASTERN CAPE OFFICE OF THE PREMIER**

NAME OF BIDDER:

DECLARATION

1. I (full names) do hereby confirm that I am duly authorised to make this declaration on behalf of (name of bidding entity).

2. Do hereby declare that (name of bidding entity) and or its director(s) or representatives did not have access to any Eastern Cape Office of the Premier proprietary information or an other matter that may have unfairly placed its bid in a preferential position in relation to any other bidder(s).

Signed on the (day)..... (month)..... (year) at
.....(place).

Name and surname of duly authorised representative

Signature

Date: _____

COMPANY DETAILS

The following company details schedule must be completed to ensure that the prerequisite requirements to bidding are met.

Registered Company Name:

.....

Company Registration Number:

VAT Number:

Bank Name and Branch:

Bank Account Number:

Professional Registration Details:

.....

.....

.....

.....

COMPANY COMPOSITION**GENERAL**

All information must be filled in spaces provided. If additional space is required, additional sheets may be attached. The onus is on the bidder to fill in all the information.

The full company composition is required including HDI and Non-HDI status. The ownership must accumulate to 100%.

NAME	IDENTITY NUMBER	CITIZENSHIP	HISTORICALLY DISADVANTAGED INDIVIDUALS STATUS (Y/N)	DISABI LITY	FEMALE	DATE OF OWNERSHIP	% OWNED	VOTING %

DECLARATION (VALIDITY OF INFORMATION PROVIDED)

I.....declare that the information provided is true and correct, the signature to the bid document is duly authorised and documentary proof regarding any bidding issue will, when required, be submitted to the satisfaction of the EASTERN CAPE OFFICE OF THE PREMIER

.....
SIGNATURE OF DECLARER

DATE

.....
POSITION OF DECLARER

NAME OF COMPANY OF BIDDER

Should the bidder have, in the opinion of the OTP, acted fraudulently illegally, in bad faith or in any improper manner, misrepresented itself with regard to the bid, then the OTP may, in its sole discretion:

- * Ignore any bids without advising the bidder thereof
- * Cancel the contract without prejudice to any legal rights the OTP may have

Should the bidder disregard this or conduct affairs in a way that transgresses from good business practices, this could seriously impair future business relations between the OTP and such bidder.

RESOLUTION FOR SIGNATORY

CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form.

An example is given below:

"By resolution of the board of directors passed at a meeting held on _____

Mr/Ms _____, whose signature appears below, has been duly authorised to sign all documents in connection with the tender for

Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) _____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

1. _____ SIGNATURE: _____

DATE: _____

IMPORTANT NOTICE: RESOLUTION TO SIGN

1. In the event that a resolution to sign is not completed by all directors/ members of the enterprise, the signature of any one of the directors or members to this bid will bind all the directors/ members of the enterprise and will therefore render the bid valid.
2. In the event that a non- member / non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the bid.
3. In the case of a joint venture or consortium, at least one director/ members of each of the parties need to sign the joint venture or consortium agreement.
4. Furthermore, in the case of a joint venture or consortium at least one director/ member of each party to the joint venture or consortium must give consent to give authorisation for signatory to this bid.

DECLARATION

I, THE UNDERSIGNED NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3.1 ABOVE IS CORRECT.

I ACCEPT THAT THE PRINCIPAL MAY 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

ANNEXURE H

DECLARATION OF EMPLOYEES OF THE STATE OR OTHER STATE INSTITUTIONS

This form must be included additional to the SBD.4

1. In terms of section 30 of the Public Service Act;
No employee shall perform or engage himself or herself to perform remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department.

2.

Are any of the members / directors of your company employed by the State?	Yes/No
---	--------

3. "State" means –

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Any provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.
- (f) Any Parastatal (A company or agency owned or controlled wholly or partly by the government).

4. Should you indicate "yes" above, please provide the following details:

No	NAME & SURNAME OF DIRECTOR	STATE INSTITUTION WHERE EMPLOYED	ID NUMBER	EMPLOYEE / PERSAL NUMBER
1				
2				
3				
4				

5. Please note: The "state" is clearly defined in paragraph 3 above. In the event that "no" is selected and subsequently any false declaration are detected, the non-disclosure of such "state employment" will be deemed as "fraud". Therefore the state may reject the bid and in addition may proceed with further action should this declaration prove to be false.

4 DECLARATION

I, (NAME & SURNAME).....ID NUMBER.....
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 4 ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SCHEDULE OF PROPOSED SUB-CONTRACTORS**Annexure I**

Project Title:	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OFFICE STATIONERY FOR A PERIOD OF THIRTY-SIX (36) MONTHS IN THE EASTERN CAPE OFFICE OF THE PREMIER
Contract Number	SCMU 1-21/22-0005

We notify you that it is our intention to employ the following subcontractors for work in this contract. If we are awarded a contract we agree that this motivation does not change the requirement for us to submit the names of proposed Subcontractors in accordance with the requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Subcontractor (s)	BBBEE – level of Subcontractor (Proof must be submitted with the bid)	Nature and extend of Work	Previous experience with Sub-contractor	Estimated R-value of sub-contract works	Sub-contracting % based on R-Value of total Bid price
1					R	_____ %
2					R	_____ %
3					R	_____ %
4					R	_____ %
5					R	_____ %
TOTAL R- VALUE AND PERCENTAGE OF WORK OF SUB-CONTRACTORS					R	_____ %

Signed _____
(Signature of bidder)

Date _____

Name _____
(Name of authorised signature)

Position _____
(Position of authorised signature)

Name of Bidder

This schedule will be read and apply in conjunction with the provisions of SBD 6.1, paragraph 5.7 and 5.8. In the event that the total sub-contracting exceeds 25% of the bid sum, a valid original or original certified copy of the BBBEE certificate/ sworn affidavit – B-BBEE exempted micro enterprise must be submitted for each proposed sub-contractor with the bid. Failure to comply will result in the non-awarding off BBBEE points.

DETAILS OF TENDERERS NEAREST OFFICE

1. Physical address of tenderer:

1 Telephone No of nearest office: _____

3 Time period for which such office has been used by tenderer: _____

.....
SIGNATURE OF (ON BEHALF OF) TENDERER

.....
NAME IN CAPITALS

WITNESSES

1.	 Name	 Signature	 Date
----	---------------	--------------------	---------------

2.	 Name	 Signature	 Date
----	---------------	--------------------	---------------

GENERAL CONDITIONS OF CONTRACT

A. TABLE OF CLAUSES

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GENERAL CONDITIONS OF CONTRACT

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 provider, 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 provider 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 the 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 provider 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 provider and not involving the provider'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 provider 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 provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as land 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 provider covered under the contract.
- 1.25 **"Written" or "in writing"** means hand-written 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 (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise 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 Invitations to bid are usually published in locally distributed news media and in the institution's website.

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

6. Patent rights

- 6.1 The provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of goods or any part thereof by the purchaser.
- 6.2 When a provider developed documentation/projects for the department or PROVINCIAL entity, the intellectual, copy and patent rights or ownership or such documents or projects will vest in the department or PROVINCIAL entity.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the success 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 provider'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 provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

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 purchaser or an organization acting on behalf of the purchaser.
- 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 clause 8.2 & 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 provider.

- 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 provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.
- 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 provider shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the good's final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packaging, 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, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the provider in accordance with the terms specified in the contract.

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.

12. Transportation

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

13. Incidental services

- 13.1 The provider may be required to provide any or all of the following services, including additional services, if any:

- (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 provider of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the provider'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 provider 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 provider for similar services.

14. **Spare parts**

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

- 1) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract, and
- 2) in the event of termination of production of the spare parts:
 - a) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - b) 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 provider 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 provider 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 provider, 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.

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

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

15.5 If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.

16. **Payment**

16.1 The method and conditions of payment to be made to the provider under this contract shall be specified

16.2 The provider 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 provider.

16.4 payment will be made in Rand unless otherwise stipulated.

17. **Prices**

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

18. **Increase/decrease of quantities**

18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. **Contract amendments**

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

20. **Assignment**

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

21. **Subcontracts**

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

22. Delays in the provider's performance

- 22.1 Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract.
- 22.2 If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider 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 provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider'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.
- 22.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.
- 22.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider 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.
- 22.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the provider'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 provider.

23. Penalties

- 23.1 Subject to GCC Clause 25, if the provider 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 good 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.

24. Termination For Default

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

- (a) if the provider 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 provider fails to perform any other obligation(s) under the contract; or
- (c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

24.2 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 provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.

25. Anti-Dumping And Counter-Vailing Duties And Rights

25.1 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 provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider 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.

26. Force Majeure

26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider 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.

26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider 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.

27. Termination For Insolvency

27.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, 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,

28. Settlement Of Disputes

- 28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider 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.
- 28.2 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 provider 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.
- 28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 28.4 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 provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

29. Limitation Of Liability

- 29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the provider 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 provider to pay penalties and / or damages to the purchaser; and
 - (b) the aggregate liability of the provider 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.

30. Governing Language

- 30.1 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.

31. Applicable Law

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

32. Notices

- 32.1 Every written acceptance of a bid shall be posted to the provider 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.

- 32.2 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.

33. Taxes And Duties

- 33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted goods to the purchaser.
- 33.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

34. Transfer Of Contracts

- 34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.

35. Amendment of Contracts

- 35.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force 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.