



# agriculture, land reform & rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

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Free State Shared Service Centre, Private Bag X 20803, Bloemfontein, 9300  
Enquiries: MR G.G MATSHE Telephone (051) 4004200 Fax: (086) 621 2283

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YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT:

QUOTE NO : DALRRD-SG-MACHINE-001 (2024/2025)

COMPULSORY BRIEFING SESSION: N/A

TIME: 11:00 am

CLOSING DATE : 31/05/2024

TIME: 11:00 am

**APPOINTMENT OF A SERVICE PROVIDER FOR RENTAL, INSTALL AND MAINTAIN WIDE FORMAT A0 COPIER MACHINE FOR SURVEYOR GENERAL-BLOEMFONTEIN OFFICE FOR A PERIOD OF 36 MONTHS.**

**QUOTATION PROPOSAL RECEIVED AFTER CLOSING DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED FOR CONSIDERATION.**

**N.B: SUPPLIERS ARE ADVISED TO REGISTER ON CSD- [www.csd.gov.za](http://www.csd.gov.za)**

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Kindly furnish us with proposal for services shown on the attached documents.

1. Attached please find the SBD1, SBD 2, SBD 3.3, SBD 6.1, ToR, and GCC.
2. If you are a sole agent or sole supplier, it is essential that you indicate your percentage commission or profit before tax in order that the reasonableness of your quotation price may be gauged, this information will be treated as strictly confidential.
3. All the documents accompanying this quotation invitation must be completed in detail where applicable and returned with your quotation.
4. Please make sure that your quotation reaches this office before the closing time.
5. When submitting your quotation, the following information must appear on the sealed envelope:-

(i) Name and address of bidder. (ii) Bid Number (iii) Closing Date.

**This envelope can be placed in the bid/tender box on entrance ground Floor 136 SA Eagle Building, Maitland Street, Bloemfontein 9300.**

OR

If posted, place the afore-mentioned envelope in a covering envelope addressed as follows:-

**Quotations, Rural Development and Land Reform Bloemfontein Office: Private Bag X 20803 Bloemfontein 9300.**

Yours faithfully,

**SIGNED**

-----  
**MR.C MAMPA**  
**DEPUTY DIRECTOR: SCM**  
**FREE STATE PROVINCIAL SHARED SERVICE CENTRE**  
**DATE: 24/05/2024**

## PART A INVITATION TO BID

|                                                                                                                                                                    |                                                                                                                                                                             |                              |                                                                                    |                                                                                            |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>                                                                   |                                                                                                                                                                             |                              |                                                                                    |                                                                                            |              |
| <b>QUOTE NUMBER:</b>                                                                                                                                               | <b>DALRRD-SG-MACHINE-001 (2024/2025)</b>                                                                                                                                    | <b>CLOSING DATE:</b>         | <b>31/05/2024</b>                                                                  | <b>CLOSING TIME:</b>                                                                       | <b>11H00</b> |
| <b>DESCRIPTION</b>                                                                                                                                                 | <b>APPOINTMENT OF A SERVICE PROVIDER FOR RENTAL, INSTALL AND MAINTAIN WIDE FORMAT A0 COPIER MACHINE FOR SURVEYOR GENERAL-BLOEMFONTEIN OFFICE FOR A PERIOD OF 36 MONTHS.</b> |                              |                                                                                    |                                                                                            |              |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                  |                                                                                                                                                                             |                              |                                                                                    |                                                                                            |              |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX<br>SITUATED AT (STREET ADDRESS)                                                                             |                                                                                                                                                                             |                              |                                                                                    |                                                                                            |              |
| 136 SA EAGLE BUILDING                                                                                                                                              |                                                                                                                                                                             |                              |                                                                                    |                                                                                            |              |
| CHARLOTTE MAXEKE STREET                                                                                                                                            |                                                                                                                                                                             |                              |                                                                                    |                                                                                            |              |
| BLOEMFONTEIN                                                                                                                                                       |                                                                                                                                                                             |                              |                                                                                    |                                                                                            |              |
| GROUND FLOOR                                                                                                                                                       |                                                                                                                                                                             |                              |                                                                                    |                                                                                            |              |
| <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                                                                                                                                            |                                                                                                                                                                             |                              |                                                                                    |                                                                                            |              |
|                                                                                                                                                                    |                                                                                                                                                                             | TCS PIN:                     |                                                                                    | OR                                                                                         | CSD No:      |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE<br>[TICK APPLICABLE BOX]                                                                                              |                                                                                                                                                                             | <input type="checkbox"/> Yes |                                                                                    | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                                        |              |
|                                                                                                                                                                    |                                                                                                                                                                             | <input type="checkbox"/> No  |                                                                                    |                                                                                            |              |
| IF YES, WHO WAS THE CERTIFICATE ISSUED BY?                                                                                                                         |                                                                                                                                                                             |                              |                                                                                    |                                                                                            |              |
| AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX                                                   |                                                                                                                                                                             | <input type="checkbox"/>     | AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)           |                                                                                            |              |
|                                                                                                                                                                    |                                                                                                                                                                             | <input type="checkbox"/>     | A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) |                                                                                            |              |
|                                                                                                                                                                    |                                                                                                                                                                             | <input type="checkbox"/>     | A REGISTERED AUDITOR                                                               |                                                                                            |              |
|                                                                                                                                                                    |                                                                                                                                                                             | NAME:                        |                                                                                    |                                                                                            |              |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |                                                                                                                                                                             |                              |                                                                                    |                                                                                            |              |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]                                                                                          |                              | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?           | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ANSWER PART B:3 BELOW] |              |
| SIGNATURE OF BIDDER                                                                                                                                                | .....                                                                                                                                                                       |                              | DATE                                                                               |                                                                                            |              |
| CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)                                           |                                                                                                                                                                             |                              |                                                                                    |                                                                                            |              |
| TOTAL NUMBER OF ITEMS OFFERED                                                                                                                                      | ALL                                                                                                                                                                         |                              | TOTAL BID PRICE (INCLUSIVE OF VAT AND ALL HIDDEN COSTS)                            |                                                                                            |              |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>                                                                                                             |                                                                                                                                                                             |                              | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                                   |                                                                                            |              |
| DEPARTMENT/ PUBLIC ENTITY                                                                                                                                          | DALRRD                                                                                                                                                                      |                              | CONTACT PERSON                                                                     | Mr. J. SEMELA                                                                              |              |
| CONTACT PERSON                                                                                                                                                     | MR GG MATSHE                                                                                                                                                                |                              | TELEPHONE NUMBER                                                                   | 071 856 0569                                                                               |              |
| TELEPHONE NUMBER                                                                                                                                                   | 051 400 4200                                                                                                                                                                |                              | FACSIMILE NUMBER                                                                   | N/A                                                                                        |              |
| FACSIMILE NUMBER                                                                                                                                                   | N/A                                                                                                                                                                         |                              | E-MAIL ADDRESS                                                                     | Jonas.Semela@dalrrd.gov.za                                                                 |              |
| E-MAIL ADDRESS                                                                                                                                                     | Gladman.matshe@dalrrd.gov.za                                                                                                                                                |                              |                                                                                    |                                                                                            |              |

## 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.                                                                                                                                                                                                                                   | ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE                                                                                                                                                                                                                                                       |
| 1.3.                                                                                                                                                                                                                                   | BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. |
| 1.4.                                                                                                                                                                                                                                   | WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.                                |
| 1.5.                                                                                                                                                                                                                                   | 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.                                                                                        |
| <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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.                                                                                                                                                                    |
| 2.3                                                                                                                                                                                                                                    | APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.                                                                                                                                   |
| 2.4                                                                                                                                                                                                                                    | BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.                                                                                                                                                                                                                                                                                   |
| 2.5                                                                                                                                                                                                                                    | IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / 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.                                                                                                                                                                                                                  |
| <b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                |
| 3.1.                                                                                                                                                                                                                                   | IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>                                                                                                                                                                                    |
| 3.2.                                                                                                                                                                                                                                   | DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>                                                                                                                                                                                                          |
| 3.3.                                                                                                                                                                                                                                   | DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>                                                                                                                                                                                         |
| 3.4.                                                                                                                                                                                                                                   | DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>                                                                                                                                                                                              |
| <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p> |                                                                                                                                                                                                                                                                                                                                                |

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

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**Application for a Tax Clearance Certificate****Purpose**Select the applicable option .....Tenders ☐ Good standing ☐

If "Good standing", please state the purpose of this application

|  |
|--|
|  |
|  |

**Particulars of applicant**

|                                                               |             |                                      |
|---------------------------------------------------------------|-------------|--------------------------------------|
| Name/Legal name<br>(Initials & Surname<br>or registered name) |             |                                      |
| Trading name<br>(if applicable)                               |             |                                      |
| ID/Passport no                                                |             | Company/Close Corp.<br>registered no |
| Income Tax ref no                                             |             | PAYE ref no 7                        |
| VAT registration no 4                                         |             | SDL ref no L                         |
| Customs code                                                  |             | UIF ref no U                         |
| Telephone no                                                  | CODE NUMBER | Fax no CODE NUMBER                   |
| E-mail address                                                |             |                                      |
| Physical address                                              |             |                                      |
| Postal address                                                |             |                                      |

**Particulars of representative (Public Officer/Trustee/Partner)**

|                  |             |                    |
|------------------|-------------|--------------------|
| Surname          |             |                    |
| First names      |             |                    |
| ID/Passport no   |             | Income Tax ref no  |
| Telephone no     | CODE NUMBER | Fax no CODE NUMBER |
| E-mail address   |             |                    |
| Physical address |             |                    |

**Particulars of tender** (If applicable)Tender number Estimated Tender amount R Expected duration of the tender  year(s)**Particulars of the 3 largest contracts previously awarded**

| Date started         | Date finalised       | Principal            | Contact person       | Telephone number     | Amount               |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Audit**Are you currently aware of any Audit investigation against you/the company?  YES  NO  
If "YES" provide details
  

**Appointment of representative/agent (Power of Attorney)**I the undersigned confirm that I require a Tax Clearance Certificate in respect of  Tenders or  Goodstanding.I hereby authorise and instruct  to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent

Date

Name of representative/agent

**Declaration**

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

Date

Name of applicant/  
Public Officer**Notes:**

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
  - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - (b) without just cause shown by him, refuses or neglects to-
    - (i) furnish, produce or make available any information, documents or things;
    - (ii) reply to or answer truly and fully, any questions put to him ...

As and when required in terms of this Act ... shall be guilty of an offence ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be Issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

**DALRRD-SG-MACHINE-001 (2024/2025):****APPOINTMENT OF A SERVICE PROVIDER FOR RENTAL, INSTALL AND MAINTAIN WIDE FORMAT A0 COPIER MACHINE FOR SURVEYOR GENERAL-BLOEMFONTEIN OFFICE FOR A PERIOD OF 36 MONTHS.****PRICING SCHEDULE (FIRM PRICES)**

(Services)

NAME OF BIDDER: .....

QUOTE NO.: DALRRD-SG-MACHINE-001 (2024/2025)

CLOSING DATE: 31/05/2024 TIME: 11H00

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

1. The accompanying information must be used for the formulation of proposals.

TOTAL QUOTATION PRICE (INCLUSIVE OF VAT)

R.....

**A. RENTAL OF WIDE FORMAT A0 COPIER MACHINE, INCLUDING INSTALATION, TRAINING, MAINTENANCE AND CALL OUT FEE FOR DURATION OF CONTRACT.**

| DESCRIPTION                                                                                                                                                                                       | QTY | MONTHLY RENTAL | CONTRACT DURATION | COST OVER 36 MONTHS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------|-------------------|---------------------|
| RENTAL OF WIDE FORMAT A0 COPIER MACHINE (RENTAL SHOULD BE INCLUSIVE OF ALL HIDDEN COSTS, TRAINING, MAINTENANCE AND CALL OUT FEE FOR DURATION OF THE CONTRACT AND ACCORDING TO TERMS OF REFERENCE. | 01  | R.....         | 36 MONTHS         | R.....              |
| <b>TOTAL QUOTATION PRICE</b>                                                                                                                                                                      |     |                |                   | R.....              |

NB: Total QUOTATION price must be carried to SBD 1 of the bid document.

Any enquiries regarding bidding procedures may be directed to the –  
 DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT  
 PRIVATE BAG X 20803  
 BLOEMFONTEIN  
 9300

Bid Initials .....

Bid's Signature.....

Date:.....

Name of Bidder: .....

**APPOINTMENT OF A SERVICE PROVIDER FOR RENTAL, INSTALL AND MAINTAIN WIDE FORMAT A0 COPIER MACHINE FOR SURVEYOR GENERAL-BLOEMFONTEIN OFFICE FOR A PERIOD OF 36 MONTHS.**

**[SBD 3.1]**

| Query       | Name              | Contact Details                                                                                               |
|-------------|-------------------|---------------------------------------------------------------------------------------------------------------|
| Technical   | Mr. JONAS SEMELA  | Telephone: 071 856 0569<br>E-mail: <a href="mailto:Jonas.Semela@dalrdd.gov.za">Jonas.Semela@dalrdd.gov.za</a> |
| Bid related | Mr GLADMAN MATSHE | <a href="mailto:gladman.matshe@dalrdd.gov.za">gladman.matshe@dalrdd.gov.za</a><br>051 400 4200                |

Bid Initials .....

Bid's Signature.....

Date:.....

## 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

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<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.

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:

.....  
 .....

### 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

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<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.

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

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

**PRICE QUOTATION PROCESS (UP TO R 1 MILLION)**

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

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

- 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.
- 1.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:
- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
  - Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
  - Who has a disability – **attach doctor's letter confirming the disability**
  - Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**

## 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

|              |           |              |
|--------------|-----------|--------------|
| <b>80/20</b> | <b>or</b> | <b>90/10</b> |
|--------------|-----------|--------------|

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

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. 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:

4.2. 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) | Percentage ownership equity (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|-------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------|
| I. Who had no franchise in national elections before the 1983 and 1993 Constitution | 10                                        |                                                               |                                                                           |
| II. Who is female                                                                   | 5                                         |                                                               |                                                                           |
| III. Who has a disability                                                           | 2                                         |                                                               |                                                                           |
| IV. Specific goal: Who is youth                                                     | 3                                         |                                                               |                                                                           |

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. 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]

4.6. 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>                    | ..... |
|                                    | ..... |
|                                    | ..... |
|                                    | ..... |



Provincial Shared Service Centre, Free State, Private Bag X20803, Bloemfontein, 9300,  
Tel (051)400 4200

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR RENTAL, INSTALL AND MAINTAIN WIDE FORMAT A0 COPIER MACHINE FOR SURVEYOR GENERAL-BLOEMFONTEIN OFFICE FOR A PERIOD OF 36 MONTHS.**

**1. INTRODUCTION**

Surveyor General -Bloemfontein office is inviting potential service providers with suitable technical skills and experience to install an effective and reliable wide format copier machine.

**2. BACKGROUND**

Wide format copier machine will be used by Surveyor General-Bloemfontein office. This copier machine will replace the system that is currently in use.

**3. OBJECTIVES**

To appoint potential service provider to provide reliable copier machine for Surveyor General-Bloemfontein office. The office intends to select a preferred service provider/s with the view of concluding a service level agreement with successful service provider.

**4. SCOPE OF WORK**

The appointed service provider shall provide the Surveyor General-Bloemfontein with the **NEW LATEST MACHINE** that will be able to do the following:

**Heavy duty A0 plus size 3 in 1 machine (printing, copying and scanning in colour).**

**SPECIFICATIONS:**

A0 plus Capable Digital Multifunction Device

Multifunction device that is capable of A0 plus size output while offering the ease of use, functionality, and productivity of office multifunction devices.

**Advanced functions: Copier, Scanner and Printer**

A0 plus-size output

3 sheets per minute

Continuous output: 100 sheets

1.



Maximum Printable length: 5 m (plain paper)

Accommodate both 841 x 50 Laser Graphic over 80 gsm Bonda and 841 x 150 Laser Graphic over 80 gsm Bond paper.

Paper feeder system: 2 rolls of paper & manual paper feed (1 Film and 1 paper): the core roll holder should accommodate different core sizes (02 sets- Large and Small)

### High Performance

With a first print and copy output time faster than existing devices and output speed of three A0 plus-size sheets per minute for both copying and printing, machine should not keep you waiting even when outputting multiple-page documents.

### Digitization of drawings

Be able to save scanned documents to a PC- everybody PC

Simultaneously save and print files with Multi Send function

### Productivity

Fast copy and print speed of 3 A0 plus-size sheets per minute

High-speed scanning at the minimum of 203.2mm/s\*in 67.6mm/s

At scanning resolution of 300 dpi or lower

Support of scanning while printing

High-quality image input and output at 1200 dpi x 1200 dpi

### Operability

- Compact design & familiar interface allowing side-by-side use with multifunction office devices
- Easy paper loading
- Machine reboot should be quick in response
- Should be able to adjust to scale when photocopying
- Should be able to take unlimited users
- Should be able to set up window update after hours

2.



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Front-loading, front-output compact body and user-friendly operation

### **Options**

Scanner Catch Tray

Heavy Document Kit

### **Scan**

Quickly scan hand-drawn drawings and documents at optimum resolution and save the data you want on your network.

Scan

SMB

LPR

### **Multi Send**

Scan (to PC)

Scan (to email)

### **Print**

Print pre-view

TIFF

PDF

JPEG

Wide-format device

### **Concurrent scanning and printing**

Allow you to work more efficiently by enabling you to begin scanning the next document without having to wait for your print jobs to be completed.

### **Concurrent copying and printing**

Allow you to work more efficiently by enabling you to begin copying the next document without having to wait for your print jobs to be completed.



## **Security**

### **Secure print and scanning capabilities**

- Latest Network Environment
- Ethernet 1000BASE-T ready
- Environment, energy saving and safety standards
- Designed for low power consumption, low noise and superior safety

## **Job Memory**

Allows you to save jobs to memory to a minimum of 40 sheets each for copy and scan functions.

### **Easy paper loading**

Have an auto loading feature, which enables roll paper to be fed automatically and effortlessly by positioning the paper's edge in place. When a print job is completed, the machine should automatically cut the paper.

Be able to install paper of two different sizes and two different types such as regular paper, film paper, at the same time.

### **Auto mode for easy copying**

In auto mode, automatically selects the suitable paper types (Film and Paper) and reduce and enlarge ratio according to the original size for simple and efficient copying.

Manual mode should also be available to enable you to configure the settings as you prefer.

Easily perform output to paper that has not been loaded. When paper of the specified output size has run out, or if no appropriate size of paper is loaded on the device, you can continue printing by alternatively specifying manual feed, to minimize disruption of your print job. Manual feed also convenient for outputting paper sizes that are not frequently used.

## **Store to Folder**

Be able to save scanned documents to the machine's folder and then import them to PCs on the Network.

### **Push scan (Data saved to PC)**

Transfer of scanned documents to a PC via the network (SMB protocol). Speedy digitization even of hand-drawn drawings and documents high-speed scanning at 203.2mm/s

Multi Send function for concurrent file saving and printing, including saving on the USB.

Allow you to simultaneously save a file to a PC on your network and print it out just by scanning an original. Moreover, if other multifunction devices or printers exist on same network, you can also select those devices as output destinations. This allows you to perform selective output of large sizes on wide-format devices, and small sizes on office multifunction devices.

## **Copy and Print**

Easily get the desired results.

High-quality input and output at 1200 x 1200 dpi

Make copies and printouts that sharply reproduce the diagonals, curves and thin straight lines required in drawings, while maintaining the halftones required in engineering materials, including text, photos and illustrations.

Optimum image quality for each original

Be able to make clear copies of documents whose background colour density has changed, including text manuscripts, drawings, photos, blueprints, transparencies, and cut-and-pastes, using the image quality best suited for each document. For example when making a copy of a blueprint, you can remove the base colour if it is bothersome for a more pleasing result.

## **Emulation**

HP-GL series: HP-GL, HP-GL/2

VERSATEC series: VRF, VCGL,

FX-MMR

Others: TIFF, JFIF (JPEG), CALS,

CGM+, Adobe PostScript

3TM+, PDF

Paper supplying system: Roll unit, Manual Feed

Roll paper feed: Roll media x 2 A0 plus, A1, A2, A3, A4, JIS B1,

JIS B2, JIS B3, ISO B1, ISO B2, ISO B3,

Special A0 (880mm/860mm), Special A1 (620mm/625mm),

Special A2 (440mm/435mm), Special A3 (310mm),

36", 34" 30", 24", 22", 18", 17", 15", 12", 11"

Width : 279.4-914.4 mm, Outside diameter of the roll: 185mm or less

5.



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## **Manual Feed**

Manual feed: Cut Sheet

A0 plus, A1, A2, A3, A4, JIS B1,  
JIS B2, JIS B3, JIS B4, ISO B1, ISO B2, ISO B3, ISO B4,  
Special A0 (880mm/860mm), Special A1 (620mm/625mm),  
Special A2 (440mm/435mm), Special A3 (310mm),  
36", 34", 30", 24", 22", 18", 17", 15", 12", 11", 9"

Width : 210 - 914.4 mm

Length : 210 – 2.000mm

Copy/Original Input Feature: Manual feed copy, copy from memory (additional copy) interrupt mode copy, Auto mode (auto selection of original orientation, auto paper select, auto magnification)

## **Manual – mode**

Reduce and enlarge scale, paper supply selection, paper cut mode, original type, lighten and darken, sharpness, contrast, background suppression, threshold sort, adjust color density, original width, image shift, scan start position, edge erase, mirror image, invert image, scan speed, image rotation, collation (Un-collated/collated), lead & trail margins, sample copy

Cut Sheet: Lead edge 5mm or less, Trail edge 5mm or less, Right & Left 5mm or less

Warm-up Time: 135 seconds or less (when the room temperature is at 22C and the humidity is at 55%)

## **Operating System:**

Windows 7, 10, 11 and latest

Windows Server 2008, 2016 and 2019

## Maintenance and Warranty

3 years onsite warranty

Maintenance and Support for the duration of the contract

Provide services and support whenever needed, and if the machine gives problem

The supplier should fix the problem as soon as possible

Call out should be addressed within 2 hours from logging a call and contact person

**The Department will be able to procure toners on its own and feeding of the toners to the machine will part of the maintenance and responsibility of the service provider as and when required by the Department and these should be covered on call out.**

**The service provider should be in position to show the Department officials the type of toners the machine will utilise**

Replacement of maintenance box is the responsibility of the Service provider.

## 5. MANDATORY REQUIREMENTS

- **Compliance with all Tax Clearance requirements:** Attach Valid Tax Clearance Certificate/ Compliance Tax Status Pin, Central Supplier Database Number, where consortium/joint ventures/ sub-contractor are involved, each party to the association must submit separate Tax Clearance requirements.
- Original, Company resolution on a company letter head authorizing a particular person to sign the bid documents (even if the company owner is a sole owner, resolution should be completed and signed), the signature of the person authorized to sign the document should also be reflected on the resolution.

## 6. EVALUATION ON FUNCTIONALITY

6.1 Functionality of the responsive bid will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality guide, criteria and applicable values.

The applicable values that will be utilized when scoring each criteria ranges from: 1-5

| Scoring<br>Criterion | 1 Poor | 2 Average | 3 Good | 4 Very Good | 5 Excellent |
|----------------------|--------|-----------|--------|-------------|-------------|
|                      |        |           |        |             |             |

## 7.



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|                                                                                                                                 |                                                                                                                                                                                                                                                |                                                                                                           |                                                                                                              |                                                                                                            |                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Firms experience in photocopier machine industry</b>                                                                         | No project/s in the photocopier machine industry                                                                                                                                                                                               | Managed/ attached 1 Project in the photocopier machine industry (previous reference/ appointment letters) | Managed/ attached 2-3 Projects in the photocopier machine industry (previous reference/ appointment letters) | Managed/ attached 4 Projects in the photocopier machine industry (previous reference/ appointment letters) | Managed/ attached 5 & above Projects in the photocopier machine industry (previous reference/ appointment letters) |
| <b>Technician experience in the photocopier machine industry</b>                                                                | No submission or 0 years experience of the technician in the industry                                                                                                                                                                          | 1-2 year of experience of the technician in the industry                                                  | 3-4 years of experience of the technician in the industry                                                    | 5-6 years' experience of the technician in the industry                                                    | 7 or more years of experience of the technician in the industry                                                    |
| <b>Training and skills development plan. (This will assist the user of the machine and including the manual of the machine)</b> | Panel members will use their discretion based on the information provided. The more constructive information the higher the points. The bidders should ensure that the entire specification is covered and be able provide demonstration plan) |                                                                                                           |                                                                                                              |                                                                                                            |                                                                                                                    |

Points that were allocated for each Item in the Functionality criteria as per advert are as indicated below:

| EVALUATION CRITERIA                                  | GUIDELINES FOR CRITERIA APPLICATION                                                                                                                                                                                                                                                                                                    | WEIGHT     |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1. ABILITY AND CAPABILITY                            | <ul style="list-style-type: none"> <li>Company experience: experience of the firm in a photocopy machine industry (proof of the current or previous contract/ reference letter under the client-company letter head/ appointment letter that confirms that the firm is managing or has previously managed must be attached)</li> </ul> | 40         |
|                                                      | <ul style="list-style-type: none"> <li>Technician to be utilized in the execution of the contract in the industry) – please attach personnel CVs relating to service, with experience in the industry. More than 1 technician may be attached</li> </ul>                                                                               | 30         |
|                                                      | <ul style="list-style-type: none"> <li>Training and skills development plan (Please attach a detailed plan/ programme that the personnel will receive prior commencement of work and for the duration of the contract.</li> </ul>                                                                                                      | 30         |
| <b>TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100</b> |                                                                                                                                                                                                                                                                                                                                        | <b>100</b> |

**NB: Service Providers are required to score a minimum of 60 points on functionality in order to be evaluated further on price and preference. Failure to obtain the minimum points required will result in the proposal being disqualified or render the service provider as non-responsive.**

**6.2 Third Stage - Evaluation in terms of 80/20 Preference Points System** Only bids that achieve the minimum qualifying score for functionality and presentation will be evaluated further in accordance with the 80/20 preference points system.

### 6.3 Calculation of points for price

The PPPFA prescribes that the lowest acceptable bid will score 80 points for price.

Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

#### 6.4. Calculating of points for Designated groups.

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:

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 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of— an invitation for tender for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or any other invitation for tender, that either the 80/20 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 80/20 preference point system.

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

*(Note to organs of state: Where either the 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) | Percentage ownership equity (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|-------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------|
| I. HDI                                                      | 10                                        |                                                               |                                                                           |
| II. Who is female                                           | 5                                         |                                                               |                                                                           |
| III. Who has a disability                                   | 3                                         |                                                               |                                                                           |
| IV. Specific goal: Who is youth                             | 2                                         |                                                               |                                                                           |

**6.5 The Department of Agriculture, Land Reform and Rural Development reserves the right not to award the bid to any service provider, or to various Service Providers.**

#### **6.6 PUBLICATION AND CLOSING OF BID.**

- 12.1. 05 working days' advertisement (Qoutation).
- 12.2. E-portal
- 12.3. **Publication Date: 24 MAY 2024**
- 12.4. **CLOSING DATE: 31 MAY 2024**
- 12.5. **TIME OF CLOSING: 11H00**
- 12.6. **VENUE WHERE QUOTATIONS/ PROPOSALS SHOULD BE DEPOSITED: DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT (DALRRD), SA EAGLE BUILDING, 136 CHARLOTTE MAXEKE STREET, BLOEMFONTEIN, TENDER BOX, SITUATED ON GROUND FLOOR NEXT TO SECURITY**

#### **6.7 BRIEFING SESSION INFORMATION (NO)**

**THERE WILL BE NO COMPULSORY BRIEFING SESSION.**

**6.8 NB NO LATE SUBMISSIONS WILL BE ACCEPTED, ALL DOCUMENTS/ PROPOSALS SHOULD BE IN THE BID BOX BY THE TIME AND DATE OF CLOSING.**

## 6.9 CONTACT PERSON FOR TECHNICAL AND SCM ENQUIRIES

All enquiries related to this bid call must be forwarded to:

### SG Free State

Attention:

Mr. JONAS SEMELA

Telephone: 071 856 0569

E-mail: [Jonas.Semela@dalrrd.gov.za](mailto:Jonas.Semela@dalrrd.gov.za)

### SUPPLY CHAIN MANAGEMENT ENQUIRIES:

Mr. GLADMAN MATSHE

Telephone: (051) 400 4200; [Gladman.matshe@dalrrd.gov.za](mailto:Gladman.matshe@dalrrd.gov.za) OR:

Mr. Calvin Mampa

Telephone: (051) 400 4200; [calvin.mampa@dalrrd.gov.za](mailto:calvin.mampa@dalrrd.gov.za)

## 7. PRE-INSPECTION OF THE SYSTEM

- The required system must be pre-inspected by the client before final acceptance.
- The client must be satisfied that the system is up to standard and in accordance with the stipulated client requirements.
- A certificate of acceptance to be provided by the service provider.
- If any discrepancies have been identified, corrective steps/ actions must be implemented within the agreed time specified.
- Maintenance agreement should be provided and signed by both parties accepting

### TESTING AND COMMISSIONING OF THE SYSTEM

- The client must be satisfied that the system is 100% functional and in accordance with the agreed requirements stipulated.

**GOVERNMENT PROCUREMENT**

**GENERAL CONDITIONS OF CONTRACT**

**NOTES**

The purpose of this document is to:

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

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

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

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## **General Conditions of Contract**

### **1. Definitions**

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 “Project site,” where applicable, means the place indicated in bidding documents.
- 1.21 “Purchaser” means the organization purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

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| <b>2. Application</b>                                            | <p>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.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>3. General</b>                                                | <p>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.</p> <p>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 <a href="http://www.treasury.gov.za">www.treasury.gov.za</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>4. Standards</b>                                              | <p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>5. Use of contract documents and information; inspection.</b> | <p>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.</p> <p>5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.</p> <p>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.</p> |
| <b>6. Patent rights</b>                                          | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>7. Performance security</b>                                   | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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

**8. Inspections,  
tests and  
analyses**

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

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

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

## **9. Packing**

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

## **10. Delivery and documents**

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

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

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

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
  - (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

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

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

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

the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

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

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

#### **25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security,

damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination  
for insolvency**

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

**27. Settlement of  
Disputes**

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

**28. Limitation of  
liability**

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

|                                                              |      |                                                                                                                                                                                                                                                                                                                                      |
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|                                                              |      | (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.                                                                  |
| <b>29. Governing language</b>                                | 29.1 | The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.                                                                                                                                                       |
| <b>30. Applicable law</b>                                    | 30.1 | The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.                                                                                                                                                                                                                          |
| <b>31. Notices</b>                                           | 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.                                                                                                                                                           |
| <b>32. Taxes and duties</b>                                  | 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.                                      |
| <b>33. National Industrial Participation Programme (NIP)</b> | 33.1 | The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.                                                                                                                                                                                  |