



Reg Name: Postbank (SOC) Ltd  
Registration number: 2017/177755/30  
NPC Building, Jeff Masemola Street, Pretoria, 0002: PO Box 10 000, Pretoria, 0001

### REQUEST FOR BIDS/PROPOSALS

<b>RFB/P REF. NO:</b>	<b>RFP 03/12/24-25</b>
<b>DESCRIPTION</b>	<b>Appointment of a Panel of Marketing Agencies (Creative, Media and PR, Brand Development and Management, Events Management) for a period of 5 years</b>
<b>RFB/P ISSUING DATE</b>	23 October 2025
<b>COMPULSORY BRIEFING AND TEAMS LINK</b>	30 October at 13H00 <a href="#">Join the meeting now</a> Meeting ID: 379 875 223 767 6 Passcode: f8tC34wH
<b>RFB/P DETAILS CLOSING</b>	Date: 14 November 2025 Time: 11:00am (South African Time)
<b>RFB/P SUBMISSION ADDRESS</b>	<a href="mailto:RFP@PostBank.co.za">RFP@PostBank.co.za</a>
<b>RFB/P PERIOD VALIDITY</b>	<b>180 Days</b> from the Closing Date
<b>ENQUIRIES</b>	Nokulunga Moloi: <a href="mailto:Nokulunga.Moloi@postbank.co.za">Nokulunga.Moloi@postbank.co.za</a> Kitsiso Mokgwabone: <a href="mailto:Kitsiso.Mokgwabone@postbank.co.za">Kitsiso.Mokgwabone@postbank.co.za</a>

**PART A  
INVITATION TO BID  
SBD1**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFP 03/12/24-25	CLOSING DATE:	14 November 2025	CLOSING TIME:	11:00AM
DESCRIPTION	APPOINTMENT OF A PANEL OF MARKETING AGENCIES (CREATIVE, MEDIA AND PR, BRAND DEVELOPMENT AND MANAGEMENT, EVENTS MANAGEMENT) FOR A PERIOD OF 5 YEARS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>SUBMISSION IS TO BE SUBMITTED TO THE EMAIL ADDRESS STIPULATED ON THE COVER PAGE</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>					
CONTACT PERSON	NOKULUNGA MOLOI				
E-MAIL ADDRESS	NOKULUNGA.MOLOI@POSTBANK.CO.ZA				
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
1ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>					
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>					
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>					
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT</b>					

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

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

**2. TAX COMPLIANCE REQUIREMENTS**

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

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

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

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**SECTION 1  
BIDDER'S DETAILS**

**1. Bidding structure**

Indicate the type of bidding structure by marking with an 'X':	
Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
If the bid is submitted as a Consortium or Joint Venture or Sub Contracting, list the members of such Consortium or Joint Venture and Sub Contractors below:	
1.	
2.	
3.	
4.	

**1.2 Entity Directorship**

No.	Director name	Identity number
1.		
2.		
3.		
4.		

**1.3 Entity Ownership**

Ownership Category	% of Ownership
Black or Historically Disadvantage Individual Owned	

**I certify that the information furnished on this form is true and correct.**  
**I further accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.**

\_\_\_\_\_

**Name of bidder (duly authorised)**

\_\_\_\_\_

**Signature of bidder**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Capacity under which this bid is signed**

**SECTION 2**  
**BID TERMS OF REFERENCE**

**2. General rules and instructions**

**2.1 Precedence of documents**

2.1.1 This RFB/P consists of a number of sections (see list). Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFB/P and the stipulations in any other document attached hereto, or the RFB/P submitted hereto, the relevant stipulations in this RFB/P shall take precedence.

2.1.2 Where this RFB/P is silent on any matter, the relevant stipulations addressing such matter and which appear in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that POSTBANK may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by POSTBANK.

2.1.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFB/P. It, however, remains the exclusive domain and election of POSTBANK as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of POSTBANK in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

**2.2 Preferential procurement reform**

2.2.1 POSTBANK supports B-BBEE as an essential ingredient of its business. In accordance with government policy, POSTBANK insists that the private sector demonstrates its commitment and track record to B-BBEE in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.

2.2.2 POSTBANK shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) to this proposal read together with the Preferential Regulations, 2022.

## **2.4 Objection to brand specific requirements**

- 2.4.1 Any bidder who has reasons to believe that the RFB/P specification is based on a specific brand must inform POSTBANK within seven (7) days after the publication of the RFB/P.

## **2.5 Instructions for submitting bids**

- 2.5.1 Bid responses must be submitted to the email address as stipulated on the cover page

## **SECTION 3**

### **3. Special Conditions of the Bid**

- 3.1 POSTBANK shall not make upfront payment.
- 3.2 The preparation of response shall be made without obligation to acquire any of the items included in any bidder's proposal or to select any proposal.
- 3.3 POSTBANK may request written clarification regarding any aspect of this proposal. The bidders must supply the requested information in writing within the specified time frames after the request has been made, otherwise the proposal shall be disqualified.
- 3.4 POSTBANK reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest bidder or award parts of the proposal to different bidders, or not to award the proposal at all.
- 3.5 By submitting a proposal in response to this RFB/P, the bidders accept the evaluation criteria as it stands.
- 3.6 Where applicable, POSTBANK reserves the right to conduct benchmarks on product/services offered during and after the evaluation.
- 3.7 Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party's right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.
- 3.8 Should the bidder change any wording or phrase in this document, the RFB/P shall be evaluated as though no change has been effected and the original wording or phrasing shall be used.
- 3.9 This RFB/P is subject to Government Procurement: General Contract Conditions – July 2011, Special Contract Conditions and any other contract conditions to be finalised during contracting.
- 3.10 Late bids shall not be accepted.

## SECTION 4

### SPECIFICATION

#### 4. Background

Postbank is a growing entity whose growth trajectory requires the entire mix of marketing and communication efforts to achieve its short and long-term objectives set out in its strategic growth plans. Successful execution lies in collaborating with the right skillsets and resources; to evenly distribute the workload between Postbank teams and experienced external partners.

#### 4.1 Objectives of the Bid

The objective of this bid is to appoint a suitably qualified panel of service providers for a period of five (5) years as and when required, for the provision of the following services:

- Creative design and brand strategy,
- Communication and public relations,
- Digital marketing and social media,
- Media buying and monitoring,
- Event management,
- Promotional and branded material, and
- Audio visual and multimedia production services.

#### 4.2 Scope of Services

The successful service providers with the required expertise will be expected to perform the following comprehensive marketing services in collaboration with the Postbank internal Marketing and Communications team and other internal user departments.

##### **CATEGORY A: CREATIVE AND BRAND MANAGEMENT SERVICES**

The service providers will have to develop clear-cut creative and brand positioning strategies and detailed implementation plans. Deliverables will include but are not limited to the following:

- a) **Brand Strategy & Positioning**
  - i. Define/review Postbank's brand positioning, tone, and personality.
  - ii. Design logos, visual identity systems, and brand guidelines.
  - iii. Conduct market and audience research to inform brand strategy.
  - iv. Conduct brand audits to assess current perception and performance
  - v. Define brand purpose, values, personality, and market positioning.
  - vi. Develop long-term strategic plans to guide brand growth.
- b) **Creative Concept Development**
  - i. Generate original ideas for campaigns, activations, and content.
  - ii. Develop creative briefs and mood boards.

- iii. Align concepts with marketing objectives and audience insights.
- c) **Graphic Design & Visual Communication**
  - i. Design marketing materials (brochures, posters, banners).
  - ii. Create digital assets for websites, social media, and email campaigns.
  - iii. Ensure visual consistency across all platforms.
- d) **Advertising Campaigns**
  - i. Develop and execute Above-the-Line (ATL) and Below-the-Line (BTL) campaigns.
  - ii. Produce TV, radio, print, and digital ads.
  - iii. Collaborate with media buying agencies for placement as well as digital agencies.
- e) **Digital Content Creation**
  - i. Produce videos, animations, and motion graphics.
  - ii. Create engaging content for social media platforms.
  - iii. Manage photography and post-production editing.
- f) **Copywriting & Messaging**
  - i. Craft compelling copy for ads, websites, and campaigns.
  - ii. Develop taglines, slogans, and brand stories.
  - iii. Adapt messaging for different audiences and platforms.
- g) **Campaign Execution & Project Management**
  - i. Manage timelines and deliverables.
  - ii. Coordinate with internal teams and external vendors where necessary.
  - iii. Ensure quality control and brand alignment.
- h) **Innovation & Trend Integration**
  - i. Stay updated with design, technology, and cultural trends.
  - ii. Integrate emerging tools like artificial intelligence (AI) and interactive media.
  - iii. Experiment with new formats and storytelling techniques.
- i) **Client Collaboration & Feedback**
  - i. Conduct workshops and brainstorming sessions.
  - ii. Present concepts and revisions.  
Incorporate client feedback into final deliverables

Each assignment under the contract will be accompanied by a specific project brief indicating the scope of the work, detailed deliverables and required activities.

#### **CATEGORY B: COMMUNICATION AND PUBLIC RELATIONS (PR)**

The service provider(s) will be required to develop public relations strategies and implementation plans to attract media coverage for Postbank's strategic projects and identified events to broaden the Postbank's stakeholder reach. The scope of services will include the following:

- a) Develop, implement and enhance, a dynamic public relations strategy that will respond to the underbanked and financially excluded segment, the entry income earning market, Micro Small and Medium Enterprises (MSMEs) and other government entities.
- b) Secure free/sponsored mileage in community, business and skills development media houses (print, broadcast and online) at a national,

- provincial and local level
- c) Prepare and distribute press releases and media statements, draft thought leadership and opinion pieces.
- d) Prepare media invites and secure attendance of journalists at key events.
- e) Prepare media packs and coordinate distribution thereof prior and at the event.
- f) Media liaison for events.
- g) Reputation management and establishing relationships with the media.
- h) Manage crisis response and communication.
- i) Manage media launches, briefings, introductory meetings and other media opportunities.

### **CATEGORY C: DIGITAL MARKETING & SOCIAL MEDIA**

The service provider(s) will be expected to develop and design a highly creative and innovative digital marketing plan to position the Postbank brand. The strategy will include the development, editing and proofreading of content and implementation of digital marketing campaigns not limited to the following:

- a) **Digital Content Creation:**
  - i. Produce videos, animations, and motion graphics.
  - ii. Create engaging content for social media platforms.
  - iii. Manage photography and post-production editing.
- b) **Corporate Identity Manual Review and Development:** Review and revise the Corporate Identity Manual including a review of designs for branded material at different levels of organisational support, presentations, website, and publications.
- c) **Website Development and Design:**
  - i. Build responsive, user-friendly websites.
  - ii. Ensure integration with marketing tools and e-commerce platforms.
  - iii. Optimize for speed, accessibility, and Search Engine Optimization (SEO).
  - iv. Ensure responsive design and accessibility.
  - v. Collaborate with Postbank IT and developers for implementation.
- d) **Develop Mailers/Invitations:**
  - i. Conceptualise, design and layout mailers.
  - ii. Coding of mailers and converting into any format that may be required.
  - iii. Provide three design concepts per campaign.
- e) **Develop marketing toolkit:**
  - i. Digital banners: resize mailers into Facebook, X (former Twitter), LinkedIn and website sizes.
  - ii. Templates, presentations, memos, letterheads, etc.
  - iii. Publications: digital brochures, guides or booklets and newsletters
  - iv. Conceptualise, design and layout banners.
- f) **Search Engine Optimization (SEO):**
  - i. Developing search engine optimized content.

- ii. Improve website visibility on search engines like Google.
  - iii. Implement on-page SEO (keywords, meta tags), off-page SEO (link building), and local SEO strategies.
- g) **Paid content management:** Strategizing and executing paid marketing campaigns including display advertising.
- h) **Social media marketing** (Facebook, X, LinkedIn, YouTube, Tiktok, WhatsApp, SMS)
- i) **Affiliate/Influencer marketing:** Manage influencer contracts, content approvals, and performance tracking.
- j) **Omnichannel marketing:**
  - i. Ensure consistent messaging across web, mobile, email, and social platforms.
  - ii. Create seamless brand experiences.
- k) **Artificial Intelligence (AI) Powered Automation:**
  - i. Deploy chatbots, automated content creation, and smart targeting.
  - ii. Improve efficiency and customer experience.
- l) **Analytics & Reporting:**
  - i. Track Key Performance Indicators (KPIs) like traffic, engagement, conversions, and Return on Investment (ROI).
  - ii. Use tools like Google Analytics, Meta Insights, and Client Relationship Management (CRM) dashboards.
  - iii. Provide Postbank with actionable insights for campaign optimization.

#### **CATEGORY D: MEDIA BUYING AND MONITORING; AND ADVERTISING**

The scope of the services is as follows:

- a) **Media buying:** Place ads in high-impact platforms; negotiate value and placement across digital, print, broadcast, and outdoor.
- b) **Media monitoring:** daily press review, daily news summary, media alerts, radio clips, weekly previews, daily social media summaries and a full monthly report.
  - i. The service provider(s) will be required to monitor news from national, regional and community print, TV, radio and online media.
- c) **Audience targeting:** Using **data-driven insights** to target the right demographics; optimize reach and engagement through segmentation and behavioral data.
- d) **Ad tracking:** measure value and placement of advertisements to ensure that Postbank receives ROI from ad spend across media channels.
- e) **Market share analysis:** provide market share analysis that will provide information how Postbank is doing in comparison with other banks and financial institutions including Fintechs and retailers.
- f) **Social media sensing:** Monitor Postbank social pages and provide performance analytics as well as recommendations on how to improve.
  - i. Track hashtags, mentions, shares, comments, and reposts.
  - ii. Offer real-time alerts and sentiment analysis.
- g) Post-campaign analytics and reporting

## **CATEGORY E: EVENT MANAGEMENT**

The successful providers will be required to provide strategic event management in conjunction with the Postbank Marketing and Communications team, focusing on the following deliverables:

- a) Conceptualise, plan coordinate and manage all event logistics as specified.
- b) Serve in the preparation committees and sub-committees.
- c) Generate detailed project plans with deliverables and timeless in line with the scope of work.
- d) Coordination of speakers, planning sessions, overall logistics related to the content of the event programme, and the production of a programme overview.
- e) Coordinate and manage event site visits.
- f) Explore and source sponsorship and partnership opportunities.
- g) Assist in the development of regular report/update throughout the organisation period.
- h) Coordinate overall integrated marketing and communication logistics for the event including:
  - i. Audio-visual and multimedia services.
  - ii. Staging.
  - iii. Entertainment/speakers.
  - iv. Marketing and promotional items.
  - v. Décor services.
  - vi. Online and on-site registration.
  - vii. Event communication including event site design and maintenance as well as content development.

## **CATEGORY F: SUPPLY OF BRANDING MATERIAL AND PROMOTIONAL ITEMS**

- a) Supply and brand promotional items as guided by specifications.
- b) Provide agile and quality printing services.
- c) Repair and recycling of existing branding items.
- d) Develop, construct and collapse customised exhibition stands.
- e) Design artwork for required items.

## **CATEGORY G: AUDIO-VISUAL AND MULTIMEDIA PRODUCTION SERVICES**

Service providers in this category will provide multimedia the following services:

- a) **Photography:** Capture and edit images of various aspects of Postbank events, projects or activities.
- b) **Videography:** Capture and produce full and short videos of events, programmes and Postbank's profile.
  - Podcast services
  - Conduct vox pops and interviews with selected subjects.
  - Capture new content (cutaways of the sector, buildings, structures in line with the production).

**c) Multimedia Productions:**

- Edit video and photo material for social media.
- Script writing services.
- Voice over recording by an artist appointed by the provider and voice agreed on with Postbank.
- Provide raw material of recordings (video and voice over) and photos.

**4.3 Administration and Governance**

Postbank will provide the appointed service provider(s) with the following:

- i. Details of all specifications and requirements for all aspects of services required and their management as well as any and/or all available documentation and information.
- ii. Descriptions of the type of services and timelines required per service required.
- iii. Instructions for all predetermined requirements including special arrangements.
- iv. Required times for all meetings and arrangements, etc.
- v. The requirements will be provided to the service provider(s) in writing.

**4.4 Acceptance of the bid**

Postbank reserves the right:

- 4.4.1 To cancel and / or terminate the bid process at any stage, including after the closing date and/or after the presentation has been made, and/or after the bids have been evaluated and/or after the preferred bidder/s have been notified of their appointment.
  - 4.4.2 To reject non-compliant products or goods that do not meet that Postbank's specifications and to terminate the contract should the supplier continue to fail to comply with the item specification.
  - 4.4.3 Appointment to the panel does not guarantee assignment of work and therefore does not constitute a commitment or contract for work. Once on the panel, the Postbank will approach the service providers through request for quotes based on their listing on the panel.
  - 4.4.4 Postbank will request quotes per category selected on a rotational basis.
  - 4.4.5 The evaluation of the price quotes provided by the service providers for specific event management services will be conducted either on an 80/20 or 90/10 basis depending on the value of the event that services are required for.
- 4.5 Postbank, also reserves the right not to utilise the services from those service providers on the panel and to approach a wider group of potential service providers, should the need arise.

## 5 Bidding Conditions

Bidders are required to assemble a responsive team aligned with the service category they are bidding for. Appointment of service providers for each category will be as per the table below. There are seven (7) categories, bidders may bid or respond to a **maximum of two (2)** categories.

The table below must be completed by bidders to indicate the categories they wish to bid / respond to. Bidders may bid for a maximum of two categories of their specialisation.

### Important to note:

- Bidders must indicate their core competencies with reference as per the evaluation criteria.
- For the following services, bidders must be able to provide services at the national level.
- Bidders who selected more than two (2) categories will be evaluated; however, Postbank will select the two (2) categories with the highest technical evaluation scores. Postbank will use its discretion to select the two categories in the case where the scores are equal.
- For the Event Management and Audio-visual and Multimedia Production Services, bidders must have provincial presence.

CATEGORY	BIDDERS PARTICIPATION RESPONSE (Select "YES" or "NO" from the below categories by indication of tick) maximum of two (2) categories only	
	YES	NO
A. CREATIVE DESIGN AND BRAND STRATEGY		
B. COMMUNICATION AND PUBLIC RELATIONS		
C. DIGITAL MARKETING AND SOCIAL MEDIA		
D. MEDIA BUYING AND MONITORING		
E. EVENT MANAGEMENT		
F. PROMOTIONAL AND BRANDING MATERIAL		
G. AUDIO-VISUAL AND MULTIMEDIA PRODUCTION SERVICES		

## 6. Performance Requirements

6.1 The appointed service provider(s) will need to perform the required services as stipulated within the scope. The service providers must ensure that:

- a) They shall always be available to Postbank for the duration of the contract/engagement, including both during normal working hours as well as after hours, as and when required.
- b) They provide resources with the appropriate qualifications, skills and experience

- c) They provide professional, responsive and efficient service at all times to fulfil Postbank's requirements and as a service objective, telephone calls and emails should be answered/replied to promptly.
- 6.2 They can work under consistent and continuous pressure yet be able to maintain a supportive approach.
- 6.3 Have excellent computing skills including advanced use of Excel, Power Point, Microsoft Project or similar compatible software.
- 6.4 For the duration of the contract, the service provider(s) shall, at the request of Postbank, arrange for meetings, reports and/or feedback as agreed with Postbank.
- 6.5 The elements of scope and other required services (reports, feedback, etc.) shall be aligned to the formats of Postbank standard documentation and/or any instructions, examples, samples provided by the authorised Postbank official. There may be short notice requirements/assignments for certain functions.
- 6.6 Work closely and engage with Postbank team for all accounts of information, knowledge and understanding of the bank's requirements for use in conjunction with their own specific data/material to enable the most accurate content, method of service provision, processes, reporting and project deliverables as per scope.
- 6.7 Abide by and follow all instructions provided by Postbank.
- 6.8 All services requested and required by Postbank are achieved in terms of efficiency and effectiveness and within the required timelines.
- 6.9 No information is disclosed to any unauthorised persons, and it remains the property of Postbank and is always maintained between themselves and Postbank.
- 6.10 A tracking mechanism is used to capture each service required and/or any other service request as per the work plan which will feed into reports that may be required as and when necessary, by Postbank.

## 7. Evaluation Criteria

The bid will be evaluated in two (2) phases, as follows:

- Phase 1: Mandatory Requirements Evaluation – Only bidders that have complied with the Mandatory criteria will be evaluated on Functionality Evaluation Criteria
- Phase 2: Functionality Evaluation Criteria – Bidders must score a minimum of 70 points out 100 for each category selected for further evaluation.

### 7.1 Evaluation Process

The bid will be evaluated as follows:

**Phase 1: Mandatory Requirements Criteria:** Only bidders that have complied with the mandatory requirements criteria will be evaluated on Functionality requirements.

**Phase 2: Functionality Requirements Criteria** – Only bidders that scores 70 points and above out of 100 points on Functionality requirements evaluation will proceed to be evaluated on Price and Specific Goals

**7.1.1 Phase 1: Mandatory Requirements Criteria**

- Bidders must indicate by ticking (√) in the correct box indicating that they **Comply** or **Do Not Comply**.
- Bidders must submit the documents listed on the table below.
- Failure to comply with the following will result in disqualification of the bid.

Requirement	Comply	Do Not Comply
<b>Website:</b> Bidders must provide a company profile <b>Provide proof of company profile with the current company's website included.</b>		

**7.1.2 Phase 2: Functionality Requirements Criteria** – Bids will be evaluated based on the criteria indicated in the tables below for the seven categories. The minimum threshold is **70 points out 100 per related category**. Bids that do not meet the 70 points or above, will not be considered for listing on the panel.

- Submissions must be properly indexed with proper numbering.

## CATEGORY A: CREATIVE DESIGN AND BRAND MANAGEMENT SERVICES

No	Functionality criteria	Mandatory Evidence	Points
1	<p><b>Company Experience:</b> Company must have a minimum ten (10) years of experience in providing creative design and brand management services to entities in the financial services and/or telecommunications sectors. Experience will be measured in the number of years the company has delivered similar projects.</p>	<ul style="list-style-type: none"> <li>• Detailed company profile</li> </ul>	<ul style="list-style-type: none"> <li>• More than 10 years = <b>25 points</b></li> <li>• 10 years = <b>15 points</b></li> <li>• Less than 10 years = <b>0 points</b></li> </ul>
2	<p><b>Reference Letters:</b> Bidders must provide minimum of five (5) signed reference letters with contactable references where creative design and brand management services were rendered to entities in the financial services and/or telecommunications sectors. The date of the letter must not be older than three (3) months from the bid advertisement date.</p> <p>The project must have been completed within the last five (5) years.</p>	<p>Signed and dated reference letters on the clients' letterhead must reflect the following:</p> <ul style="list-style-type: none"> <li>• Contact person,</li> <li>• Contact details,</li> <li>• Description of the project,</li> <li>• Duration of contract/project.</li> </ul>	<ul style="list-style-type: none"> <li>• More than 5 signed reference letters = <b>25 points</b></li> <li>• 5 signed reference letters = <b>15 points</b></li> <li>• No letters or less than 5 signed reference letters provided = <b>0 points</b></li> </ul>
3	<p><b>Team Composition and Key Personnel:</b> Bidders must provide personnel that have a minimum of ten (10) years' experience in creative design and brand management services to be allocated to Postbank.</p>	<ul style="list-style-type: none"> <li>• CVs of the team that will be appointed for the assignment must clearly indicate the following: <ul style="list-style-type: none"> <li>– Roles</li> <li>– Experience</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• More than 10 years' experience = <b>25 points</b></li> <li>• 10 years' experience = <b>15 points</b></li> <li>• Less than 10 years' experience = <b>0 points</b></li> </ul>
4	<p><b>Qualifications</b> Bidders must provide relevant qualification(s) for all key personnel to be allocated to Postbank.</p>	<ul style="list-style-type: none"> <li>• Valid qualifications for all the key personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Valid qualification(s) for each key personnel provided: <b>25 points</b></li> <li>• No valid qualification(s) or some of the key personnel qualification(s) not provided = <b>0 points</b></li> </ul>
	<b>TOTAL</b>		<b>100 points</b>

**CATEGORY B: COMMUNICATION AND PUBLIC RELATIONS**

No	Functionality criteria	Mandatory Evidence	Points
1	<p><b>Company Experience:</b> Company must have a minimum ten (10) years of experience in providing communications and public relations services to entities in the financial services or telecommunications sectors. Experience will be measured in the number of years the company has delivered similar projects.</p>	<ul style="list-style-type: none"> <li>• Detailed company profile</li> </ul>	<ul style="list-style-type: none"> <li>• More than 10 years' experience = <b>30 points</b></li> <li>• 10 years' experience = <b>20 points</b></li> <li>• Less than 10 years' experience = <b>0 points</b></li> </ul>
2	<p><b>Reference Letters:</b> Bidders must provide minimum of five (5) signed reference letters with contactable references where communications and public relations services to entities in the financial and/or telecommunications sectors. The date of the letter must not be older than three (3) months from the bid advertisement date.</p> <p>The project must have been completed within the last five (5) years.</p>	<p>Signed and dated reference letters on the clients' letterhead must reflect the following:</p> <ul style="list-style-type: none"> <li>• Contact person,</li> <li>• Contact details,</li> <li>• Description of the project,</li> <li>• Duration of contract/project.</li> </ul>	<ul style="list-style-type: none"> <li>• More than 5 signed reference letters = <b>25 points</b></li> <li>• 5 signed reference letters = <b>15 points</b></li> <li>• No letters or less than 5 signed reference letters provided = <b>0 points</b></li> </ul>
3	<p><b>Team Composition and Key Personnel:</b> Bidders must provide personnel that have a minimum of ten (10) years' experience in communications and public relation services to be allocated to Postbank.</p>	<ul style="list-style-type: none"> <li>• CVs of the team that will be appointed for the assignment must clearly indicate the following: <ul style="list-style-type: none"> <li>– Roles</li> <li>– Experience</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• More than 10 years' experience = <b>25 points</b></li> <li>• 10 years' experience = <b>15 points</b></li> <li>• Less than 10 years' experience = <b>0 points</b></li> </ul>
4	<p><b>Qualifications of Key Personnel</b> Bidders must provide relevant qualification(s) for all key personnel to be allocated to Postbank.</p>	<ul style="list-style-type: none"> <li>• Valid qualifications for all key personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Valid qualification(s) for each key personnel provided: <b>20 points</b></li> <li>• No valid qualification(s) or some of the key personnel qualification(s) not provided = <b>0 points</b></li> </ul>
	<b>TOTAL</b>		<b>100 points</b>

**CATEGORY C: DIGITAL MARKETING AND SOCIAL MEDIA**

No	Functionality criteria	Mandatory Evidence	Points
1	<p><b>Company Experience:</b> Company must have a minimum of ten (10) years of experience in providing digital marketing and social media services to entities in the banking and financial and telecommunications sectors. Experience will be measured in the number of years the company has delivered similar projects.</p>	<ul style="list-style-type: none"> <li>• Detailed company profile</li> </ul>	<ul style="list-style-type: none"> <li>• More than 10 years' experience = <b>25 points</b></li> <li>• 10 years' experience = <b>15 points</b></li> <li>• Less than 10 years' experience = <b>0 points</b></li> </ul>
2	<p><b>Reference Letters:</b> Bidders must provide a minimum of (5) signed contactable references letters where digital marketing and social media services were rendered to entities in the financial and/or telecommunication sectors. The date of the letter must not be older than three (3) months from the bid advertisement date.</p> <p>The project must have been completed within the last (five) 5 years.</p>	<p>Signed and dated reference letters on the clients' letterhead must reflect the following:</p> <ul style="list-style-type: none"> <li>• Contact person,</li> <li>• Contact details,</li> <li>• Description of the project,</li> <li>• Duration of contract/project.</li> </ul>	<ul style="list-style-type: none"> <li>• More than 5 signed reference letters = <b>25 points</b></li> <li>• 5 signed reference letters = <b>15 points</b></li> <li>• No letters or less than 5 signed reference letters provided = <b>0 points</b></li> </ul>
3	<p><b>Team Composition and Key Personnel:</b> Bidders must provide personnel that have a minimum of ten (10) years' experience in digital marketing and social media services to be allocated to Postbank.</p>	<ul style="list-style-type: none"> <li>• CVs of the team that will be appointed for the assignment must clearly indicate the following: <ul style="list-style-type: none"> <li>– Roles</li> <li>– Experience</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• More than 10 years' experience = <b>25 points</b></li> <li>• 10 years' experience = <b>15 points</b></li> <li>• Less than 10 years' experience = <b>0 points</b></li> </ul>
4	<p><b>Qualifications of Key Personnel</b> Bidders must provide relevant qualification(s) for all key personnel to be allocated to Postbank.</p>	<ul style="list-style-type: none"> <li>• Valid qualifications for all the key personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Valid qualification(s) for each key personnel provided: <b>25 points</b></li> <li>• No valid qualification(s) or some of the key personnel qualification(s) not provided = <b>0 points</b></li> </ul>
<b>TOTAL</b>			<b>100 points</b>

**CATEGORY D: MEDIA BUYING AND MONITORING**

No	Functionality criteria	Mandatory Evidence	Points
1	<p><b>Company Experience</b> Bidders must provide a minimum of five (5) signed reference letters where media buying and monitoring services were rendered to entities in financial and/or telecommunications sectors. The date of the letter must not be older than three (3) months from the bid advertisement date.</p> <p>The project must have been completed within the last five (5) years.</p>	<p>Signed and dated reference letters on the clients' letterhead must reflect the following:</p> <ul style="list-style-type: none"> <li>• Contact person,</li> <li>• Contact details,</li> <li>• Description of the project,</li> <li>• Duration of contract/project.</li> </ul>	<ul style="list-style-type: none"> <li>• More than 5 signed reference letters = <b>35 points</b></li> <li>• 5 signed reference letters = <b>20 points</b></li> <li>• No letters or less than 5 signed reference letters provided = <b>0 points</b></li> </ul>
2	<p><b>Accreditation:</b> Bidders must submit proof of a valid certificate of South African Media Monitoring and Measurement Association (SAMMA).</p>	<ul style="list-style-type: none"> <li>• Valid certificate of South African Media Monitoring and Measurement Association (SAMMA) and/or Association for Communication and Advertising (ACASA)</li> </ul>	<ul style="list-style-type: none"> <li>• Submission of a valid certificate of South African Media Monitoring and Measurement Association (SAMMA) and/or Association for Communication and Advertising (ACASA) = <b>15</b></li> <li>• No accreditation = <b>0 points</b></li> </ul>
3	<p><b>Team Composition and Key Personnel:</b> Bidders must provide personnel that have a minimum of ten (10) years' experience in media buying and monitoring services to be allocated to Postbank.</p>	<ul style="list-style-type: none"> <li>• CVs of the team that will be appointed for the assignment must clearly indicate the following: <ul style="list-style-type: none"> <li>– Roles</li> <li>– Experience</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• More than 10 years' experience = <b>25 points</b></li> <li>• 10 years' experience = <b>15 points</b></li> <li>• Less than 10 years' experience = <b>0 points</b></li> </ul>
4	<p><b>Qualifications of Key Personnel</b> Bidders must provide relevant qualification(s) for all key personnel to be allocated to Postbank.</p>	<ul style="list-style-type: none"> <li>• Valid qualifications for all the key personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Valid qualification(s) for each key personnel provided: <b>25 points</b></li> <li>• No valid qualification(s) or some of the key personnel qualification(s) not provided = <b>0 points</b></li> </ul>
	<b>TOTAL</b>		<b>100 points</b>

**CATEGORY E: EVENT MANAGEMENT**

No	Functionality criteria	Evidence	Points
1	<p><b>Company Experience:</b> Company must have a minimum ten (10) years of experience in providing event management services to entities in the financial and/or telecommunication sectors. Experience will be measured in the number of years the company has delivered similar projects.</p>	<ul style="list-style-type: none"> <li>• Detailed company profile</li> </ul>	<ul style="list-style-type: none"> <li>• More than 10 years' experience = <b>25 points</b></li> <li>• 10 years' experience = <b>15 points</b></li> <li>• Less than 10 years' experience = <b>0 points</b></li> </ul>
2	<p><b>Reference Letters:</b> Bidders must provide a minimum of five (5) signed reference letters not older than (five) 5 years, where event management services to entities in the financial and/or telecommunication sectors were rendered. The date of the letter must not be older than three (3) months from the bid advertisement date.  The project must have been completed within the last 5 years.</p>	<p>Signed and dated reference letters on the clients' letterhead must reflect the following:</p> <ul style="list-style-type: none"> <li>• Contact person,</li> <li>• Contact details,</li> <li>• Description of the project,</li> <li>• Duration of contract/project.</li> </ul>	<ul style="list-style-type: none"> <li>• More than 5 signed reference letters = <b>25 points</b></li> <li>• 5 signed reference letters = <b>15 points</b></li> <li>• No letters or less than 5 signed reference letters provided = <b>0 points</b></li> </ul>
3	<p><b>Team Composition and Key Personnel:</b> Bidders must provide personnel that have a minimum of ten (10) years' experience in event management services to be allocated to Postbank.</p>	<ul style="list-style-type: none"> <li>• CVs of the team that will be appointed for the assignment must clearly indicate the following: <ul style="list-style-type: none"> <li>– Roles</li> <li>– Experience</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• More than 10 years' experience = <b>25 points</b></li> <li>• 10 years' experience = <b>15 points</b></li> <li>• Less than 10 years' experience = <b>0 points</b></li> </ul>
4	<p><b>Qualifications of Key Personnel</b> Bidders must provide relevant qualification(s) for all key personnel to be allocated to Postbank.</p>	<ul style="list-style-type: none"> <li>• Valid qualifications for all the key personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Valid qualification(s) for each key personnel provided: <b>25 points</b></li> <li>• No valid qualification(s) or some of the key personnel qualification(s) not provided = <b>0 points</b></li> </ul>
	<b>TOTAL</b>		<b>100 points</b>

**CATEGORY F: PROMOTIONAL AND BRANDING MATERIAL**

No	Functionality criteria	Mandatory Evidence	Points
1	<p><b>Company Experience:</b> Company must have a minimum of five (5) years of experience in supplying branding and promotional items were provided. Experience will be measured in the number of years the company has delivered similar projects.</p>	<ul style="list-style-type: none"> <li>• Detailed company profile</li> </ul>	<ul style="list-style-type: none"> <li>• More than 5 years = <b>60 points</b></li> <li>• 5 years = <b>40 points</b></li> <li>• Less than 5 years = <b>0 points</b></li> </ul>
2	<p><b>Reference Letters:</b> Bidders must provide a minimum of five (5) signed reference letters where supplying branding and promotional items was provided. The date of the letter must not be older than three (3) months from the bid advertisement date.</p> <p>The project must have been completed within the last (five) 5 years.</p>	<p>Signed and dated reference letters on the clients' letterhead must reflect the following:</p> <ul style="list-style-type: none"> <li>• Contact person,</li> <li>• Contact details,</li> <li>• Description of the project,</li> <li>• Duration of contract/project.</li> </ul>	<ul style="list-style-type: none"> <li>• More than 5 signed reference letters = <b>40 points</b></li> <li>• 5 signed reference letters = <b>30 points</b></li> <li>• No letters or less than 5 signed reference letters provided = <b>0 points</b></li> </ul>
	<b>TOTAL</b>		<b>100 points</b>

**CATEGORY G: AUDIO-VISUAL AND MULTIMEDIA PRODUCTION SERVICES**

No	Functionality criteria	Mandatory Evidence	Points
1	<p><b>Company Experience:</b> Company must have a minimum of seven (7) years of experience in providing audio-visual and multimedia production services. Experience will be measured in the number of years the company has delivered similar projects.</p>	<ul style="list-style-type: none"> <li>• Detailed company profile</li> </ul>	<ul style="list-style-type: none"> <li>• More than 7 years of experience = <b>25 points</b></li> <li>• 7 years of experience = <b>15 points</b></li> <li>• Less than 7 years of experience = <b>0 points</b></li> </ul>
2	<p><b>Reference Letters:</b> Bidders must provide a minimum five (5) signed contactable reference letters where similar services were rendered. The date of the letter must not be older than three (3) months from the bid advertisement date.</p> <p>The project must have been completed within the last five (5) years.</p>	<p>Signed and dated reference letters on the clients' letterhead must reflect the following:</p> <ul style="list-style-type: none"> <li>• Contact person,</li> <li>• Contact details,</li> <li>• Description of the project,</li> <li>• Duration of contract/project.</li> </ul>	<ul style="list-style-type: none"> <li>• More than 5 signed reference letters = <b>25 points</b></li> <li>• 5 signed reference letters = <b>15 points</b></li> <li>• No letters or less than 5 signed reference letters provided = <b>0 points</b></li> </ul>

3	<p><b>Team Composition and Key Personnel:</b></p> <p>Bidders must provide personnel that have a minimum of ten It is recommended that the BAC approves the cancellation of a panel: of Recruitment Companies for Specialised Skills for a period of three (3) years, RFP 01/05/2021.</p> <p>(10) years' experience in audio-visual and multimedia production services to be allocated to Postbank.</p>	<ul style="list-style-type: none"> <li>• CVs of the team that will be appointed for the assignment must clearly indicate the following: <ul style="list-style-type: none"> <li>– Roles</li> <li>– Experience</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• More than 10 years' experience = <b>30 points</b></li> <li>• 10 years' experience = <b>20 points</b></li> <li>• Less than 10 years' experience = <b>0 points</b></li> </ul>
4	<p><b>Qualifications:</b></p> <p>Bidders must provide relevant qualification(s) for all key personnel to be allocated to Postbank.</p>	<ul style="list-style-type: none"> <li>• Valid qualifications for all the key personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Valid qualification(s) for each key personnel provided: <b>20 points</b></li> <li>• No valid qualification(s) or some of the key personnel qualification(s) not provided = <b>0 points</b></li> </ul>
	<b>TOTAL</b>		<b>100 points</b>

**SECTION 5**  
**PRICING SCHEDULE/COSTING MODEL**

- The bid will not be evaluated on price
- Successful panelists will be engaged as and when required on a rotational basis through request/s for quotation/s.

**NAME OF DELEGATED SIGNATORY:** .....

**(PRINT)** in his capacity of

**DESIGNATION OF SIGNATORY:** .....

**(PRINT)** who warrants his authority to sign on behalf of

**SIGNATURE:**.....

**NAME OF BIDDER (COMPANY) :** .....

**DATE:** .....

**DECLARATION**

I, \_\_\_\_\_, hereby declare that the information provided above is correct and

that there is no misrepresentation of facts.

**SECTION 6**

**STANDARD BID DOCUMENTS (SBDs)**

**SBD 4**

**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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of institution</b>	<b>State</b>

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

2.2.1 If so, furnish particulars:

.....  
.....

\_\_\_\_\_

<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.

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 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.

\_\_\_\_\_

<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.

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**

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

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

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

- a) The applicable preference point system for this tender is the 80/20 or 90/10 preference point system.

- 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:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

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

**3. FORMULA 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:

**80/20or90/10**

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

Where

Ps=Points scored for price of tender under consideration

Pt=Price of tender under consideration

Pmin=Price of lowest acceptable tender

**3.2. FORMULA 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:

**80/20 or 90/10**

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

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) <b>(To be completed by the organ of state)</b>	Number of points claimed (80/20 system) <b>(To be completed by the tenderer)</b>
Historically Disadvantaged individuals (51% and above)	8	
Women (51% and above)	7	
Disabled (51% and above)	5	

#### 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.

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p> <p><b>SURNAME AND NAME:</b> .....</p> <p><b>DATE:</b>.....</p> <p><b>ADDRESS:</b>.....</p> <p>.....</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">.....</p>
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## **SECTION 7**

### **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT – JULY 2011**

#### **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 GCC 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 GCC. Whenever there is a conflict, the provisions in the SCC shall prevail.

#### **TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
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5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
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17. Prices
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21. Delays in the supplier's performance
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25. Force Majeure
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27. Settlement of disputes
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30. Applicable law
31. Notices
32. Taxes and duties
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34. Prohibition of restrictive practices

## **General conditions of contract**

### **1. Definitions**

- 1 The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of Bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced

or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

- 1.7 “Day” means calendar day.
- 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
- 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
- 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 “Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 “Project site,” where applicable, means the place indicated in bidding documents.
- 1.21 “Purchaser” means the organisation purchasing the goods.
- 1.22 “Republic” means the RSA.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

## **2 Application**

- 2.1 These general conditions are applicable to all Bids, contracts and orders including Bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, SCC are also laid down to cover specific supplies, services or works.
- 2.3 Where such SCC are in conflict with these general conditions, the special conditions shall apply.

## **3 General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4 Standards**

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

## **1 Use of contract documents and information; inspection**

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6 Patent rights**

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

## **7 Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- 7.3.1 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
    - 7.3.2 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 organisation 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:

13.1.1 performance or supervision of on-site assembly and/or commissioning of the

- supplied goods;
- 13.1.2 furnishing of tools required for assembly and/or maintenance of the supplied goods;
- 13.1.3 furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- 13.1.4 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
- 13.1.5 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:
  - 14.1.1 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
  - 14.1.2 in the event of termination of production of the spare parts:
    - 14.1.2.1 Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - 14.1.2.2 following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15 Warranty**

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

omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16 Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in rand unless otherwise stipulated in SCC.

## **17 Prices**

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

## **18 Contract amendments**

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

## **19 Assignment**

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

## **20 Subcontracts**

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

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

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22 Penalties**

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

## **23 Termination for default**

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

23.1.1 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;

23.1.2 if the Supplier fails to perform any other obligation(s) under the contract; or

23.1.3 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:
- 23.6.1 the name and address of the supplier and / or person restricted by the purchaser;
  - 23.6.2 the date of commencement of the restriction
  - 23.6.3 the period of restriction; and
  - 23.6.4 the reasons for the restriction.
- 23.7 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.8 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,

27.5.1 the parties shall continue to perform their respective obligations under the

contract unless they otherwise agree; and  
27.5.2 the purchaser shall pay the supplier any monies due the supplier.

## **28 Limitation of liability**

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

28.1.1 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

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

## **29 Governing language**

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

## **30 Applicable law**

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

## **31 Notices**

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

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

## **32 Taxes and duties**

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license

fees, and other such levies imposed outside the purchaser's country.

- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the SARSs.

### **33 National Industrial Participation (NIP) Programme**

- 33.1 The NIP Programme administered by the DTI shall be applicable to all contracts that are subject to the NIP obligation.

### **34 Prohibition of restrictive practices**

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned

**The above General Conditions of Contract (GCC) are accepted by:**

<b>Name:</b>	
<b>Designation:</b>	
<b>Bidder:</b>	

<b>Signature:</b>	
<b>Date:</b>	