

INVITATION TO BID

BID NO:

RAF/2024/00051

BID DESCRIPTION:

**THE ROAD ACCIDENT FUND (RAF) REQUIRES A SERVICE PROVIDER TO SUPPLY
INSTALL AND MANAGE A DIGITAL DOCUMENT MANAGEMENT SOLUTION WITH
OFF-SITE DOCUMENT STORAGE SERVICES FOR A PERIOD OF 5 YEARS.**

PUBLICATION DATE: 13 DECEMBER 2024

BRIEFING SESSION: NON-COMPULSORY BRIEFING SESSION

BRIEFING SESSION DATE AND TIME: 08 JANUARY 2025 11:00 AM

**BRIEFINGSESSION VENUE: ROAD ACCIDENT FUND (RAF), ECO GLADES 2 OFFICE
PARK, 420 WITCH-HAZEL AVENUE, CENTURION, 0046**

CLOSING DATE: 16 JANUARY 2025 @ 11H00 AM AS PER TELKOM TIME

***Note: Faxed and/or Emailed Proposals/ bids will not be accepted, only hand delivered and couriered
Proposals/ bids must be deposited in the tender Box on or before the closing date and time.***

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IMPORTANT NOTES:

1. Bid documents are available on the website (www.raf.co.za) at no cost.

2. Submission of Proposals

- Bid responses must be placed in the tender box clearly marked with a tender number and description; and
- Bidders are required to submit an original Bid Document/Proposal and a Copy (To be enclosed in the envelope which contains the Original Bid Document/Proposal)
- The proposal must be deposited in the tender box situated at the reception of RAF at the below address:

**Road Accident Fund (RAF), Eco Glades 2 Office Park, 420 Witch-hazel Avenue,
Centurion, 0046**

3. Validity Period

The proposal submitted by the supplier must be valid for a period of 90 days, from the closing date for the submission of proposals.

4. Enquiries

All enquiries regarding this bid must be directed to the Supply Chain Management Office:

Bid Enquiries: Monare Mashego

E-mail address: Monarem@raf.co.za and please copy the following email address
BACsecretariat@raf.co.za

Note: No telephonic enquiries will be entertained.

Closing date and time for Bid questions and enquiries: **09 January 2025**

Publication date for Questions & Answers: **10 January 2025**

Questions and Answers will be published on the RAF website.

Important Notes:

1. All questions/enquiries must be forwarded in writing to the e-mail address above; and
2. Questions/enquiries received after the above-stated date and time will not be entertained.

MANDATORY/ LEGISLATIVE REQUIREMENTS

This stage checks and validates the bidders' compliance to the legal requirements to conduct business in South Africa, as well as to the industry requirement for the supply of goods and services.

NB: No points will be allocated at this stage; however, bidders' that do not comply with the pre-qualification requirements below will be disqualified and will not advance to the next stage of evaluation.

Returnable Documents / Information	Check list ✓ Tick each box
SBD 1: Completed, attached and signed	
SBD 3.1 or 3.3 or 3.3 Completed, attached and signed	
SBD 4: Completed, attached and signed	
SBD 5: Completed, attached and signed	
SBD 6.1: Completed, attached and signed	
Proof of Construction Industry Development Board (CIDB) registration, if applicable.	
Specification document: Completed, attached and signed	
General Condition of contract: Initialled and attached	
Provide Tax TCS Pin to verify Tax Status: Attached (In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.)	
If the bidder is a joint venture, consortium or other unincorporated grouping of two or more persons/ entities, a copy of the joint venture agreement between the members should be provided.	
Registered on the Central Supplier Database of National Treasury. (For registration information, go to https://secure.csd.gov.za/)	

Note: Some requirements may not be applicable to international suppliers/ bidders and only those suppliers/ bidders will be exempted from these mandatory/ legislative requirements. All SBDs must be submitted (signed) noting where it is not applicable. If any specific SBD is not submitted, documentary proof, clearly stating the reason must be attached.

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ROAD ACCIDENT FUND					
BID NUMBER:	RAF/2024/00051	CLOSING DATE:	16 January 2025	CLOSING TIME:	11H00
DESCRIPTION	THE ROAD ACCIDENT FUND (RAF) REQUIRES A SERVICE PROVIDER TO SUPPLY INSTALL AND MANAGE A DIGITAL DOCUMENT MANAGEMENT SOLUTION WITH OFF-SITE DOCUMENT STORAGE SERVICES FOR A PERIOD OF 5 YEARS.				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

**Road Accident Fund (RAF)
Eco Glades 2 Office Park**

420 Witch-Hazel Avenue

Centurion

0046

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Monare Mashego	CONTACT PERSON	
TELEPHONE NUMBER	012 649 2190	TELEPHONE NUMBER	
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	
E-MAIL ADDRESS	Monarem@raf.co.za	E-MAIL ADDRESS	

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	1 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:.....

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

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

PRICING SCHEDULE
(Professional Services)

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

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

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

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

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R.....

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R.....

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R.....

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R.....

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

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R.....

----- days

.....

R.....

----- days

.....

R.....

----- days

.....

R.....

----- days

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

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

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.....

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R.....

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R.....

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.....

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R.....

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R.....

R.....

TOTAL:

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

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

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

TOTAL: R.....

6. Period required for commencement with project after Acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
-
-
-

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(ROAD ACCIDENT FUND)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

¹ 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.

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

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 consortium² 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

² 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.

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.

3.5 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.

3.6 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.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on 1 September 1996. The NIP Policy and Guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases/lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (dti) is charged with the responsibility of administering:

1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked against the imported content of the contract. Any contract having an imported content equal to or exceeding US\$10 million or other currency equivalent to US\$10 million will have an NIP obligation. This threshold of US\$10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.
 - or
 - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a two-year period which exceeds US\$10 million in total.
 - or
 - (c) A contract with a renewable option clause, where should the option be exercised, the total value of the imported content will exceed US\$10 million.
 - or
 - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$3 million worth of goods, works or services to the same government institution, which in total over a two-year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of subparagraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content, whilst suppliers in respect of sub-paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.
- 1.3 To satisfy the NIP obligation, the dti would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners, or suppliers
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract

that is in excess of R10 million, submit details of such a contract to the dti for reporting purposes.

- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in sub-paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.
- 3.2 In order to accommodate multiple contracts for the same goods, works or services, renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the dti in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million, to contact and furnish the dti with the following information:
- Bid/contract number;
 - Description of the goods, works or services;
 - Date on which the contract was accepted;
 - Name, address and contact details of the government institution;
 - Value of the contract; and
 - Imported content of the contract, if possible.
- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Elias Malapane may be contacted on telephone number (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the dti with the information required, the following steps will be followed:
- a. The contractor and the dti will determine the NIP obligation;
 - b. The contractor and the dti will sign the NIP obligation agreement;
 - c. The contractor will submit a performance guarantee to the dti;
 - d. The contractor will submit a business concept for consideration and approval by the dti;
 - e. Upon approval of the business concept by the dti, the contractor will submit detailed business plans outlining the business concepts;
 - f. The contractor will implement the business plans; and
 - g. The contractor will submit bi-annual progress reports on approved plans to the dti.
- 4.2 The NIP obligation agreement is between the dti and the successful bidder (contractor)

and, therefore, does not involve the purchasing institution.

Bid number

Closing date:

Name of

bidder.....

Postal address

.....

.....

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

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

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

1. GENERAL CONDITIONS

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

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

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

(delete whichever is not applicable for this tender).

- (a) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80/90
SPECIFIC GOALS	20/10
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{max} = 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

South African citizen who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 200 of 1983) or the Constitution of the Republic of South Africa, 1996. (minimum 51% ownership or more)	05	10		
Women (minimum 51% ownership or more)	04	08		
Persons with disabilities (minimum 51% ownership or more)	01	02		

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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

BID SPECIFICATION – APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY INSTALL AND MANAGE A DIGITAL DOCUMENT MANAGEMENT SOLUTION WITH OFF-SITE DOCUMENT STORAGE SERVICES FOR A PERIOD OF 5 YEARS.

1. BACKGROUND OF THE ROAD ACCIDENT FUND

The Road Accident Fund (RAF) is a schedule 3A Public Entity established in terms of the Road Accident Fund Act, 1996 (Act No. 56 of 1996), as amended. Its mandate is the provision of compulsory social insurance cover to all users of South African roads, to rehabilitate and compensate persons injured as a result of the negligent driving of motor vehicles in a timely and caring manner, and to actively promote the safe use of our roads.

The customer base of the RAF comprises not only the South African public, but all foreigners who may have had accidents within the borders of the country. The RAF head office is in Centurion there will be other Customer Experience Centres in each province in the country.

2. SPECIAL INSTRUCTIONS TO BIDDERS

- 2.1 The bidder must be an eligible, registered service provider in terms of the applicable laws of the country.
- 2.2 The bidder must have a business continuity management plan, which must be available for inspection by the RAF during the subsistence of rendering services to the RAF.
- 2.3 The Evaluation Criteria that were published with a Request for Proposal/ Bids will be used to assess bidders' responses and no amendment after the closing of a bid. Bid Proposals must be clearly indexed and cross referenced to a Table of Contents.
- 2.4 Companies or Directors included on the National Treasury register of Restricted Suppliers and/ or Tender Defaulters will be automatically disqualified from the bidding process.
- 2.5 As prescribed all Standard Bidding Documents (SBD Forms – Returnable Documents) must be fully completed and duly signed. All Returnable Documents must be submitted with the proposal at the closing of a bid.
- 2.6 The RAF will confirm the following prior to any award being made:
 - That the bidder is registered on the National Treasury Central Supplier Database (CSD)
 - The bidder is tax status is compliant with the South African Revenue Service (SARS), in cases where the recommended bidder is non-compliant with SARS, the bidder will be allowed (seven) 07 working days to rectify their tax matters, if the bidder fails to rectify their tax matters, they then be disqualified once the 7th working day period lapses.

3. PROJECT BACKGROUND

RAF is traditionally a paper-based organization, claim lodgments are paper based. The RAF receives documents through various channels, namely: hand deliveries, post, couriers, and email. The type of documents that are mostly handled by the organization include but not limited to: claim documents, claim supporting documents, payment documents, and litigation documents. RAF has approximately 215 000 boxes containing physical records. These records are stored at two different service providers and at RAF offices. RAF is now in a mission to digitize these paper records to address a list of issues that include space, inefficiencies, safety (possible fire hazards), spiraling costs and POPIA compliance amongst others. The fund is in a mission to digitize all existing and newly arriving records, and it therefore requires a fitting document management solution that will improve its operations.

4. SCOPE OF WORK

- The goal of this initiative is to acquire a service that will manage the entire RAF's records being physical or electronic. For this to be realized, RAF requires a service provider who will:
- Offer the offsite document storage service to store all paper records as well as backup tapes
- Relocate all records from the current two service providers and RAF offices to their own warehouses.
- Clean the index database.
- Deploy a local file tracking system to replace the current out of support system.
- Migrate and clean data from the current out of support system to the new system
- Deploy programme and project managers onsite to ensure a successful project
- Offer records management consultancy to help RAF's Record Management team in improving RAF's records management processes and implementing RAF's file plan.
- Offer scanning services to all offices where RAF operations are found (supply of scanners and human resources where necessary).
- Digitize all historical records in the order of priority.
- Offer scan on demand.
- Deploy a cloud based Electronic Document and Records Management System (EDRMS)
- Integrate the deployed EDRMS with all key existing systems at RAF both on premises and in the cloud.
- Offer Business Analysis services that will gather requirements from all business functions to ensure effective implementation of the EDRM solution. Further the BAs will work with the Records Management team (both from RAF and Service provider side) to improve on the efficiency of document management processes and workflows.

5. FUNCTIONAL REQUIREMENTS

5.1. Relocation of records

Upon appointment of the successful service provider, the contracted service provider will collect all records intended for File Storage and Document Handling in accordance with the specifications from RAF offices and from the current document storage provider. The transitional arrangements must take no longer than twelve (12) months from the date of appointment of the service provider

The service provider must relocate all records from two different service providers and from all RAF offices. The service provider must ensure correctness of the index database for every load they take from the current service providers and RAF offices to their own premises. The service provider must ensure business as usual by prioritizing the capturing/recording of frequently used files in their file retrieval system. The service provider must ensure that all relocated records are accounted for and are retrievable on request.

The service provider is required to submit an implementation plan which must indicate how the on-boarding and transition will be executed. The implementation plan must consider all logistics, human resource and facilities constraints. The service provider must submit a preliminary project plan for the transitional phase.

5.2. Storage

The service provider must provide a clean, dry, and well-maintained warehouses with appropriate environmental controls to prevent damage to the documents. The locations of the storage facilities must be in strategic positions which will enable the service provider to easily collect and deliver files to all RAF's operational offices.

5.3. Professional Services

RAF has an understaffed record management unit serving the entire organization. Due to lack of capacity records management is seen by many as invisible. The service provider must provision records management consultancy to help RAF's Record Management team in improving RAF's records management processes and implementing RAF's file plan. The service provider must further provision business analysts who will help with gathering requirement from all the RAF's business functions for the implementation of the EDRMS and improvement of the records management processes.

5.4. Project Management Services

The document management initiative is seen as a programme as it has multiple initiatives within itself. Records relocation, digitization of the historical records, implementation of the file tracking system, implementation of the EDRMS solution and the onsite digitization of the newly incoming

documents are all seen as projects. The service provider must provision project managers for each stream.

6. Technical Requirements

6.1. Data Cleansing

The current file and box Indexing at the service provider are not accurate. Inaccurate index database is causing file retrieval problems. The new service provider must ensure a cleaner data that corresponds to the physical records.

The current onsite file tracking system RAF is using is Metrofiler. This system is outdated and out of support. Data on this system is not clean. Data migration will be required when a new file tracking system is implemented however data cleansing must first be done.

6.2. Integration with existing Systems

RAF has a legacy claim system that is generating electronic documents. Further, there is a new claim system that functions strictly with electronic files. RAF has a SharePoint system hosting documents from all business functions. Customer Relationship Management system as well generates documents. The service provider must ensure that all the company documents are either consolidated into one system or effectively managed and linked whilst remaining in their own systems.

6.3. Digitization of Physical Records

The RAF is a paper-based company. The company receives a high volume of document on daily basis. These documents come through the post office, email, office of the state attorney (various offices), courier services, and in-person/hand-delivery. Currently, RAF has over 215 000 boxes of files (for all business functions) found in the off-site storages and at the RAF's operational offices.

The service provider will migrate these boxes from the RAF's current service provider to their own premises. The service provider will scan all these files in the order of priority that will be provisioned by RAF. The service provider will further scan on demand to lesson or stop the retrieval of physical records by the customer (RAF users).

The service provider will deploy scanners in all RAF's offices where there are operations. The service provider will configure and support the scanners. The scanners will remain a property of the service provider. The service provider will train and support the end user. The service provider will provision human resources whenever there is a need.

6.4. Electronic Document and Records Management System (EDRMS)

RAF currently has SharePoint online as electronic document management system however SharePoint doesn't allow direct scanning. The new claims management system uses SharePoint as a document repository.

RAF requests the Bidder to propose a system that will address its current document handling problems with a view of integrating with what is already existing.

RAF does no longer have the appetite to work with hardcopy documents however the act allows claimant to submit paper lodgments and correspondents. It is for this reason that RAF is requesting a robust EDRMS that will allow digitization of the paper documents and manage electronically generated documents.

The proposed document handling system must be able to integrate with:

- The Guidewire system which is the new RAF claims system working with electronic documents
- The old claims system which is inhouse built. This system generates electronic documents
- CRM system
- MS Exchange and all MS Office products

The proposed system must offer electronic signature functionalities amongst others to ensure that users do not print for manual signatures.

6.5. Programme flow

RAF has a high number of documents requiring digitization. The winning bidder will migrate all records from the current service provider, state attorney offices and RAF offices to their own storage facilities and index them accurately. The record migration and indexing should take a maximum of six months from the contracting date. Migration of records should not compromise business operations. The service provider must ensure that the business as usual (BAU) files are always retrievable. RAF will provide the service provider with the BAU parameters.

The service provider must initiate the EDRMS implementation project a week from the contracting date. Phase 1 of the EDRMS implementation should go live within six months from the contracting date to enable the start of the digitization project.

The service provider must deploy scanners to all RAF's operational offices within two months from the date of contracting. The service provider must configure all the deployed scanners to work with the existing workaround scanning solution whilst waiting for the completion of phase 1 of the implementation of the EDRMS.

All file retrievals must be in an electronic format once the EDRMS has been successfully implemented. RAF will provide the service provider with the file scanning priority list to ensure a

smooth transition from physical retrieval to electronic retrieval. Scanning on demand will be triggered whenever a file is not yet scanned.

The service provider will connect all scanners at all RAF offices to EDRMS once phase 1 is complete. The documents in EDRMS should be imported into Guidewire at ease.

All scanned documents in all RAF regions will be stored at the service provider site (off-site storage)

7. BUSINESS REQUIREMENTS ON EDRMS AND FILE TRACKING SYSTEM:

Bidders are required to ensure that their proposed solution meets the solutions requirements for the bid which will be scored in the technical/functional evaluation and technical demonstration phases (Phase 3 Part A and B respectively).

7.1. EDRMS FUNCTIONALITIES

Technical/Functional Criteria	Feature to be demonstrated	Please comment on the reference in the proposal that addresses this requirement
Capture		
	Quality of the output (Enhancing poor document) Please demo with a bad document	
	Optical Character Recognition (OCR)	
	Recognition and Processing of Barcodes	
Classification		
	Auto Classification of documents according to document types	
Workflows and Notifications		
	Routing of documents	
	Alerts	
	Escalations	
Search		
	Search by document name	
	Search by word/phrases within the document	
	Search using wildcard	
Reporting		
	System usage report	
	Business reports	
System Integration		

	Integration with MS-365 products	
	Handling of emails	
	Capability to integrate with the 3rd party applications	
Digital Signature		
	Demonstrate digital signature	
	Signature routing	
Records Management		
	File plan	
	Email management	
	Retention Schedule and Disposal	

7.2. File Tracking System (Metrofiler Replacement)

Technical/Functional Criteria	Feature to be demonstrated	Please comment on the reference in the proposal that address this requirement
Ease of Use		
	Record Capturing	
	Record Search	
File Tracking		
	Record Status	
	User in possession	
	Received Date	
Security		
	Authentication	
	Password Expiry	
	Password Strength	
	Audit Trail	
System Hosting	Cloud	
Handheld scanners	Box label scanning and file label scanning	

8. EVALUATION CRITERIA AND METHODOLOGY

The Evaluation Process shall be conducted under the following phases:

Phase 1: Initial Screening Process - At this phase Bidders responses are reviewed to check if Bidders have responded according to RAF Request for Bid (RFB) document. **NB: Non-compulsory Briefing session.**

Phase 2: Mandatory Evaluation Process - At this phase Bid Responses are evaluated as per the evaluation criteria specified in the Request for Bid (RFB) document for compliance to Mandatory Requirements. Bidder(s) who met the Mandatory Requirements will be evaluated further on Technical Requirements.

Phase 3: Technical/ Functional Evaluation Process

Part A: Functionality Evaluation - At this phase Bidder(s) who met the minimum threshold of 65 points out 100 points allocated at Functionality Evaluation (Part A) will be further evaluated in Phase 3 Part B (Solution Demonstration). Bidders who do not achieve a minimum score of 65 out of 100 points will not be eligible to proceed further with the evaluation and will thus be disqualified.

Part B: Solution Demonstration - At this phase the bidder(s) will be required to provide a detailed proposal of the EDRMS and file tracking system which will be evaluated, and bidders must score a minimum threshold of 120 points out of 160 points allocated. Failure to achieve minimum threshold on the proposal submitted will be disqualified. Bidders who met minimum threshold will be invited for demonstration of EDRMS and file tracking system. Bidders must achieve a minimum score of 120 out of 160 points for demonstration to proceed to the next stage of the evaluation (Phase 4 Price and Preference Points). Bidders who do not achieve a minimum score of 120 out of 160 points will not be eligible to proceed further with the evaluation and will be disqualified.

Phase 4: Price and Specific Goals evaluation - At this phase the bid(s) will be assessed as per the preferential point system specified in the RFB document.

8.1. MANDATORY REQUIREMENT (PHASE 2)

All Bidders who do not meet Mandatory Requirements will be disqualified and will not be considered for further evaluation on the functional requirements.

8.1.1	Compliance with regulatory bodies	Comply	Not Comply
	The service provider must be fully accredited/certificated with a regulatory body for records management in South Africa. The service provider is required to provide a copy of a letter in the official letterhead issued by regulatory body to substantiate the above		

NB: provide date, month and year for contracts durations above

Experience: Scoring Matrix	
Number of years of experience	Score
< 5 years	0
= 5 years	20
> 5 and ≤ 10 years	25
> 10 and ≤ 15 years	30
More than 15 years	40

Please Note:

- In the event that the RAF cannot validate the client reference submitted by the service provider, the service provider will be scored zero (0).
- Failure by the service provider to capture the client references as per the requirements above will lead to zero (0) points being awarded.
- Please provide accurate contact details of the clients' representative(s).
- The RAF will consider relevant client references for all parties to this bid i.e. partnerships, joint ventures, sub-contractors.

8.2.2 Experience of the service provider in provisioning the Electronic Document and Records Management System (EDRMS)

40

Bidder must have successfully implemented EDRMS to a minimum of 2 clients.

Bidders are required to provide a table with the required information as shown below:

Please note: Any missing information for a client will result in that client reference being disqualified. RAF will verify the information with the referenced clients

Client Name	Client Representative	Client Email Address	Client Contact Number	Type of service	Start Date of Contract	End Date of Contract	Contract duration

NB: Provide a date, month and a year for contracts durations above

<table border="1"> <tr> <th colspan="2">Experience: Scoring Matrix</th></tr> <tr> <th>Number of years of experience</th><th>Score</th></tr> <tr> <td>< 2 clients</td><td>0</td></tr> <tr> <td>2 clients</td><td>20</td></tr> <tr> <td>3 clients</td><td>30</td></tr> <tr> <td>More than 3 clients</td><td>40</td></tr> </table> Please Note: • In the event that the RAF cannot validate the client reference submitted by the service provider, the service provider will be scored zero (0). • Failure by the service provider to capture the client references as per the requirements above will lead to zero (0) points being awarded. • Please provide accurate contact details of the clients' representative(s). • The RAF will consider relevant client references for all parties to this bid i.e. partnerships, joint ventures, sub-contractors.	Experience: Scoring Matrix		Number of years of experience	Score	< 2 clients	0	2 clients	20	3 clients	30	More than 3 clients	40			
Experience: Scoring Matrix															
Number of years of experience	Score														
< 2 clients	0														
2 clients	20														
3 clients	30														
More than 3 clients	40														
8.2.3. EXPERIENCE OF THE RESOURCES:	20														
8.2.3.1. Experience of the project manager(s) to be deployed to the RAF The project manager must have at least 10 years of experience in implementation of EDRMS <table border="1"> <tr> <th colspan="2">Experience: Scoring Matrix</th></tr> <tr> <th>Number of years of Experience</th><th>Score</th></tr> <tr> <td>Less than 10 years</td><td>0</td></tr> <tr> <td>10 years</td><td>5</td></tr> <tr> <td>More than 10 years</td><td>10</td></tr> </table> Proof: Summary of a CV for a project manager detailing Personal information, Qualification, work experience and references. NB: Years of experiences must be provided by date, month and the year – for both start and end periods. Please Note: In the event that the service provider is unable to meet the requirements to assign the allocated resources as per submitted CV for this bid (the resource that was scored for this bid), the service provider must replace with a similar or more experienced resource (s). 8.2.3.2. Experience of the Specialist: Records Management and Archives The specialist must have at least 5 years of experience in records management and archives. <table border="1"> <tr> <th colspan="2">Experience: Scoring Matrix</th></tr> <tr> <th>Number of years of Experience</th><th>Score</th></tr> </table>	Experience: Scoring Matrix		Number of years of Experience	Score	Less than 10 years	0	10 years	5	More than 10 years	10	Experience: Scoring Matrix		Number of years of Experience	Score	
Experience: Scoring Matrix															
Number of years of Experience	Score														
Less than 10 years	0														
10 years	5														
More than 10 years	10														
Experience: Scoring Matrix															
Number of years of Experience	Score														

Less than 5 years	0
5 years	5
More than 5 years	10

NB: Provide a day, month and a year for the experience claimed above.

Proof: Summary of a CV for a specialist detailing Personal information, Qualification, work experience and references.

Please Note: In the event that the service provider is unable to meet the requirements to assign the allocated resources as per submitted CV for this bid (the resource that was scored for this bid), the service provider must replace with a similar or more experienced resource (s).

Bidders who score a minimum threshold of 65 out of 100 points on Phase 3- Part A – Functional evaluation will be considered for further evaluation on Phase 4 Part B (Solution Demonstration).

8.3. SOLUTION EVALUATION AND DEMONSTRATION: PHASE 3 PART B

At this phase the bidder(s) will be required to provide a detailed proposal of the EDRMS and file tracking system which will be evaluated, and bidders must score a minimum threshold of **120 points out of 160 points** allocated. Failure to achieve minimum threshold on the proposal submitted will be disqualified. Bidders who met minimum threshold will be invited for demonstration of EDRMS and file tracking system to confirm the points received. Bidders must achieve a minimum score of **120 out of 160 points** after demonstration in this stage to proceed to the next stage of the evaluation (Phase 4 Price and Preference Points). Bidders who do not achieve a minimum score of **120 out of 160 points** will not be eligible to proceed further with the evaluation and will be disqualified.

Full points will allocate only when the criteria are fully complied with. No points will be allocated for partial compliance.

8.3.1. EDRMS

Technical/Functional Criteria	Feature to be demonstrated	Max Score	Comment
Capture		15	
	Quality of the output (Enhancing poor document) Please demo with a bad document	5	
	Optical Character Recognition (OCR)	5	
	Recognition and Processing of Barcodes	5	
Classification		5	
	Auto Classification of documents according to document types	5	

Workflows and Notifications		15	
	Routing of documents	5	
	Alerts	5	
	Escalations	5	
Search		15	
	Search by document name	5	
	Search by word/phrases within the document	5	
	Search using wildcard	5	
Reporting		10	
	System usage report	5	
	Business reports	5	
System Integration		15	
	Integration with MS-365 products	5	
	Handling of emails	5	
	Capability to integrate with the 3rd party applications	5	
Digital Signature		10	
	Demonstrate digital signature	5	
	Signature routing	5	
Records Management		15	
	File plan	5	
	Email management	5	
	Retention Schedule and Disposal	5	
Total		100	

8.3.2. File Tracking System (Metrofiler Replacement)

Technical/Functional Criteria	Feature to be demonstrated	Score	Bidder Score
Ease of Use			
	Record Capturing	5	
	Record Search	5	
File Tracking			
	Record Status - Receiving - Filing - Dispatching	5	

	• Requesting • Retrieving		
	User in possession	5	
	Received Date	5	
Security			
	Authentication	5	
	Password Expiry	5	
	Password Strength	5	
	Audit Trail	5	
System Hosting	Cloud	5	
Handheld scanners	Box label scanning and file label scanning	5	
Desktop laser scanners	Box label scanning and file label scanning	5	
Total		60	

8.4. PRICE AND SPECIFIC GOALS

The evaluation for Price and Specific Goals shall be based on the 80/20 or 90/10 PPPFA principle (whichever is applicable) and the points for evaluation criteria are as follows:

Evaluation Criteria				Points
1.	Price			80/90
2.	Specific Goals			20/10
	#	Specific Goal	Proof	Points Allocation
	1	South African citizen who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 200 of 1983) or the Constitution of the Republic of South Africa, 1996. (Minimum 51% ownership or more)	CSD Report	10/5
	2	Women (Minimum 51% ownership or more)	ID copy / CSD report	8/4
	3	Persons with disabilities (Minimum 51% ownership or more)	Valid medical certificate issued by an accredited medical practitioner	2/1
Total				100

8.5. PRICING SCHEDULE

This annexure should be completed and signed by the Bidder's authorized personnel.

NB: PLEASE PROVIDE COST BREAK-DOWN FOR EACH DELIVERABLE IN A SEPARATE PAGE WITH NO TERMS AND CONDITIONS.

All prices must be VAT inclusive and must be quoted in South African Rand (ZAR). The pricing will be added to determine the total cost of the services for comparison purposes to award the bid.

Please indicate your total bid price here(..... **(Compulsory)**

Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the one indicated above shall be considered the correct price.

FIXED PRICING

Solution Description	Price Year 1 (Vat. Included)	Price Year 2 (Vat. Included)	Price Year 3 (Vat. Included)	Price Year 4 (Vat. Included)	Price Year 5 (Vat. Included)	Total Price (Vat. Included)
Relocation of records						R
Consultation services- Records Management and Archives						R

Software Licensing (Once-off/Subscription)	R	R	R	R	R	R
System Implementation (EDRMS)						R
Project management Services						R
Business Analysis						R
System Support and Maintenance (EDRMS)	R	R	R	R	R	R
System Integration (SAP, Desktop or Web Application, Guidewire, MS 365)						R
System implementation (file tracking system/Metrofiler replacement)						R
System support and maintenance (file tracking system/Metrofiler replacement)	R	R	R	R	R	R
Total	R	R	R	R	R	R

CONTRACT RATES

Note 1: The quantities are unknown, and the below quantities are for the purpose of price evaluation.

Solution Description	Quantities	Price Year 1 (Vat. Included)	Price Year 2 (Vat. Included)	Price Year 3 (Vat. Included)	Price Year 4 (Vat. Included)	Price Year 5 (Vat. Included)	Total Price (Vat. Included)
Digitization of newly incoming claim and other documents (per page)	1 000 000	R	R	R	R	R	R
Digitization of historical claim and other documents (per page)	20 000 000	R	R	R	R	R	R
Scan on demand (per page)	1 000 000	R	R	R	R	R	R
TOTAL PRICE		R	R	R	R	R	R

Annexure A: Pricing Schedule for Off-site Document Storage

Note 1: The monthly average quantities used below are estimates for the purpose of price evaluation.

Note 2: Annual escalation of CPI is to be applied.

COST ITEMS		Unit price	Monthly Quantity	Monthly Total	Price Year 1	Price Year 2	Price Year 3	Price Year 4	Price Year 5
Category	Description								
Containers	Boxes & Lids-per box: Standard box size (Specify box size, if there are different sizes)		2000	R0,00					
Containers	Canister for datatapes for hire		50	R0,00					
Containers	Canister for datatapes for purchase		50	R0,00					

Weekly rotation	Cannister weekly rotation		4	R0,00					
Stationery	File labels		2500	R0,00					
Stationery	Box labels		2000	R0,00					
Stationery	Courier bags		100	R0,00					
Initial costs	Document sorting, filing labelling and indexing		1500	R0,00					
Initial storage	Packing per box		500	R0,00					
Initial storage	Data Capture per file		2000	R0,00					
Initial storage	Additional Data capture only if required.		2000	R0,00					
Storage	Monthly storage cost per box (Standard Size)		1000	R0,00					
Storage	Monthly storage cost per canister (for data tapes)		50	R0,00					
Transactions	Collection of boxes-Price per collection (within 50Km radius)		20	R0,00					
Transactions	Collection of boxes-Price per collection (Outside 50Km radius)		20	R0,00					
Transactions	Next Day retrieval: Delivery to RAF offices within 24 hours of request- handling fee (retrieval) - per file		500	R0,00					
Transactions	Next Day retrieval: Delivery to RAF offices within 24 hours of request- handling fee (return) - per file		500	R0,00					
Transactions	Next Day retrieval: Delivery to RAF offices within 24 hours of request- handling fee (retrieval) - per box		500	R0,00					
Transactions	Next Day retrieval: Delivery to RAF offices within 24 hours of request- handling fee (return) - per box		500	R0,00					

Transactions	Next Day retrieval: Delivery to RAF offices within 24 hours of request Journey charge (minimum) - per delivery		50	R0,00					
Transactions	Express: Delivery to RAF offices within 3 hours of request(retrieval) Journey charge - per file		20	R0,00					
Transactions	Express: Delivery to RAF offices within 3 hours of request(retrieval) Journey charge - per box		20	R0,00					
Transactions	Express: Delivery to RAF offices within 3 hours of request: Journey charge(minimum)-per delivery		20	R0,00					
Transactions	SameDay retrieval: Same day delivery Journey charge- (retrieval)		200	R0,00					
Transactions	SameDay retrieval: Same day delivery Journey charge- (return)		200	R0,00					
Transactions	Scan and email document (Per page)		100	R0,00					
Transactions	Fax transfer per page		100	R0,00					
Transactions	Destruction and handling fee per file		500	R0,00					
Transactions	Destruction and handling fee per box		200	R0,00					
Transactions	Destruction Certificate		5	R0,00					
Transactions	Index Report per Report		100	R0,00					
Transactions	Permanent withdrawal of files from service provider per file		5000	R0,00					
Transactions	Permanent withdrawal of files from service provider per box		2000	R0,00					
Total	Total per Month			R0,00					
Annual Fees									
			Annual	Annual					

Category	Description		Quantity	Total					
Transactions	on-site services								
	handheld scanners per unit		104	R0,00					
	Proxy Machine per unit: labelling and barcoding (including data capturing, user ID's and print labels for rags)		6	R0,00					
	Software licences		150	R0,00					
	keyboard scanners per unit		84	R0,00					
	Service Call Out Fees		20	R0,00					
Total	Total per Annum			R0,00					

Bidder's Name:

Signature:

Date:

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
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 organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

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

3. General

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of liability

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

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. 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 South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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