



social development

Department:
Social Development
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



CHIEF DIRECTORATE: FINANCIAL MANAGEMENT & ADMINISTRATION

Private Bag X 6 ■ Mmabatho, 2735 ■ Provident House Building, University Drive ■ **MMABATHO**
Tel: +27 (18) 388 – 2869/1235 ■ Fax: +27 (86) 525 – 3301 ■ E-mail: eleqaale@nwpg.gov.za

INVITATION TO BID

Bid reference number	NW/DSD/14/2021
Bid description	Appointment of duly authorised service provider for training of 68 child and youth care workers in Dr Kenneth Kaunda District
Bid information	The bid document is obtainable from the Departmental website on https://dsdnwpg.gov.za
Briefing session date	No compulsory site briefing due to COVID-19 pandemic.
Closing date for questions/ queries	04 June 2021
Bid submission address	Tender box situated at: Department of Social Development University Drive, Provident House, 1 st Floor Supply Chain Management division, North Entrance, Mmabatho
Bid closing date	17 June 2021
Bid closing time	11H00 am
Bid validity period	120 days

Prospective suppliers who are interested in participating in aforementioned bid are invited to submit their proposals in full compliance to the requirements of this bid document. Completed, signed and clearly labeled proposals sealed in an envelope be submitted the above mentioned address on or before the closing date and time.



1. PROJECT DESCRIPTION

15.1 PROJECT DESCRIPTION

In an endeavor to address the question of skills shortage, unemployment and professionalization of services of funded NPOs in the entire North West Province. The Department of Social Development intends to implement a comprehensive skills development programme to enhance the quality of services provided in NPOs and the employability of targeted workers through the provision of accredited training on Child and Youth Care Workers.

15.2 PROJECT SCOPE

Provide training to 68 CYCW learners in Dr. Kenneth Kaunda District. Learners are recruited from the NPOs implementing Child and Youth Care work services within the community based care centers.

The table below depicts a breakdown of learners per service point in Dr. Kenneth Kaunda District:-

District	Service point	Number of CYCW trainees
DR KENNETH KAUNDA	Matlosana	10
	JB Marks	33
	Maquassi Hills	25
Total		68

2. ROLES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

- 3.1 Enter into training agreements with CYCW trainees identified by the Department.
- 3.2 Register learners with HWSETA
- 3.3 Provide training material and training guides for the successful implementation of the training
- 3.4 Supervise daily attendance and maintain discipline;

- 3.5 Conduct training at sites identified by the Department and ensure sites are accredited by the HWSETA;
- 3.6 Put measures in place to ensure security of the trainees at the training sites;
- 3.7 Conform to the provisions of the Occupational Health and Safety Act;
- 3.8 Provide accredited training to learners in accordance with HWSETA and SAQA requirements;
- 3.9 Provide learner meal allowances during training sessions at R60 per allowance.
- 3.10 Participate in Project steering committee meetings as agreed upon with the Department; and comprising of the Provincial Office , District and Service point)
- 3.11 Plan, provide and supervise training learning session at the training site
- 3.12 Provide suitable and safe transport to learners during training learning sessions;
- 3.13 Participate in Project steering committee meetings as agreed upon with the Department; and
- 3.14** Present reports to the Project Steering Committee.

4 DELIVERABLES / OUTPUT

- 4.1 Signed training agreements with trainees identified by the Department in line with the project scope.
- 4.2 Uploaded learners on the HWSETA system,
- 4.3 Signed daily attendance registers copied and submitted to the Department;
- 4.4 Reports on levels of discipline and absenteeism
- 4.5 Compliance report(s) in terms of the Occupational Health and Safety Act;
- 4.6 Compliance Report with HWSETA requirements
- 4.7 Detailed training, assessment and moderation reports;
- 4.8 Detailed practical training reports;
- 4.9 Comprehensive close out report

4.10 HWSETA accredited (Child and Youth Care Workers) Level 4 Certificates Issued at the end of the training:

- Qualification ID NO SAQA 60209
- Total Credits: Minimum of 165 credits

4.11 Unit Standards

	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Core	<u>254181</u>	Demonstrate a basic understanding of the fundamentals of child and youth care work	NQF Level 03	10
Core	<u>254178</u>	Demonstrate basic caring skills for children and youth at risk	NQF Level 03	6
Core	<u>254176</u>	Promote and uphold the rights of children and youth	NQF Level 03	4
Core	<u>254185</u>	Apply basic communication skills in interactions with children and youth at risk	NQF Level 04	8
Core	<u>254184</u>	Apply behavior management and support techniques in routine child and youth care work contexts	NQF Level 04	10
Core	<u>254183</u>	Apply personal development strategies and skills to enhance effective service delivery in child and youth care work	NQF Level 04	7
Core	<u>254187</u>	Demonstrate basic interpersonal skills with children and youth at risk, and their families	NQF Level 04	12
Core	<u>254182</u>	Demonstrate knowledge of activities within programming, and implement activities in child and youth care work	NQF Level 04	10
Core	<u>254180</u>	Demonstrate knowledge of lifespan development theories for application in child and youth care work	NQF Level 04	5
Core	<u>254174</u>	Demonstrate knowledge of the developmental approach to therapeutic work with children and youth at risk	NQF Level 04	5
Core	<u>254175</u>	Describe the use of relationships for developmental and therapeutic ends in child and youth care work	NQF Level 04	8
Core	<u>254177</u>	Observe, record and report in a child and youth care work context	NQF Level 04	5

Core	<u>254186</u>	Participate in a developmental assessment	NQF Level 04	8
Core	<u>254179</u>	Work as part of a team, under supervision, with children and youth at risk	NQF Level 04	5
Fundamental	<u>119472</u>	Accommodate audience and context needs in oral/sign ed communication	NQF Level 03	5
Fundamental	<u>119457</u>	Interpret and use information from texts	NQF Level 03	5
Fundamental	<u>119467</u>	Use language and communication in occupational learning programmes	NQF Level 03	5
Fundamental	<u>119465</u>	Write/present/sign texts for a range of communicative contexts	NQF Level 03	5
Fundamental	<u>9015</u>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	NQF Level 04	6
Fundamental	<u>119462</u>	Engage in sustained oral/sign ed communication and evaluate spoken/sign ed texts	NQF Level 04	5
Fundamental	<u>119469</u>	Read/view, analyse and respond to a variety of texts	NQF Level 04	5
Fundamental	<u>9016</u>	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF Level 04	4
Fundamental	<u>119471</u>	Use language and communication in occupational learning programmes	NQF Level 04	5
Fundamental	<u>7468</u>	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	NQF Level 04	6
Fundamental	<u>119459</u>	Write/present/sign for a wide range of contexts	NQF Level 04	5
Elective	<u>117493</u>	Provide information about HIV and AIDS and treatment options in community care and support situations	NQF Level 03	6

5 DUTIES AND OBLIGATIONS OF THE SERVICE PROVIDER

5.1 Accounting

- 5.1.1 Provide all completed accounting records consisting of official invoice on a monthly basis.
- 5.1.2 Provide correctly completed and certified invoices to the department for payment
- 5.1.3 Utilize/spend allocated funds by the department in accordance with approved business plan and terms of reference.

5.2 Management

- 5.2.1 Provide Management Services in respect of quantity and quality, control and supervision of the preparation of training by all staff concerned. If a service provider training Manager is available on the staff establishment of the institution the role of supervision of the training will be his/her responsibility.
- 5.2.2 Provide staff for all training sessions.
- 5.2.3 Assign the project to a training manager (Project Manager)
- 5.2.4 Manage and provide attendance register of all recruited learners

5.3 Purchase and supply of training materials

- 5.3.1 Purchase and acquire all training and other materials necessary for the proper fulfillment of training and management functions.
- 5.3.2 Arrange for the supply and delivery of all the materials necessary for the proper preparation and implementation of the training programme.
- 5.3.3 Ensure that all training materials supplied to the Department are of good quality.
- 5.3.4 Ensure that the amount claimed from the Department in respect of training, is restricted to the amount tendered for in line with the payment schedule.
- 5.3.5 Provide daily programme plan reflecting the training schedule of all allocated staff members and management.
- 5.3.6 Submit the following documents within 14(fourteen) days after awarding of the tender:
 - 5.3.7 Training schedule for theoretical / classroom learning

- 5.3.8 Simulation / on site practical schedule where learners will be integrating theory into practice.
- 5.3.9 Mentoring and coaching schedule detailing the start and completion dates.

5.4 Training facilities

- 5.4.1 The Service provider shall have full access to all training areas and the supervision thereof to render training services in terms of these conditions. In this regard the service provider shall have custody and control of all keys that allow access to the training areas and keys to the lockable furniture, equipment, fixture and fittings. However access will be limited to those areas and any surrounding buildings and facilities necessary for the rendering of the training services.
- 5.4.2 The Service Provider shall not use (or allow to be used) the designated training localities or premises for any purpose other than the training services in terms of these conditions, nor will he/she be allowed to prepare for training on premises other than the designated premises.
- 5.4.3 The Service Provider shall not remove any property of the Department from the premises or locality where the Department kept it nor use any Department equipment for private use.
- 5.4.4 No structural changes will be made by the service provider to the existing premises. Any proposed change in a structure should be submitted to the Department in writing for consideration and the Department's decision as to the necessity of it will be final.

5.5 Training Materials and Stationery.

- 5.5.1 Provide appropriate SETA approved training manuals and materials for training purposes.
- 5.5.2 Provide appropriate materials that are S.A.B.S approved for training purposes.
- 5.5.3 Ensure the safe storage of training material.
- 5.5.4 Conform to the requirements of the Health and Safety Act 85/93

5.6 Hygiene and cleanliness

- 5.6.1 Keep all stores including windows, floors, walls, training equipment and all materials to be used in healthy and safe conditions.

- 5.6.2 Conform to the requirements of the Health and Safety Act (Act 85 of 1993).

5.7 Security

Conform to all Security regulations and provide security services to safe-guard equipment, site, material and learners.

5.8 Use of Resources

Use resources in an economical, efficient and transparent manner

5.9 Training

- 5.9.1 Responsible for the training of all learners provided by the Department to ensure the successful implementation and completion of the training programme.
- 5.9.2 Submit monthly report on the progress of training to the Department on the last working day of each month.

5.10 Ownership and Storage

- 5.10.1** Maintain stock of training materials on the premises or training site.
- 5.10.2** Retain ownership of all accounting and control documentation used by the service provider in the performance of its contractual obligations.

5.11 Riot, Unrest and Stock Loss

- 5.11.1 During any period of unrest or riot, the Department shall not be liable for any damage to the service provider's property and equipment.
- 5.11.2 The Service Provider will inform the Department in cases of riots/ or unrests which affect the training and submit a catch up plan which will not attract additional costs.

6 Timeframe

The programme should be completed within a maximum of twelve (12) months from the date of awarding of the contract.

7 COSTING STRUCTURE

7.1 Theoretical Training

Costing should be inclusive of the following items:

- Tuition fee per learner;
- Establishment and maintenance of worksite;
- Training materials;
- Administration costs;
- Learner and material meal allowance during the training session;
- Security personnel;
- Water and Lights and
- VAT where applicable

7.2 Mentorship

Mentors are qualified and experienced CYCWs who provide guidance and support to community based centres trainees to ensure that CYCWs are properly supervised, that implementing partners are being implemented in line with the community based centres Service Standards and Practice Guidelines and that the professional development of CYCWs is nurtured. Mentors will have received and completed training from accredited service providers which will enhance the individual's knowledge, skills, values and attitudes.

7.3 Payment Schedule

The first claim will be paid upon completion of worksite establishment i.e. provision of learner tools and equipment, provision of PPE, toilets, tools, safety signs, first aid kit, sick bay, fire extinguishers, labour related posters, evacuation plan, assembly point properly sign posted, training schedule.

- Tuition fees will be paid over a project period.
- Remaining payments to be paid in accordance with verifiable project milestones and deliverables as outlined in the approved project plan.
- The last 10% will be paid upon receipt of learner certificates and SETA statement of results.

8. DUTIES AND OBLIGATIONS OF THE DEPARTMENT

- 8.1 Recruitment and placement of 95 learners in structured skills programme in Dr Kenneth Kaunda District.
- 8.2 Providing programme management support to the training service provider
- 8.3 Payment of service provider in line with the signed service level agreement,
- 8.4 Setting up of the Provincial and District Project Steering Committee,
- 8.5 Facilitate identification of Departmental and NPO run facilities to be used as part of mentorship.
- 8.6 Budget management
- 8.7 Contract administration and management,
- 8.8 Identification of Project Coordinator in District Office,
- 8.9 Identification of Project Leaders at participating Service Points,-name of service points.
- 8.10 The Department will be responsible for the provision of transport to and from the training venues.
- 8.11 Monitoring and evaluation reports should be attached to the payment voucher. Project manager should submit minutes, attendance register and reports of the monitoring and evaluation of the project to Head office Supply Chain Management, Contract Management section.

9. SPECIAL CONDITIONS

- 9.1 The conditions contained in the General Conditions of Contract (GCC) and the attached bid forms, as well as any other condition accompanying this invitation, are applicable.
- 9.2 The work procedure, the bidder proposes must be clearly outlined, specified and their terms must not conflict with those contained in the General Conditions of Contract.
- 9.3 All the Documents accompanying this invitation must be completed and signed in ink where applicable by a duly authorized official, be sealed in an envelope or suitable cover and be deposited in the bid box before the closing time and date. The bid box is situated at Provident House Building, Supply Chain Management Directorate, 1st Floor, University drive, Mmabatho.
- 9.4 Faxed, emailed bids will not be considered, only hand delivered bid will be accepted.

- 9.5 Department of Social Development reserves the right to award any bid and does not bind itself to accept the lowest bid price.
- 9.6 This bid is issued under the condition that the bidder should at any stage be subjected to inspection by the representative of the Department.
- 9.7 The shortlisted companies may be required to give presentations prior to the awarding of the Tender on previous work done.
- 9.8 In case of emergencies or disasters, service providers must be able to respond to the authorization by the designated official for the provision of food parcels within 24hrs.
- 9.9 The declaration certificate for local production and content (SBD6.2) together with the Annexure C (Local content declaration: summary schedule) must be completed, duly signed and submitted by the bidder at the closing and time of the bid.
- 9.10 Contractors must not be allowed to sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 9.11 The Department of Social Development reserves the right to award the contract to one service provider and does not bind itself to accept the lowest bid or any bid.
- 9.12 No adjustment will be made on cost of the project.
- 9.13 No adjustment will be made on the project timeframe.
- 9.14 The bid will be awarded subject to the parties signing a service level agreement (SLA).
- 9.14 Some of the learners have previously been trained in some of the unit standards of the FETC Child and Youth care qualification ID 60209 therefore the service provider must exclude the price for this module when submitting proposals (Please refer to Annexure A for a list of completed modules per learner).

10 BID REQUIREMENTS

10.1 SUBMISSION OF BIDS

Bidders must submit the bid in hard copy format (paper document) to: University Drive, Provident House, 1st Floor Supply Chain Management division, North Entrance, Mmabatho before the closing date and time.

The hard copy of the bid response will serve as the legal bid document.

10.2 LATE BIDS

Bids received after the closing date and time, at the address indicated above will not be accepted for consideration. Please note that bids are late if they are

received at the address given in the bid document after the bid closing date and time.

10.3 BID VALIDITY PERIOD

Bids will be valid for a period of 120 days.

10.4 DURATION OF CONTRACT

The contract will be awarded for a period of twelve (12) months.

10.5 VALUE ADDED VAT

All bid prices must be quoted in South African currency and must be VAT inclusive where applicable. All bidding vendors must have a VALID bank account.

10.6 TAX CLEARANCE REQUIREMENTS

Tax Clearance Certificate and pin issued by South African Revenue Services (SARS) certifying that bidder's taxes are in order must be submitted on closing date and time.

10.7 B-BBEE

Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE status level verification certificate/ sworn affidavit or a certified copy thereof in order to claim the B-BBEE status level points. The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.

The State may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.

In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for B-BBEE.

Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

10.8 COMPANY REGISTRATION

A certified copy of company registration certificate, where applicable, indicating names and percentages of shareholders and shareholding (equity) respectively, must be attached.

10.9 IDENTITY DOCUMENT(S)

Certified copies of Identity Documents for all shareholders must be included.

10.10 JOINT VENTURE

In the event of a joint venture both entities must submit valid Tax Clearance Certificate, company registration where applicable and certified copies of Identity Documents. A joint venture agreement endorsed by both parties and attested by the Commissioner of Oath must also be attached. Bidders are required to submit a consolidated B-BBEE status level verification certificate in the joint venture name. Failure to comply with this requirement will result in the joint venture not being scored for B-BBEE status level.

11 BID DOCUMENT

The Department of Social Development will no longer sell bid documents. Bidders are advised to download bid documents from the Departmental website on <https://dsdnwpg.gov.za>. No faxed or emailed bids will be accepted.

12 BID ENQUIRIES

Tel: (018) 388 1529/2798.

13 BID EVALUATION STAGES

13.1 ADMINISTRATIVE PRE – QUALIFICATION STAGE

- 13.1.1 Proof of CSD report not older than two (2) months or Original/ certified Tax Clearance certificate or SARS pin.
- 13.1.2 Bidders employed by the state are not allowed to participate on this bid
- 13.1.3 All bidders who are restricted in terms of National Treasury list are not allowed to participate on this bid
- 13.1.4 Original or originally certified copy of B-BBEE certificate/ Sworn Affidavit
- 13.1.5 Originally certified copy of company registration certificate must be attached
- 13.1.6 Originally certified copies of Identity Documents for all shareholders must be attached
- 13.1.7 The bid document must be properly binded, initialed on each page and numbered
- 13.1.8 Fully completed and signed SBD 1: Invitation of Bid
- 13.1.9 Fully completed and signed SBD 3.3: Pricing Schedule: Professional Service
- 13.1.10 Fully completed and signed SBD 4: Declaration Of Interest

- 13.1.11 Fully completed and signed SBD 6.1: Preferential Point Claim form in terms of the Preferential Procurement Regulation 2001
- 13.1.11 Fully completed and signed SBD 8: Declaration of Bidder's past Supply Chain Management Practices
- 13.1.12 Fully completed and signed SBD 9: Certificate of Independent Bid determination
- 13.1.13 Initialled and attached General Conditions of Contract
- 13.1.14 Initialed and attached Bid document

NB: SHOULD NOT ALL THE DOCUMENTS STATED ABOVE BE ATTACHED, YOUR BID WILL BE DECLARED INVALID AND BIDDER WILL NOT PROGRESS TO THE NEXT STAGE OF EVALUATION.

14 Technical Mandatory Qualification Requirements

- 14.1.1 Trainers/ facilitators should provide a valid, certified and relevant qualification and accreditation certificate in child and youth care work NQF level 4.
- 14.1.2 Moderator/ assessor should provide valid, certified and relevant qualification and accreditation certificate in child and youth care work NQF level 4.

15 Technical requirements

- 15.1.1 Submit proof of registration with HWSETA to provide training on child and youth care work and SAQA requirements at NQF level 4 or above
- 15.1.2 Qualified and experienced trainers/ facilitators in child and youth care work NQF level 4.
- 15.1.3 Qualified and experienced moderator/ assessor in child and youth care work NQF level 4.

NB: SHOULD NOT ALL THE DOCUMENTS STATED ABOVE BE ATTACHED, YOUR BID WILL BE DECLARED INVALID AND BIDDER WILL NOT PROGRESS TO THE NEXT STAGE OF EVALUATION.

16 EVALUATION CRITERIA

16.1 Functionality

- The following points will be allocated per requirement.

FUNCTIONALITY ITEM	REQUIREMENT	WEIGHT	VALUES	TOTAL SCORE
1. Company profile	Minimum of three years' experience in Child and Youth Care Work NQF level 4	35%	Verifiable reference letter/s signed by the Head of the entity.	1 letter = 1 point 2 letters = 3 points 3 and more = 5 points
2. Service provider must provide a proposal with clear approach, project phases, deliverables, time frames and costs	Detailed project training plan - Detailed administration of meal allowance - Clear time frames - Clearly outlined and verifiable project costing	30%	Project plan	5 points
3. Locality	Bidders within Dr Kenneth Kaunda District Bidders within North West Province Bidders outside North West Province	35%	Principal business address as per Companies and Intellectual Property Commission (CIPC)	5 points 3 points 2 points

NB: Bidders must obtain 60 % in order to progress to the next stage.

The following formula was used to score functionality:

$$Ps = \left(\frac{SO}{MS} \right) \times 100$$

Where:

Ps = percentage scored for functionality by bid under consideration

So = total score of bid under consideration

Ms = maximum possible score where only Bids with a minimum qualifying score of 60% for functionality will proceed to the next level of evaluation.

16.2 Price and Preferential Points.

In terms of the regulation 6 of the Preferential Procurement Regulation pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the state on the 80/20 preference points system in terms of which points are awarded to bidders on the basis of:

The bid price (maximum 80 points)

B-BBEE status level of contributor (20 points)

The formula will be used to calculate the point's price

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:-

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

A maximum of 20 points may be allocated to a bidder for attaining its B-BBEE status level of contributor in accordance with the table below:

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

TENDER VALIDATION AND PROJECT DURATION

Tender Number :

Name of Bidder :

Institution :

Validity : 120 days

Period : 12 months

PRICING SCHEDULE FOR THE ENTIRE PROJECT

ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
Project Cost (for 12 months)		
Stipend		
Labour		
	Total	
	VAT (15%)	
	Grand Total	



social development

Department:
Social Development
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



CHIEF DIRECTORATE: SPECIALIST SOCIAL SERVICES

Private Bag X 6 ■ Mmabatho, 2735 ■ Provident House Building, University Drive ■ MMABATHO
Tel: +27 (18) 388 – 4847/1662 ■ Fax: +27 ■ E-mail: DModise@nwpg.gov.za

DR KK CYCW LEARNERS DATABASE-2020.21

Course Number	District	Organisation	Surname	First Name	ID Number	Modules Completed	Modules to be completed
1938	Dr Kenneth Kaunda District Municipality	Tshireletsego	1.Wana	Cathrine	8208130881080	Module 3,1, 2 & 7	
1959	Dr Kenneth Kaunda District Municipality	Mamello Hbc	2.Khumalo	Lerato	9204150818085	Module 3, 1, 2, 4, 8, 7 & 9	
1866	Dr Kenneth Kaunda District Municipality	Bambanani	3.Dhlamini	Selina	9302190321084	Module 3, 1, 2, 4 & 8	
1959	Dr Kenneth Kaunda	Mamello Hbc	4.Koaho	Malehlohonolo	9011100361086	Module 3 &	



	District Municipality						1	
1959	Dr Kenneth Kaunda District Municipality	Mamello Hbc	5.Kok	Sophy	8803221138083	Module 3, 1, 2, 4, 8, 7 & 9		
1866	Dr Kenneth Kaunda District Municipality	Bambanani	6.Jamolo	Kgotlathebe	8608235478080	Module 3, 1, 2, 4 & 8		
1865	Dr Kenneth Kaunda District Municipality	Rorisang Men&Youth Development Services	7.Jongwe	Mieliecent	8710160490088	Module 3, 1, 2, 4, 8, 7 & 9		
1866	Dr Kenneth Kaunda District Municipality	Bambanani	8.Kgalapa	Eva	9106080506088	Module 3, 1, 2, 4 & 8		
1865	Dr Kenneth Kaunda District Municipality	Rorisang Men&Youth Development Services	9.Kgati	Naomi	8102030972083	Module 3, 1, 2, 4, 8, 7 & 9		

DATABASE OF DR KK CYCW LEARNERS- 2020.21

1860	Dr Kenneth Kaunda District Municipality	Foundations Of Potchefstroom	10.Kgatitsoe	Sebolelo	7901150895086	Module 3, 1, 2, 4 & 8	
1938	Dr Kenneth Kaunda District Municipality	Tshireletsego	11.Kiileloang	Disebo	9404200710080	Module 1, 4, 8 & 7	
1865	Dr Kenneth Kaunda District Municipality	Rorisang Men&Youth Development Services	12.Kondusa	Pasoso	9110106631086	Module 3, 1, 2, 4, 8, 7 & 9	
1866	Dr Kenneth Kaunda District Municipality	Bambanani	13.Korase	Kegomoditswe	9504150718080	Module 3, 1, 2, 4, 8, 7 & 9	
1959	Dr Kenneth Kaunda District Municipality	Rekathusa Hbc	14.Koza	Keneilwe	9401250781086	Module 3, 1, 2, 4, 8, 7 & 9	
1865	Dr Kenneth Kaunda District Municipality	Rorisang Men&Youth Development	15.Latha	Nontlantla	8802261166087	Module 3, 1, 2, 4, 8, 7 & 9	

DATABASE OF DR KK CYCW LEARNERS- 2020.21

	Municipality	Services					
1959	Dr Kenneth Kaunda District Municipality	Mamello Hlbc	16.Kwago	Moleboheng	9211085322083	Module 3, 1, 2, 4, 8, 7 & 9	9
1959	Dr Kenneth Kaunda District Municipality	Mamello Hlbc	17.Mabexa	Kearabetswe	9501270681081	Module 3, 1, 2, 4, 8, 7 & 9	
1959	Dr Kenneth Kaunda District Municipality	Mamello Hlbc	18.Mielies	Maria	7606280309086	Module 3, 1, 2, 4, 8, 7 & 9	
1860	Dr Kenneth Kaunda District Municipality	Foundations Of Potchefstroom	19.Leshomo	Masekame	8210102058085	Module 3, 1, 2, 4 & 8	
1938	Dr Kenneth Kaunda District Municipality	Tshireletsego	20.Liphaphang	Kemoneilwe	7905050729089	Module 3, 1, 2, 4, 8 & 7	

1865	Dr Kenneth Kaunda District Municipality	Rorisang Men&Youth Development Services	21.Litelu	Monaheng		Module 3, 1, 2, 4, 8, 7 & 9	
1959	Dr Kenneth Kaunda District Municipality	Mamello Hbc	22.Moamogo	Melita	9610060538086	Module 3, 1, 2, 4, 8, 7 & 9	
1959	Dr Kenneth Kaunda District Municipality	Mamello Hbc	23.Mkhosi	Keikantsemang	8503250345084	Module 3, 1, 2, 4, 8, 7 & 9	
1865	Dr Kenneth Kaunda District Municipality	Rorisang Men&Youth Development Services	24.Mahao	Lerato	8903040306083	Module 3, 1, 2, 4, 8 & 7	
1865	Dr Kenneth Kaunda District Municipality	Rorisang Men&Youth Development Services	25.Majake	Betty	7703101362087	Module 3, 1, 2, 4, 8, 7 & 9	
1959	Dr Kenneth Kaunda District	Mamello Hbc	26.Mogorosi	Thabang	9011115907089	Module 3, 1, 2, 4, 8, 7 & 9	

DATABASE OF DR KK CYCW LEARNERS- 2020.21

	Municipality					9	
1959	Dr Kenneth Kaunda District Municipality	Mamello Hbc	27. Moremi	Itumeleng	9505115685082	Module 3, 1, 2, 4, 8, 7 & 9	
1866	Dr Kenneth Kaunda District Municipality	Bambanani	28. Mangole	Kgomotso	9107020203083	Module 3, 1, 2, 4, 8, 7 & 9	
1866	Dr Kenneth Kaunda District Municipality	Bambanani	29. Mangweng	Boitumelo	8204170990089	Module 3, 1, 2, 4, 8 & 7	
1860	Dr Kenneth Kaunda District Municipality	Foundations Of Potchefstroom	30. March	Maria	8003230768083	Module 3, 1, 2, 4 & 8	
1959	Dr Kenneth Kaunda District Municipality	Rekathusa Hbc	31. Masilo	Refilwe	9405210862084	Module 3, 1, 2, 4, 8, 7 & 9	

1959	Dr Kenneth Kaunda District Municipality	Mamello Hbc	32. Mothupi	Tetis	8007185352082	Module 3, 1, 2, 4, 8, 7 & 9	
1938	Dr Kenneth Kaunda District Municipality	Tshireletsego	33. Matlhabe	Johanna	8007050905089	Module 3, 1, 2, 4, 8 & 7	
1959	Dr Kenneth Kaunda District Municipality	Rekathusa Hbc	34. May	Nontzima	8904140713087	Module 3, 1, 2, 4, 8, 7 & 9	
1865	Dr Kenneth Kaunda District Municipality	Rorisang Men&Youth Development Services	35. Meno	Jeanette	6712080729084	Module 3, 1, 2, 4, 8, 7 & 9	
1938	Dr Kenneth Kaunda District Municipality	Tshireletsego	36. Mgwagwa	Sophie	7704190270082	Module 3, 1, 2, 4, 8 & 7	
1865	Dr Kenneth Kaunda District	Ventersdorp Dsd	37. Mkhonwane	Leah	8608141107088	Module 3, 2, 4, 8, 7 & 9	

DATABASE OF DR KK CYCW LEARNERS- 2020.21

	Municipality						
1865	Dr Kenneth Kaunda District Municipality	Rorisang Men&Youth Development Services	38.Mlaba	Philadelphia	7504270591088	Module 3, 1, 2, 4, 8, 7 & 9	
1938	Dr Kenneth Kaunda District Municipality	Tshireletsego	39.Mlunguzi	Tekelele	9501121198087	Module 3, 1, 2, 4, 8 & 7	
1938	Dr Kenneth Kaunda District Municipality	Tshireletsego	40.Mmane	Mokatse	8112166198080	Module 3, 1, 2, 4, 8 & 7	
1860	Dr Kenneth Kaunda District Municipality	Foundations Of Potchefstroom	41.Mocuagae	Mary-Jane	8201140509080	Module 3, 1, 2, 4 & 8	
1959	Dr Kenneth Kaunda District Municipality	Mamello Hbc	42.Mueta	Conceicao	8506180412080	Module 3, 1, 2 & 9	

1959	Dr Kenneth Kaunda District Municipality	Mamello Hbc	43.Ntiyane	Bonolo	9603220339081	Module 3, 1, 2, 4, 8, 7 & 9	
1938	Dr Kenneth Kaunda District Municipality	Tshireletsego	44.Mojaki	Tsitsana	7608200569088	Module 3, 1, 2, 4, 8 & 7	
1959	Dr Kenneth Kaunda District Municipality	Mamello Hbc	45.Ntsabo	Buyiswa	9309150876080	Module 3, 1, 2, 4, 8, 7 & 9	
1959	Dr Kenneth Kaunda District Municipality	Mamello Hbc	46.Phohoholo	Dineo	9409120532084	Module 3, 1, 2, 4, 8, 7 & 9	
1959	Dr Kenneth Kaunda District Municipality	Mamello Hbc	47.Oageng	Kenalemang	7206040531085	Module 3 & 1	
1959	Dr Kenneth Kaunda District	Mamello Hbc	48.Sebanda	Stephen	9104275450089	Module 3, 1 & 9	

DATABASE OF DR KK CYCW LEARNERS- 2020.21

	Municipality						
1938	Dr Kenneth Kaunda District Municipality	Tshireletsego	49.Mooki	Sophy	8807180555088	Module 3 & 1	
1938	Dr Kenneth Kaunda District Municipality	Tshireletsego	50.Mostafa	Mittah	8209080777088	Module 3, 1, 2, 4, 8 & 7	
1865	Dr Kenneth Kaunda District Municipality	Rorisang Men&Youth Development Services	51.Mpumlwana	Masingwaneng	6703270461083	Module 3, 1, 2, 4, 8, 7 & 9	
1938	Dr Kenneth Kaunda District Municipality	Tsholofelo	52.Mogotsi	Rose	8405280652085	Module 3, 1, 2, 4, 8, 7 & lit	
1866	Dr Kenneth Kaunda District Municipality	Foundations Of Potchefstroom	53.Nale	Joseph	9407236082085	Module 3, 1, 2, 4 & 8	

1938	Dr Kenneth Kaunda District Municipality	Tshireletsego	54.Nkomo		Nombulelo	9010240457085	Module 1, 8 & 7	
1938	Dr Kenneth Kaunda District Municipality	Tsholofelo	55.Kgabileng		Tshepo	9002275822085	Module 3, 1, 2, 4, 8, 7 & lit	
1938	Dr Kenneth Kaunda District Municipality	Tshireletsego	56.Shoke		Poppy	8009230607080	Module 3, 1, 2, 4, 8, 7 & lit	
1938	Dr Kenneth Kaunda District Municipality	Tshireletsego	57.Zwane		David	9202225466088	Module 3,1, 2 & 7	
1959	Dr Kenneth Kaunda District Municipality	Mamello Hbc	58.Oageng		Kenalemang	7206040531085	Module 3 & 1	
1959	Dr Kenneth Kaunda District	Rekathusa Hbc	59.Tudi		Lukas	8512265271086	Module 3, 1, 2, 4, 8, 7 &	

DATABASE OF DR KK CYCW LEARNERS- 2020.21

	Municipality						9	
1938	Dr Kenneth Kaunda District Municipality	Tsholofelo	60.Mere		Mmatumelo	9310180935086	Module 3, 1, 2, 4, 8 & 7	
1938	Dr Kenneth Kaunda District Municipality	Tshireletsego	61.Phiri		Senteraleng	9011161016082	Module 3, 1, 2 & 7	
1938	Dr Kenneth Kaunda District Municipality	Tshireletsego	62.Rampou		Mediegi	8706261214088	Module 3, 1, 2, 4, 8 & 7	
1938	Dr Kenneth Kaunda District Municipality	Tsholofelo	63.Dibe		Johannah	8012050812087	Module 3, 1, 2, 4, 8 & 7	
1938	Dr Kenneth Kaunda District Municipality	Tsholofelo	64.Erns		Johannes	8510046024089	Module 3, 1, 2, 4, 8 & 7	

1938	Dr Kenneth Kaunda District Municipality	Tsholofelo	65.Kgotleng	Kenaope	9612190509086	Module 3, 1, 2, 7 & lit	
1938	Dr Kenneth Kaunda District Municipality	Tsholofelo	66.Modise	Karabo	9604055683080	Module 3, 1, 2, 4, 8 & 7	
1938	Dr Kenneth Kaunda District Municipality	Tsholofelo	67.Matsi	Boitumelo	9301040699087	Module 1, 2, 4, 8 & 7	
1938	Dr Kenneth Kaunda District Municipality	Tsholofelo	68.Mokwena	Lydia	8303070908082	Module 3, 1, 2, 4, 8 & 7	

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT					
BID NUMBER:	NW/DSD/14/2021	CLOSING DATE:	17 June 2021	CLOSING TIME:	11H00
DESCRIPTION	Appointment of duly authorized service provider for training of 68 child and youth care workers in Dr Kenneth Kaunda District				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
FIRST FLOOR UNIVERSITY DRIVE					
PROVIDENT HOUSE BUILDING					
SUPPLY CHAIN MANAGEMENT DIRECTORATE					
NORTH WING ENTRANCE, MMABATHO 2735					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MR SJ MNGUNI		CONTACT PERSON		
TELEPHONE NUMBER	018 388 2798/ 1529		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	JMnguni@nwpg.gov.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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

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

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

.....

DATE:

.....

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- *Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

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

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

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

2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:

Any other particulars:

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

```

*****
*****
*****

```

YES/NO

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

YES/NO

.....

.....

.....

.....

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

[illegible]

DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

April 2011

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

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

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

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

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- $P_{\min}$ = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people	☐	☐
Black people who are youth	☐	☐
Black people who are women	☐	☐

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

Manufacturer
 Supplier
 Professional service provider
 Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

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

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

WITNESSES

1.

2.

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedti.gov.za/industrial development/ip.jsp> at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

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

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of (name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5

of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD 9

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:
(Name of Bidder)

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

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

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

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

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

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

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)

General Conditions of Contract

1. Definitions

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

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

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

- 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.

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

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

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without 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 Programme (NIP)** 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.