



CONSTITUTION HILL

CONSTITUTION HILL DEVELOPMENT COMPANY SOC LTD

INVITATION TO AN OPEN TENDER (CONHILL/01/VH-AUDIO/2026/27) FOR THE ONCE-OFF SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION OF AUDIO-VISUAL EQUIPMENT AND POST-INSTALLATION MAINTENANCE FOR A PERIOD OF THREE (3) YEARS.

BID NUMBER: CONHILL/01/VH-AUDIO/2026/27

CLOSING DATE 21 JULY 2026
TIME: 11:00 AM

COMPULSORY SITE BRIEFING 03 July 2026
TIME 11:00 AM
BRIEFING VENUE CONSTITUTION HILL DEVELOPMENT COMPANY
11 KOTZE STREET
BRAAMFONTEIN JOHANNESBURG
THE OLD FORT BUILDING
HUMAN RIGHTS BOARDROOM

BID VALIDITY PERIOD: 120 DAYS

Bidder's details	
Company name:	
Company registration no:	
CSD registration no:	
CSD Unique registration No	
Contact person:	
Tel number:	
Cell number:	
Email address:	

BID SUBMISSION REQUIREMENTS: 3 Technical & Financial copies: 1 original hard copy; 1 hard copy and 1 electronic/soft copy

Stage	Submission Document	Method of Evaluation	Criteria
Stage 1	ENVELOPE 1	Administrative Compliance	All submitted SBD forms duly completed and signed.
Stage 2	ENVELOPE 1	Mandatory Compliance	All mandatory documents submitted
Stage 3	ENVELOPE 1	Functionality – Technical Evaluation Criteria	Minimum score of 70 points
Stage 4	ENVELOPE 2	Financial – Price & Specific goals	80/20 preference point system rule will apply

NB ENCLOSE SBD 1 IN ENVELOPE 1 (DO NOT REVEAL PRICES) AND RECORD YOUR PRICING IN THE PRICING ENVELOPE. NO PRICES SHOULD BE INCLUDED IN ENVELOPE 1; SBD 3.1, PRICING SCHEDULE: ANNEXURE 1 AND SBD 6.1 SHOULD BE ENCLOSED IN THEIR RESPECTIVE ENVELOPE 2.

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

The locked tender box located in the SCM Office Area at:

Constitution Hill Development Company

The Old Fort Building (Johannesburg Fort)

11 Kotze Street, Braamfontein,

Johannesburg, 2000

DOCUMENTS REQUIRED

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED AND BE COMPLETED IN BLACK INK WHERE COMPLETION IS REQUIRED.

Returnable Documents required for this BID	Instructions for Bidder's Attention
Central Supplier Database (CSD) Registration Summary Report or unique CSD registration number.	Proof of CSD registration
SARS Tax Compliance Pin	Must be printed from the SARS Website.
Proof of banking details	Submit proof of business account not older than 3 months
SBD 1 (Invitation to Bid)	Must be duly completed and signed
SBD 3.1 (Bid Price)	Must be duly completed and signed
SBD 4 (Declaration of Interest)	Must be duly completed and signed
SBD 6.1 (Preferential Points Claim Form)	Must be duly completed, and points claimed be allocated as per the specific goals allocated.
B-BBEE Certificate/Sworn Affidavit	Submit a valid certificate or sworn affidavit (as issued by DTI/or CIPC).
In case of a Consortium or Joint Venture, submit a Valid Consortium or Joint Venture agreement signed by all relevant parties (where applicable)	All administrative documents submitted (SANAS-accredited consolidated B-BBEE) must clearly indicate the name of the Joint Venture and that the bidder is bidding as a Joint Venture. All parties should submit their SARS Tax Pin, duly completed and signed SBD 4 and CSD report).

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1: INVITATION TO BID

SBD1

You are hereby invited to bid for the requirements of the CONSTITUTION HILL DEVELOPMENT COMPANY (SOC) LTD					
Bid no:	CONHILL/01/VH-AUDIO/2026/27	Closing Date:	21 July 2026	Closing Time:	11:00 am
Description:	INVITATION TO AN OPEN TENDER (CONHILL/01/VH-AUDIO/2026/27) FOR THE ONCE-OFF SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION OF AUDIO-VISUAL EQUIPMENT AND POST-INSTALLATION MAINTENANCE FOR A PERIOD OF THREE (3) YEARS				
Bid response documents may be deposited in the bid box situated at (<i>street address</i>):					
SCM OFFICE AREA					
CONSTITUTION HILL DEVELOPMENT COMPANY					
THE FORT BUILDING (JOHANNESBURG OLD FORT)					
11 KOTZE STREET, BRAAMFONTEIN					
JOHANNESBURG 2000					
Bidding procedure enquiries may be directed to:			Technical enquiries may be directed to:		
Contact Person	SCM Office		Contact Person	Venue Hire Office	
Telephone no	011 381 3100		Telephone no	011 381 3100	
E-mail Address	tenders@conhill.org.za		E-mail Address	tenders@conhill.org.za	
Closing date for Enquiries: 10 July 2026					
Supplier Information					
Company Name					

Company / CC Registration no				
CIDB Registration no (if applicable)				
Tax Registration no				
Postal Address				
Street Address				
Telephone no	Code		Number	
Cell Phone no				
Facsimile no	Code		Number	
E-Mail Address				
Main Contact Person				
Name				
Position				
Telephone no	Code		Number	
Cell Phone no				
Facsimile no	Code		Number	
E-Mail Address				

PART A

A1.1 CONDITIONS FOR BIDDING

- 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 SBD FORMS PROVIDED – (NOT TO BE RE-TYPED) (i.e., in both hard copy and soft copy/electronic version)
- 1.3. THIS BID IS IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND CONTAINS GENERAL INFORMATION WHICH SERVES AS A CLAIM FORM FOR PREFERENCE POINTS FOR SPECIFIC GOALS FOR GOODS AND SERVICES CONTRACTS. 80/20 PREFERENCE POINT SYSTEM WILL APPLY AND THAT THE HIGHEST ACCEPTABLE TENDER WILL BE USED TO DETERMINE THE APPLICABLE PREFERENCE POINT SYSTEM.
- 1.4. , THE GENERAL CONDITIONS OF CONTRACT AND THE FOLLOWING CONDITIONS:
 - 1.4.1. All the documentation submitted in response to this invitation to bid must be in English.
 - 1.4.2. ALL SBD forms must be completed in black ink and not typed.
 - 1.4.3. No tippex is allowed. All changes must be scratched out and a signature appended next to each change. Any document submitted with tippex will be disregarded and taken as not submitted.
 - 1.4.4. The bidder should verify the numbers of the pages of this document to satisfy themselves that none are missing or duplicated. No liability will be accepted by ConHill regarding anything arising from the fact that pages are missing or duplicated.
 - 1.4.5. Please make proper division and clearly reference/index your bid document and bid supporting documents attached.
- 1.5. TENDER RESPONSES SHOULD BE SUBMITTED AS FOLLOWS:
 - 1.5.1. Bid submission requirements (technical and financial) 2 HARD COPIES (1 X ORIGINAL + 1 COPY) and electronic copy inserted in a sealed envelope/package endorsed, “**CONHILL/01/VH-AUDIO/2026/27**” with service bidder’s details on the back of the envelope or on the side. The sealed envelope/package must be placed in the bid box located in the SCM OFFICE area Constitution Hill Development Company, The Old fort Building (Johannesburg Fort) 11 Kotze Street, Braamfontein, before the closing date and time.
 - 1.5.2. In an electronic device (i.e., USB etc.) and be inserted inside the sealed envelope/package to be submitted as per 1.4.1 above.
 - 1.5.3. The closing date, company name and the return address must also be endorsed on the back or

side of the properly sealed envelope. If a courier service company is used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the CONHILL Bid Box. The courier must accept responsibility for ensuring that the bid documents are properly deposited into the bid box and CONHILL accepts no responsibility in this regard.

1.5.4. All bid documents must be submitted in hard copies in the bid box. Where a bid document is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. Late bids will not be considered.

1.5.5. Amended bids may be made, in an envelope clearly marked "Amendment to bid no **"CONHILL/01/VH-AUDIO/2026/27"**", to represent the original document as the "replacement bid" and should be placed in the bid box before the closing date and time. An amended bid without original bid documents deposited in the CONSTITUTION HILL's Bid Box will not be considered. In such a case, only the amended bid document will be assessed in accordance with the bid criteria of this tender bid request. Under no circumstances will CONHILL be using or can the service provider rely on any information contained in the original bid documents once replaced.

1.5.6. It is the bidder's responsibility to ensure the accuracy of information submitted in both hardcopy and soft copy and that ConHill reserve the right to decide which source of information to rely on in case there is contradicting information or omissions between hard copy and soft copy submitted documents.

1.6. The bidder is responsible for all the costs that they might incur related to the preparation and submission of the bid document.

1.7. Responses to this tender received from a bidder will be valid for a period of 120 days counted from the closing date of the tender.

1.8. The successful bidder will be required to fill in and sign a written contract form (SBD7) and Annexure A: General Conditions of Contract (GCC). This will be done during the contracting stage.

1.9. Failure on the part of the bidder to sign/mark this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the tender.

1.10. All information documents, records and books provided by ConHill to any bidder, in connection with the invitation to tender or otherwise, are strictly private and confidential. These must not be disclosed by any Bidder to any third party, except with the express consent of ConHill, which will be

granted in writing prior to such disclosure. ConHill, however, reserves the right to disclose any information provided by any tenderer to any of the employees of ConHill, for successful tenders.

- 1.11. A proposal for the award will be rejected if ConHill determines that the supplier recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question.
- 1.12. ConHill may require contractors to permit ConHill to inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by ConHill.
- 1.13. Should the Bidder provide ConHill intentionally or negligently with false and/or misleading information or intentionally or negligently omitted any material fact that may have rendered any statement made by the Bidder misleading, in connection with this Tender Request for Proposal or supporting information or any subsequent requests for information and/or such misleading and/or false information and/or omission of any material fact induced ConHill in awarding the Tender and/or concluding any subsequent agreement shall entitle ConHill in its sole discretion forthwith to disqualify the Bidder and/or to immediately terminate any agreements subsequently entered into without prejudice to any of the rights ConHill has in terms of such agreement and/or any law.
- 1.14. Prices must be quoted inclusive of VAT, and all other relevant taxes and duties (where applicable) should be shown separately. The full price for the services under this tender must be quoted in South African Rand (ZAR).
- 1.15. The successful bidder will assume sole responsibility, regardless of any third-party or subcontracting agreements it may enter into.
- 1.16. 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 in the service of the state.

A.1.2 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. Bidder may submit a printed TCS verification pin together with the bid.
- 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 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.

A1.3 Evaluation Process

The bid will be evaluated in terms of the evaluation criteria stipulated in the tender documentation. This bid will be evaluated in terms of the following stages:

- a) Administrative compliance
- b) Mandatory criteria- Evaluation for mandatory (compliance) criteria
- c) Evaluation in terms of functionality
- d) Evaluation in terms of 80/20 preference point claim

A2. TERMS OF REFERENCE

Introduction

Nowhere can the story of South Africa's turbulent past and its extraordinary transition to democracy be told as it is at Constitution Hill. This National Heritage site has witnessed over a century of South Africa's history. From soldiers who fought in the Anglo Boer war at the turn of the century, political prisoners, and resisters to the repressive apartheid regime, the youth caught up in the Soweto Uprising, to the dawn of democracy, Constitution Hill has witnessed it all. The site was injected with a new meaning and energy when it was chosen in the mid-1990s as the site for the new Constitutional Court. Today Constitution Hill is a city precinct managed by Gauteng Growth and Development Agency (GGDA) and Johannesburg Development Agency (JDA) and anchored by the South African Constitutional Court, the highest court in the country on constitutional matters.

Situated on a hill overlooking the bustling Johannesburg city and the leafy suburbs, Constitution Hill provides a unique perspective of Johannesburg and its rich history. The various museums and the Constitutional Court host gripping exhibitions with themes that showcase

the South Africa's rich heritage, constitutionalism, the transition to democracy, and human rights advocacy. Constitution Hill also boasts 18 multipurpose venues spread over three buildings ranging in capacity from 10 to 1 200 guests that may easily be transformed into magical function and event settings.

On 11 December 2011, the Flame of Democracy and beam of light outside the Constitutional Court in the Awaiting Trial block were lit by Deputy President Kgalema Motlanthe with a flame ignited by former President Nelson Mandela. The Flame signifies the commitment of the country to democracy, human rights and constitutionalism.

Women's Jail

The Women's Jail at Constitution Hill is the first museum in the country that is devoted to telling the story of the prison experiences of women during the colonial and apartheid eras. The likes of Fatima Meer, Albertina Sisulu and other political activists as well as the notorious Daisy de Melker were incarcerated here.

The Old Fort

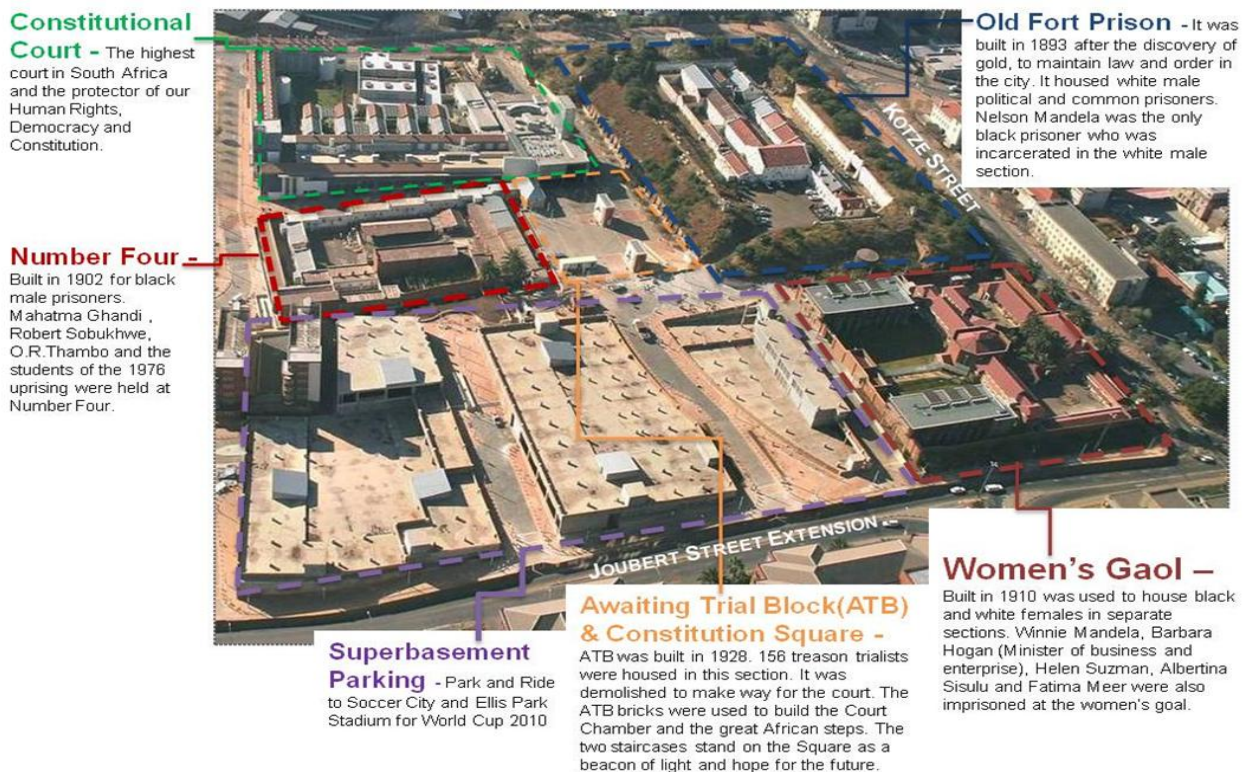
Its oppressive solitary confinement cells are the focal point of this former jail. It is now a museum, with a permanent exhibition on Nelson Mandela, but also a place of renewal, where exhibitions,

functions and conferences are held. View a film documenting Mandela's time at the Old Fort, and his emotional return to Constitution Hill some 40 years later to the Mandela Cell.

Number Four

Infamous for overcrowding and its brutal treatment of black inmates, many of whom were political prisoners fighting against racial inequality in South Africa, this former prison is now a museum devoted to human rights, with permanent exhibitions focusing on the life and times of Mahatma Gandhi (a former inmate) and life in a cell at number Four.

Aerial view of the site:



1. BACKGROUND

Situated in the heart of Johannesburg, Constitution Hill is a living museum that tells the story of South Africa's transition from colonialism and apartheid to democracy, with all the pain, pathos and catharsis that such a journey entails.

The site served as a prison and briefly as a military fort for 100 years, incarcerating men, women and even children within its walls. Its long-standing history of incarceration and

abuse is today laid bare for all to see (which you can do with a personal guide). The sites of these museums – the Old Fort, the Women's Jail and Number Four – are juxtaposed against profound symbols of human rights, democracy and constitutionalism, making the site a place of remembrance and redemption.

Today, Constitution Hill stands not only as an iconic World Heritage site but also a precinct with highly sought after unique and authentic venues. Most of the spaces have been repurposed and refurbished making them welcoming for every type of corporate event, from private meetings to larger conferences, as well as private events, and from small, intimate dinners to large events that are open to the public.

While Constitution Hill venues are set in an iconic space, our meeting and conference rooms lack the complementary state-of-the art technology that will truly set them apart and increase their functionality and competitiveness in the meetings industry space.

Constitution Hill therefore seeks to appoint a credible and knowledgeable service provider to supply, deliver, install, configure, support and maintain audio-visual equipment and technology for a period of 36 months

2. OVERVIEW OF CURRENT AUDIO-VISUAL EQUIPMENT

Constitution Hill indoor venues range from 8 – 130 seater capacity. All rooms are currently fitted with outdated projectors that are approaching the end of their lifespan.

We currently have 9 indoor spaces situated in different sections of the precinct.

Women's Jail Section:

- Conference Room 1 – Maximum seating (70)
- Women's Jail Atrium – Maximum seating (80)
- Conference Room 2 – Maximum seating (130)
- Lekgotla – Maximum seating – (40)
- Meeting Room 1 (14 seater boardroom)

Old Fort Section:

- Human Rights Conference Room – Maximum seating (70)
- Constitutional Boardroom (12-seater Boardroom)
- Democracy Boardroom (8-seater)

Number 4 Section:

- Education Room (40 seater)

The typical audio-visual configuration for some of the above-mentioned rooms currently comprises of the following:

- Ceiling / truss mounted projector
- A combination of pull-down projector / free-standing screens and in some instances wall projection
- HDMI wall pad and floor ports
- Ceiling-mounted speakers

3. SCOPE OF WORK

Once-off supply, delivery, installation and configuration of new audio-visual equipment and post-installation maintenance for a period of three (3) years. NB: Where applicable , the equipment must be compliant in terms of ICASA regulations / ICASA certified, this will be enforced during the contracting stage with the preferred bidder.

Work breakdown per room:

Room	Seating Capacity	Room size/dimensions	Equipment	Quantity
Women's Jail Conference Room 1	70	126 square meters	110" all-in-one video conferencing and interactive whiteboard with smart pen	1
			Digital podium	1
			Integrated sound System with Digital Mixer and 2 cordless mics	1
			Bring Your Own Device (BYOD) Wireless presentation with a button	1
Women's Jail Conference Room2	130	215 Square meters	110" all-in-one video conferencing and interactive whiteboard with smart pen	1
			Digital podium	1
			Integrated sound System with Digital Mixer and 2 cordless mics	1
			BYOD Wireless presentation with a button	1
Women's Jail Lekgotla	40	100 square meters	110" all in one video conferencing and	1

			interactive white board with smart pen	
			Digital podium	1
			Integrated sound System with Digital Mixer and 2 cordless mics	1
			BYOD Wireless presentation with button	1
Meeting Room 1	14 seater boardroom	36 square meters	86" all-in-one video conferencing and interactive white board with smart pen	1
			BYOD Wireless presentation with a button	1
Women's Jail Atrium	80	171 square meters	110" all in one video conferencing and interactive white board with smart pen	2
			BYOD wireless presentation with a button	2
			Digital podium (on wheeled stand with brakes)	1
Human Rights	70	90 square meters	110" all-in-one video conferencing and interactive	1

Conference Room			whiteboard with smart pen	
			BYOD Wireless presentation with a button	1
			Integrated sound System with Digital Mixer and cordless mics	1
			Digital Podium	1
Constitutional Boardroom	12 seater	39 square meters	86" all-in-one video conferencing and interactive white board with smart pen	1
			BYOD Wireless presentation with a button	1
Democracy Boardroom	8 seater	33 square meters	110" all-in-one video conferencing and interactive white board with smart pen	1
			BYOD wireless presentation with button	1
Education Room	40 seater	71 square meters	110" all-in-one video conferencing and interactive white board with smart pen	1

			BYOD wireless presentation with a button	1
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The preferred bidder will be required to supply, deliver, install, and configure audio-visual equipment within 30 days after the appointment. This will be enforced during the contracting stage.

TECHNICAL REQUIREMENTS:

LED Screens considerations:

The installation of LED screens must match the individual room sizes, typical seating orientation, and ambient lighting. The following considerations must be taken into account for each installation instance.

- Pixel parameters
 - Viewing angle
 - Pitch
 - Aspect ratio
 - Contrast
- Module parameters
 - Levelling
 - Module size
 - Module resolution
- Display parameters
 - Colours and brightness
 - Signal input
 - Viewing distance
- Energy consumption
- Cabinet parameters (where applicable)

Video Conferencing Systems Considerations: (where applicable / required)

- Integrated video conferencing solution with:
- High-definition camera with 15X HD zoom capable of 4K resolution or better.
- Scalable audio system with two high-quality microphone pods 7 m diameter omnidirectional microphones forming eight acoustic beams and two speakers with high-performance 76 mm driver with rare-earth magnet suitable for medium to large boardrooms.
- Intuitive touch screen controller with 10.1” diagonal screen with 14° display angle, Oleophobic and anti-glare coating and 1280 x 800 resolution for easy operation.
- For example, Logitech Tap + Rally System or similar/equivalent.
- Compatibility: Must be certified for Microsoft Teams Rooms.
- Features: AI-powered video tracking, superior audio clarity, and seamless integration with conferencing platforms.

4. INSTALLATION STANDARDS

- a. Constitution Hill is a World Heritage Site, therefore, installation of any fixtures must subscribe to the applicable heritage prescripts; all rooms are unique and carry individual heritage value and installation will be managed accordingly.
- b. Installations must be aesthetically pleasing and blend in with the existing interiors.
- c. The mounting and installation of all equipment must be secure and should pose no risk to staff and venue users.
- d. Configuration and integration with the existing network infrastructure (where applicable).
- e. Functionality testing to ensure optimal performance.
- f. **Where applicable , the equipment must be compliant in terms of ICASA regulations / ICASA certified, this will be enforced during the contracting stage with the preferred bidder.**

5. DURATION OF THE INSTALLATION

- a. The installation of all equipment will be done in accordance with venue availability but should not exceed 30 days in total. **NB: The venues are currently operating as venue hire spaces**
- b. User Training:
 - i. Provide basic operational training for key staff to effectively utilise the installed equipment.

6. SAFETY REQUIREMENTS (INSTALLATION TEAM & LABOURERS) – The appointed service provider will ensure full compliance with the safety requirements listed below and will submit a file containing the required documentation to Constitution Hill at the start of the installation process. These requirements will form part of the service level agreement.

- a. Compliance with the Occupational Health and Safety Act, Act No. 85 of 1993
- b. Public Liability Insurance (minimum value of 1 000 000 million rand).
- c. Medical certificates of all employees
- d. List of all employees that will be working onsite and ID copies (Passport to include valid works permits).
- e. Site specific SHE Plan
- f. Signed SHE Policy

- g. OEM reseller certificate must be provided.

7. WARRANTY

- a. The service provider warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract.
- b. The service provider further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of destination.
- c. Constitution Hill shall notify the service provider promptly, in writing, of any claims arising under this warranty.
- d. Upon receipt of such notice, the service provider shall, within the period specified in the SLA and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- e. The installation warranty shall remain valid for twenty-four months (24) months after the project sign off. All the defects, faults will be repaired at the supplier's cost. The warranty shall cover the equipment the service provider installed only. Travelling and callout fees will be at the suppliers cost during this period.

PART B

B1. DECLARATION OF INTEREST SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.2 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not

- to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

PART C

C1: Tender Evaluation

C1.1. Stage 1: Administrative Compliance

Bidders should submit the following returnable requirements.

Minimum Documents required for this BID	Instructions for Bidder's Attention	Returnable/Not Returnable
Central Supplier Database (CSD) Summary Report	Submit CSD report or summary report	Returnable
SBD 1 (Invitation to Bid – and Bid Price Statement)	Make sure it is completed & signed	Returnable
SBD 3.1 (Bid Price)	Make sure it is completed & signed	Returnable
SBD 6.1 (Preferential Points Claim Form)	Make sure it is completed and signed	Returnable
Proof of banking details	Submit proof of business account not older than 3 months	Returnable
Tax Compliance Status	Submit valid TCS / Tax pin	Returnable

C1.2. Stage 2 - Mandatory Compliance

The bidder must submit the following requirements listed below. Failure to submit will result in a bid being disqualified and not considered for further evaluation on functionality.

Minimum Documents required for this BID	Submitted (Yes /No)
SBD 4 (Declaration of Interest) must be duly completed and signed. Bidders bidding as a Joint Venture, all parties should submit their SBD 4.	
Valid Registration with the COIDA Compensation Fund. Proof of a Letter of Good Standing must be submitted.	
In case of a Consortium or Joint Venture submit a Valid Joint Venture agreement/Partnership agreement signed by all relevant parties (where applicable). All administrative documents submitted (SANAS-accredited consolidated B-BBEE Certificate, must clearly indicate the name of the Joint Venture and that the bidder is bidding as a Joint Venture. All parties should submit their SARS Tax Pin, a duly completed and signed SBD 4 and a CSD report.	

C1.3. Stage 3 - Functionality Evaluation

Below is the technical evaluation criteria and weighting for functionality.

TECHNICAL FUNCTIONALITY	REQUIRED SUPPORTING DOCUMENT(S)	POINTS SCORED	MAXIMUM POINTS
<p>1. Company Experience</p> <p>Bidders must submit a company profile that evidences a track record in the supply, installation, configuration, and maintenance of audio-visual equipment.</p> <p>The profile must specifically indicate the years of provision of the services indicated above.</p> <ul style="list-style-type: none"> • 0 years = 0 • 1 – 2 years = 5 • 3 – 4 years = 10 • 5 – 6 years = 15 • 7 years and above = 20 	<p>The bidder must submit evidence in the form of a company profile clearly indicating the number of years the company has provided the indicated services.</p>		20
<p>2. Reference Letters</p> <p>Bidders must submit recent reference letters for supply, delivery, installation, configuration, and post-installation maintenance of audio-visual equipment in the last 5 years.</p> <p>The reference letters must not be older than 5 years.</p>	<p>Bidder must submit contactable reference letters, signed and dated on the client's official letterhead. Letters should be in line with the scope of work and indicate the description of the goods/services provided, i.e., (supply, delivery, installation, configuration and post-installation maintenance of audio-visual equipment).</p> <p>NB: Each letter submitted by the bidder must comply with the</p>		30

<p>The reference letters must have contacts for vetting purposes.</p> <ul style="list-style-type: none"> • 0 letters / not relevant to project / letters that do cover all required services in the scope (supply, delivery, installation, configuration, and post-installation maintenance) = 0 • 1-2 letters = 5 • 3-4 letters = 10 • 5-6 letters = 20 • >7 letters = 30 	<p>above-stated criteria. Failure to comply with any of the requested information will result in the forfeiture of points.</p>		
<p>3. Project Plan</p> <p>Bidders must submit a project plan to detail the delivery of the project. The project plan must cover the following:</p> <ul style="list-style-type: none"> • Project initiation and planning • Project execution • Project milestone monitoring and reporting • Project closeout and commissioning • No submission/project plan not detailing the aspects listed above = 0 	<p>Bidder must submit a detailed project plan and work breakdown structure demonstrating the ability to deliver/ execute the project as per the scope of work.</p>		<p>20</p>

<ul style="list-style-type: none"> • Project plan covering 1 element listed above = 5 • Project plan covering 2 elements listed above = 10 points • Project plan covering 3 elements listed above = 15 points • Project plan covering all elements above = 20 points 			
<p>4. Experience of the core team:</p> <p>4.1 Technical Manager</p> <p>Experience of Technical Manager in installation, configuration and post-installation maintenance of audio-visual equipment.</p> <ul style="list-style-type: none"> • 0-3 years / no CV attached = 0 • More than 3 but less than 6years = 10 • More than 6 years = 15 	<p>The bidder must submit the CV of the proposed Technical Manager, clearly detailing experience relevant to the project.</p>		<p>15</p>
<p>4.2 Head AV Installation Technician</p> <p>Experience of Head AV</p>	<p>The bidder must submit the CV of the proposed Head AV Installation Technician, clearly detailing experience relevant to the project.</p>		<p>15</p>

<p>Installation Technician in installation, configuration and post-installation maintenance of audio-visual equipment.</p> <ul style="list-style-type: none"> • 0-3 years / no CV attached = 0 • More than 3 but less than 6years = 10 • More Than 6 years = 15 			
Total Points			100

Bidders will be required to score a minimum of 70 points in order to be evaluated for stage 4 - Pricing and Specific goals.

C1.4. Stage 4 – Financial - Price and Specific goals

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The tenderer must have a B-BBEE status contributor level 1	20	

The tenderer must have a B-BBEE status contributor level 2	15	
The tenderer must have a B-BBEE status contributor level 3	10	
The tenderer must have a B-BBEE status contributor level 4	5	

NB: To claim preferential procurement points for B-BBEE status level contributor of Level 1, 2, 3 or 4, the tenderer must submit a valid sworn affidavit (as issued by DTI/or CIPC) or SANAS-accredited verification certificate. Joint Ventures and Consortia should submit a consolidated SANAS-accredited certificate.

Failure to submit the B-BBEE sworn affidavit/certificate will result in preferential points not being awarded.

C2. SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine

the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The tenderer must have a B-BBEE status contributor level 1	20	
The tenderer must have a B-BBEE status contributor level 2	15	
The tenderer must have a B-BBEE status contributor level 3	10	
The tenderer must have a B-BBEE status contributor level 4	5	

NB: To claim preferential procurement points for B-BBEE status level contributor of Level 1, 2, 3 or 4, the tenderer must submit a valid sworn affidavit (as issued by DTI/or CIPC)/or SANAS-accredited verification certificate. Joint Ventures and Consortia must submit a consolidated SANAS-accredited certificate.

Failure to submit the B-BBEE sworn affidavit/certificate will result in preferential points not being awarded.

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

PART D

D1. GENERAL CONDITIONS OF CONTRACT (GCC)

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 “Contract” means the written agreement entered into between the client and the service provider, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference herein.
- 1.3 “Contract price” means the price payable to the service provider under the contract for the full and proper performance of his contractual obligations.
- 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 “Countervailing duties” are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 “Day” means calendar day.
- 1.7 “Delivery” means delivery in compliance of the conditions of the contract or order.
- 1.8 “Force majeure” means an event beyond the control of the service provider and not involving the service provider’s fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.9 “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.
- 1.10 “GCC” means the General Conditions of Contract.
- 1.11 “Goods” means all of the equipment, machinery, service and/or other materials that the service provider is required to supply to the client under the contract.
- 1.12 “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 service provider 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.

- 1.13 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.14 “Order” means an official written order issued for the rendering of a service 1.15 “Project site,” where applicable, means the place indicated in bidding documents.
- 1.16 “The client” means the organization purchasing the service.
- 1.17 “Republic” means the Republic of South Africa.
- 1.18 “SCC” means the Special Conditions of Contract.
- 1.19 “Services” means those functional services ancillaries to the rendering of the service, 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 service provider covered under the contract.
- 1.20 “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 client 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 service rendered shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information inspection

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

6. Patent rights

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

7. Performance Security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, security the successful bidder shall furnish to the client the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the client as compensation for any loss resulting from the service provider's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the client 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 client's country or abroad, acceptable to the client, in the form provided in the bidding documents or another form acceptable to the client; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the client and returned to the service provider not later than thirty (30) days following the date of completion of the service provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Delivery and Documents

8.1 Rendering of service shall be made by the service provider in accordance with the document and terms as specified in the contract. The details of shipping and/or other documents to be furnished by the service provider are specified in SCC.

8.2 Documents to be submitted by the service provider are specified in SCC.

9. Insurance

9.1 The service rendered 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.

10. Transportation

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

11. Incidental Service

11.1 The service provider 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 rendered service;

(b) furnishing of tools required for assembly and/or maintenance of the rendered service;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the rendered service;

(d) performance or supervision or maintenance and/or repair of the rendered service, for a period of time agreed by the parties, provided that this service shall not relieve the service provider of any warranty obligations under this contract; and

(e) training of the client's personnel, at the service provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the rendered service.

11.2 Prices charged by the service provider for incidental services, if not included in the contract price for the service, shall be agreed upon in advance by the parties and shall

not exceed the prevailing rates charged to other parties by the service provider for similar services.

12. Warranty

- 12.1 The service provider warrants that the service rendered 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 service provider further warrants that all service rendered under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the client's specifications) or from any act or omission of the service provider, that may develop under normal use of the rendered service in the conditions prevailing in the country of final destination.
- 12.2 This warranty shall remain valid for twenty (24) months after the service, 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.
- 12.3 The client shall promptly notify the service provider in writing of any claims arising under this warranty.
- 12.4 If the service provider, having been notified, fails to remedy the defect(s) within the period specified in SCC, the client may proceed to take such remedial action as may be necessary, at the service provider's risk and expense and without prejudice to any other rights which the client may have against the service provider under the contract.

13. Payment

- 13.1 The method and conditions of payment to be made to the service provider under this contract shall be specified in SCC.
- 13.2 The service provider shall furnish the client with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 13.3 Payments shall be made promptly by the client, but in no case later than thirty (30) days after submission of an invoice or claim by the service provider.
- 13.4 Payment will be made in South African Rand unless otherwise stipulated in SCC.

14. Prices

- 14.1 Prices charged by the service provider for services performed under the contract shall not vary from the prices quoted by the service provider in his bid, with the exception of any price adjustments authorized in SCC or in the client's request for bid validity extension, as the case may be.

15. Contract amendments

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

16. Assignment

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

17. Subcontracts

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

18. Delays in the service provider's performance

18.1 Performance of services shall be made by the service provider in accordance with the time schedule prescribed by the client in the contract.

18.2 If at any time during performance of the contract, the service provider or its subcontractor(s) should encounter conditions impeding timely performance of services, the service provider shall promptly notify the client in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the service provider's notice, the client shall evaluate the situation and may at his discretion extend the service provider's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

18.3 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.

18.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the service provider's point of supply is not situated at or near the place where the supplies are required, or the service provider's services are not readily available.

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

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

19. Penalties

19.1 Subject to GCC Clause 25, if the service provider fails to perform services within the period(s) specified in the contract, the client 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 unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The client may also consider termination of the contract pursuant to GCC Clause 23.

20. Termination for default

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

(a) if the service provider fails to deliver service within the period(s) specified in the contract, or within any extension thereof granted by the client pursuant to GCC Clause 21.2;

(b) if the service provider fails to perform any other obligation(s) under the contract;
or

(c) if the service provider, in the judgment of the client, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

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

20.4 If the client intends imposing a restriction on the service provider or any person associated with the service provider, the service provider 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 service provider fail to respond within the stipulated fourteen (14) days the client may regard the intended penalty as not objected against and may impose it on the service provider.

20.5 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.

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

- (i) the name and address of the service provider and / or person restricted by the client;
- (ii) the date of commencement of the restriction; and
- (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 the service providers or persons prohibited from doing business with the public sector.

- 20.7 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.

21. Force Majeure

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

22. Termination for insolvency

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

23. Settlement of Disputes

- 23.1 If any dispute or difference of any kind whatsoever arises between the client and the service provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 23.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the client or the service provider may give notice

to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

23.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

23.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

23.5 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 client shall pay the service provider any monies due the service provider.

24. Limitation of liability

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

(a) the service provider shall not be liable to the client, 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 service provider to pay penalties and/or damages to the client; and

(b) the aggregate liability of the service provider to the client, 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

25. Governing language

25.1 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.

26. Applicable law

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

27. Notices

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

27.2 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.

28. Taxes and duties

- 28.1 A foreign the service provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the client's country.
- 28.2 A local the service provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted service to the client.
- 28.3 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 compliance verification pin, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services. Annexure A - Service Level Agreement & Key Performance Indicators.



INTEGRITY PACT FOR BUSINESSES

FIGHTING CORRUPTION, PROMOTING INTEGRITY

1. INTRODUCTION

This agreement is part of the tender document, which shall be signed and submitted along with the tender document. The Chief Executive Officer of the bidding company or his/her authorised representative shall sign the integrity pact. If the winning bidder has not signed this integrity pact during the submission of the bid, the tender/proposal shall be disqualified.

2. OBJECTIVES

Now, therefore, the Gauteng Provincial Government and the Bidder agree to enter into this pre-contract agreement, hereinafter referred to as an integrity pact, to avoid all forms of corruption by following a system that is fair, transparent, and free from any influence/unprejudiced dealings before, during and after the currency of the contract to be entered, with a view to:

- 2.1 Enable the Gauteng Provincial Government to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
- 2.2 Enable bidders to abstain from bribing or any corrupt practice to secure the contract by assuring them that their competitors will refrain from bribing and other corrupt practices and the Gauteng Provincial Government will commit to preventing corruption, in any form by their officials by following transparent procedures.

3. GOVERNANCE

- 3.1 The integrity pact seeks to ensure that both parties comply with all applicable provincial, national, continental, and international laws and regulations regarding fair competition and anti-corruption.

4. ENVIRONMENT

- 4.1 The integrity pact requires that both parties comply with all applicable environmental, health, and safety regulations.

5. PROTECTION OF INFORMATION

- 5.1 The integrity pact seeks to ensure that both parties undertake to protect the confidentiality of information. Each party, when given access to confidential information as part of the business relationship should not share this information with anyone unless authorised.

6. REPUTATION

- 6.1 The Gauteng Provincial Government wants to work with bidders who are proud of their reputation for fair dealing and quality delivery.

- 6.2 The Gauteng Provincial Government wants to ensure that working with government is reputation enhancing for the supplier.
- 6.3 The Gauteng Provincial Government expects bidders/suppliers to be protective of government's reputation, and ensure that neither they, nor any of their partners or subcontractors, bring government to disrepute by engaging in any act or omission which is reasonably likely to diminish the trust that the public places in government.
- 6.4 The Gauteng Provincial Government further requires its bidders/suppliers to always adhere to ethical conduct even outside their contractual obligation with the Gauteng Provincial Government.

7. VALUES OF THE GAUTENG PROVINCIAL GOVERNMENT

7.1 The value system of the Gauteng City Region is shown below:

GAUTENG CITY REGION VALUES SYSTEM	
CORE VALUES	ETHICAL VALUES
Patriotism Purposefulness Team focused Integrity Accountability Passionate Activism	Integrity Accountability Dignity Transparency Respect Honesty

7.2 The Gauteng Provincial Government commits to ensure that the values system is embedded into the day-to-day operations of its institutions.

8. COMMITMENTS OF THE GAUTENG PROVINCIAL GOVERNMENT

The Gauteng Provincial Government commits itself to the following:

- 8.1 The GPG commits that its officials will at all times conduct themselves in accordance with Treasury Regulations 16A.8³, copy of which is attached marked Annexure A, and that:
 - 8.1.1 The GPG is committed to doing business with integrity and proper regard for ethical business practices.
 - 8.1.2 The GPG hereby undertakes that no official of the GPG, connected directly or indirectly with the contract will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour, or any material or immaterial benefit or any other advantage from the bidder, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

³ Government Notice No. R.225 of 2005 published under Government Gazette No. 27388 of 15 March 2005, as amended

- 8.1.3 The GPG further confirms that its officials have not favoured any prospective bidder in any form that could afford an undue advantage to that bidder during the tendering stage and will further treat all bidders alike.
- 8.1.4 The GPG will during the tender process treat all Bidder(s) with equity.
- 8.1.5 All officials of the GPG shall report any attempted or completed violation of clauses to the following details:

	Gauteng Ethics Hotline	National Anti-Corruption Hotline
Toll-free number	080 1111 633	0800 701 701
SMS call-back	49017	N/A
E-mail	gpethics@behonest.co.za	nach@psc.gov.za
Fax	086 726 1681	0800 204 965
Website	www.thehotline.co.za	www.publicservicecorruptionhotline.org.za
Post	Chief Directorate: Integrity Management Private Bag X61 Marshalltown 2001	Public Service Commission Private X121 Pretoria 0001
Walk-in	Office of the Premier 55 Marshall Street Marshalltown Johannesburg 2001	Gauteng Provincial Office Public Service Commission Schreiner Chambers 6 th Floor 94 Pritchard Street Johannesburg

- 8.1.6 Following the report on the violation of the above clauses by the official(s), through any source, the GPG shall investigate allegations of such violations against the official or other role players and when justified:
- a) Take steps against such official and other role players (necessary disciplinary proceedings, and/or any other action as deemed fit, bar such officials from further dealings related to the contract process). In such a case, while an enquiry is being conducted by the Gauteng Provincial Government the proceedings under the contract would not be stalled.
 - b) Inform the relevant Treasury of steps taken in 8.1.5(a) against such officials; and

- c) Report any conduct by such official and other role players that may constitute an offence to the South African Police Service.

9. COMMITMENTS OF THE BIDDERS

The bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his/her bid or during any pre-contract or post contract stage to secure the contract or in furtherance to secure it and commits himself/herself to the following:

- 9.1 The bidder is committed to doing business with integrity and proper regard for ethical business practices.
- 9.2 The bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to any official of the Gauteng Provincial Government, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 9.3 The bidder further undertakes that he/she has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to an official of the Gauteng Provincial Government or otherwise in procuring the contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Gauteng Provincial Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Gauteng Provincial Government.
- 9.4 The bidder will not collude with other parties interested in the contract to preclude the competitive bid price, impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 9.5 The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- 9.6 The Bidder(s)/Contractor(s) will, when presenting his / her bid, disclose any and all payments he /she has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- 9.7 In case of sub-contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub-Contractor.
- 9.8 The bidder shall report any attempted or completed violation of clauses 9.1 to 9.7 including any alleged unethical conduct to the Gauteng Ethics Hotline (details are provided at clause 8.1.4).
- 9.9 The bidder (or anyone acting on its behalf) warrants that:

- 9.9.1 It has not been convicted by a court of law for fraud and/or corruption with respect to the procurement/tendering processes; and/or
- 9.9.2 It has not been convicted by a court of law for theft or extortion; and/or
- 9.9.3 It is not listed on the National Treasury's database of Restricted Suppliers or Register of Tender Defaulters.

10. SANCTIONS FOR VIOLATION

- 10.1 The breach of any aforesaid provisions or providing false information by employers, including manipulation of information by evaluators, shall face administrative charges and penal actions as per the existing relevant rules and laws.
- 10.2 The breach of the Pact or providing false information by the Bidder, or any one employed by him, or acting on his behalf (whether without the knowledge of the Bidder), or acting on his/her behalf, shall be dealt with as per the provisions of the Prevention and Combating of Corrupt Activities Act (12 of 2004).
- 10.3 The Gauteng Provincial Government shall also take all or any one of the following actions, wherever required:
 - To immediately call off the pre-contract negotiations without giving any compensation to the bidder. However, the proceedings with the other bidder(s) would continue.
 - To immediately cancel the contract, if already awarded/signed, without giving any compensation to the bidder.
 - To recover all sums already paid by the Gauteng Provincial Government.
 - To cancel all or any other contracts with the bidders and GPG shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value.
 - To submit the details of the bidder to the National Treasury to register on the database for tender defaulters.

11. CONFLICT OF INTEREST

- 11.1 A conflict of interest involves a conflict between the public duty and private interest (for favor or vengeance) of a public official, in which the public official has private interest which could improperly influence the performance of their official duties and responsibilities. Conflicts of interest would arise in a situation when any concerned members of both parties are related either directly or indirectly, or has any association or had any confrontation. Thus, conflict of interest of any tender committee must be declared in a prescribed form.
- 11.2 The bidder shall not lend or borrow any money from or enter any monetary dealings or transactions, directly or indirectly, with any member of the tender committee or officials of the Gauteng Provincial Government, and if he/she does so, the Gauteng Provincial Government shall be entitled forthwith to rescind the contract and all other contracts with the bidder.

12. LEGAL ACTIONS

12.1 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

13. VALIDITY

13.1 The validity of this Integrity Pact shall cover the tender process and extend until the completion of the contract to the satisfaction of both the Gauteng Provincial Government and the bidder (service provider).

13.2 Should one or several provisions of the Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

GPG INTEGRITY PACT FOR BUSINESSES

BIDDER/SUPPLIER/SERVICE PROVIDER	
Signature of the CEO	
Full name of the CEO	
Tender number	
Date	

D2. SPECIAL CONDITIONS OF CONTRACT (SCC)

The winning bidder will be required to sign the following special conditions applicable to this tender. By responding to this tender, the bidder acknowledges the below special conditions of contract and is willing to accept them during the contracting stage:

1. Definitions

The terms shall be interpreted as indicated in the General Condition of Contract.

2. Application

2.1 These SCC are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, SCC are also laid down to cover specific supplies, services or works.

2.3 Where such SCC conflict with general conditions, the special conditions shall apply.

3. Standards

3.1 The service rendered shall conform to the standards mentioned in the bidding documents and specifications.

4. Insurance

4.1 The service rendered 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. The contractor will ensure that the insurance liability cover is adequate. Proof of insurance shall be submitted within 7 days of issue of letter of appointment.

5. Payment

5.1 The method and conditions of payment to be made to the service provider under this contract shall be specified in SCC.

5.2 Monthly payment for the goods and services as per tender scope.

5.3 Payment will be made in South African Rand unless otherwise stipulated in SCC.

5.4 It is the requirement of CONSTITUTION HILL for the successful bidder to maintain a valid Tax compliance verification pin and a valid CSD Status (National Treasury CSD Number must be provided) for the duration of the project. Therefore, a new valid Tax compliance verification pin must be provided upon expiry of the previous one. The Tax Status will continuously be checked on SARS on-line system during the duration of the contract.

6. Prices

6.1 Prices charged by the service provider for services performed under the contract shall not vary from the prices quoted by the service provider in his / her bid, with the exception of any price adjustments authorized in SCC or in the client's request for bid validity extension, as the case may be.

7. Assignment

- 7.1 The service provider shall not assign, in whole or in part, its obligations to perform under the contract, except with CONSTITUTION HILL's prior written consent.
- 7.2 CONSTITUTION HILL on the other hand will in due course have the right to assign its contract with the service provider to another legal entity owned by the Gauteng Provincial Government. Due written notice will in such an instance be provided to the service provider.

8. Subcontracts

- 8.1 The Service Provider shall not subcontract work without the prior written consent of CONSTITUTION HILL.

9. Penalties

- 9.1 Without restricting the Client's rights in any way, should the performance standards not be adhered to, and the

Client or its tenants suffer any financial loss as result of negligence, theft, vandalism, etc., such loss shall be recovered from the service provider.

- 9.2 The Client shall also be entitled to levy a penalty of 15% of the monthly contract price for any poor performance. Penalties will be at sliding scale and will be outlined on the SLA.

- 9.3 For the duration of the award of this contract / tender, the bidder needs to maintain a valid BEE certificate. Upon expiry of the BEE certificate, the CONSTITUTION HILL will give 3 months for a renewed valid BEE certificate. Thereafter, CONSTITUTION HILL will deduct R 10 000 per month until a valid BEE certificate is obtained.

10. Early Termination

- 10.1 The CONSTITUTION HILL can provide a 60-day notice period for earlier termination, if the CONSTITUTION HILL needs to participate in a transversal contract from Treasury, GDED or GGDA on an earlier date than this contract's end date.

I, the service provider, have read the above PARTS D1 and D2 confirm that I/we fully understand and comprehend its meanings, intentions, provisions, stipulations and conditions as related to this invitation to bid.

Signed aton this..... day of20...

Signature of service provider (same person as in PART A)

CERTIFICATE OF TENDERER'S COMPULSORY BRIEFING SESSION ATTENDANCE

This is to certify that I,.....ID No.....

Representative of (Tenderer's Name as it will appear on bid document Offer).....

Of (address)

Attended the meeting and subsequently visited the site of the works in the company of the Employer and on theday of.....202.....

Signature (Tenderer's Representative)

Name: of Company

Signature

Date.....