



INVITATION TO BID (OPEN TENDER)

DATE OF ISSUE: 08 AUGUST 2024

**YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF GAUTENG
GROWTH AND DEVELOPMENT AGENCY**

BID NUMBER:	GIDZ/01/2024-2025/SECURITY SERVICES
CLOSING DATE:	13 SEPTEMBER 2024
CLOSING TIME:	11:00
BID VALIDITY PERIOD:	90 DAYS
BRIEFING SESSION:	COMPULSORY BRIEFING SESSION
BRIEFING SESSION VENUE:	GIDZ SUPERBLOCK – BUILDING 4 O.R TAMBO SPECIAL ECONOMIC ZONE BONAERO DRIVE ACSA PRECINCT BONAERO PARK, 1619 GPS coordinates 26° 6' 52.14"S (Latitude) and 28°15'1.73"E (Longitude)
BRIEFING SESSION TIME:	11H00
BRIEFING SESSION DATE:	23 AUGUST 2024
DESCRIPTION:	REQUEST FOR PROPOSAL FOR THE PROVISIONING OF PHYSICAL SECURITY (GUARDING) SERVICES AT THE OR TAMBO INTERNATIONAL AIRPORT SPECIAL ECONOMIC ZONE PRECINCT 1 AND PRECINCT 2 FOR A PERIOD OF THREE (03) YEARS
BID SUBMISSION REQUIREMENTS:	2 ENVELOPES. SUBMISSIONS MUST BE SUBMITTED IN ONE ORIGINAL HARDCOPY AND 1 X USB COPIES TECHNICAL (1 ORIGINAL HARDCOPY & 1 x USB COPY) FINANCIAL (1 ORIGINAL HARDCOPY & 1 x USB COPY) NB: PLEASE NOTE IT'S A REQUIREMENT TO SUBMIT DOCUMENT AS REQUESTED)

**BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT: 15th FLOOR, 124 MAIN
STREET, JOHANNESBURG**

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CONDITIONS FOR COMPLETING BID DOCUMENTS

Document	Comments	Compliance	Submitted? (Yes / No)
SBD 1 (Invitation to bid)	Make sure it is fully completed & signed	Compulsory	
SARS Tax Compliance Status Pin	TAX STATUS – TCS PIN/CSD Report with valid tax status	Other returnable	
SBD 3.3 (Pricing schedule)	Fully completed or refer to an Annexure or addendum where price is mentioned	Bid Pricing (2 nd envelope)	
SBD 4 (Bidder' Disclosure)	Make sure it is fully completed & signed	Compulsory	
SBD 6.1 (Preference Points in terms of PPR of 2022)	Make sure it is fully completed and points claimed are allocated as per preferential procurement goals	Compulsory	
PART D: General Conditions of Contract (par30)	Make sure it is fully completed and signed	Compulsory	
Copy of Company Registration Documents	1. Certificate of registration, 2. Change of name certificate (if applicable) 3. Register of directors, and most current registered business address (Company Registration: CM1 and CK1, Change of Name Certificate: CM9, Latest Registered address: CM22, Most current register of directors CM29 and CK2)	Other returnable	
Company Profile	Include the organisational structure of the company	Other returnable	
Certified copies of identity documents	For all current shareholders / members Include the organisational structure of the company	Other returnable	
Compulsory Briefing Session Register	Make sure you sign the register in the bidding entity's name and for JV/Consortium or Partnership, should be indicated or all parties sign register	Compulsory	

IF ANY OF THE ABOVE-MENTIONED COMPULSORY CONDITIONS IS NOT MET AND/OR ANY OF THE REQUESTED DOCUMENTS ARE NOT SUBMITTED AS PRESCRIBED, THE BID EVALUATION COMMITTEE WILL DISQUALIFY THE BID

1. Bid Documents must be completed with ink (Blue or black) and not typed. No correction fluid is allowed. All changes must be scratched out and a signature appended next to each change.
2. Bidders will be disqualified should the compulsory documents not be submitted.
3. All certified documents must be within the current six (6) months. Copies of previously certified documents will not be accepted.
4. Bid documents must be secured together, preferably bound or contained in a lever arch file as Gauteng Growth and Development Agency will not take any responsibility for any loss of documents as a result of not being properly secured upon submission.

Please Note: Certification as a “true copy of the original”, must comply with the requirements outlined in the Justices of the Peace and Commissioners of Oaths Act, No. 16 of 1963 and its Regulations promulgated in Government Notice GNR 1258 of 21 July 1972 Justices of the Peace and Commissioners of Oaths Act, No. 16 of 1963.

PART A

**YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF
GAUTENG GROWTH AND DEVELOPMENT AGENCY**

BID NUMBER: GIDZ/01/2024-2025/SECURITY SERVICES **CLOSING DATE:** 13 SEPTEMBER 2024 **TIME:** 11:00

DESCRIPTION: REQUEST FOR PROPOSAL FOR THE PROVISIONING OF PHYSICAL SECURITY (GUARDING) SERVICES AT THE OR TAMBO INTERNATIONAL AIRPORT SPECIAL ECONOMIC ZONE PRECINCT 1 AND PRECINCT 2 FOR A PERIOD OF THREE (03) YEARS

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

**Gauteng Growth & Development Agency
15TH Floor
124 Main Street
JOHANNESBURG
2001**

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration. The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER.....

POSTAL ADDRESS.....

.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE.....NUMBER.....

CELL PHONE NUMBER.....

FACSIMILE NUMBER CODE..... NUMBER.....

VAT REGISTRATION NUMBER.....

HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? YES/NO

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE
GOODS/SERVICES OFFERED BY YOU? YES/NO (IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER:.....DATE:

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

TOTAL BID PRICE - BIDDERS NOT TO COMPLETE THIS SECTION HERE BUT SUBMIT IT AS PART OF ENVELOPE NO. 2 (FINANCIAL PROPOSAL)

A.1.1. CONDITIONS OF BIDDING

1 Proprietary Information

- 1.1 The GIDZ/GGDA considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to GIDZ/GGDA. It shall be kept confidential by the respondent and its officers, employees, agents, and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of GGDA.

2 Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this tender should be in writing and channeled to: Email address: tenders@ggda.co.za; Lorrainen@ggda.co.za Sibusisom@gidz.co.za
- 2.2 Please note that the last date for request for information pertaining to this tender will be the **03 September 2024**
- 2.3 **Bidders may not contact any other GIDZ/GGDA employee besides the contact person mentioned in Paragraph 2.1 above on any matter pertaining to the bid from the time when the bid is advertised to the time the bid is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons, or bid award decisions in any manner may result in rejection of the bid concerned.**
- 2.4 All the documentation submitted in response to this tender must be in English.
- 2.5 The Bidder should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by GIDZ/GGDA in regard to anything arising from the fact that pages are missing or duplicated.

3 Validity Period

- 3.1 Responses to this tender received from suppliers will be valid for a period of **90 days** counted from the closing date of the tender.

4 Submission of Tenders

- 4.1 Tenders should be submitted in duplicate all bound in a sealed envelope endorsed, **GIDZ/01/2024-2025/SECURITY SERVICES**. The sealed envelopes must be placed in the tender box at 15th Floor, 124 Main Street, Johannesburg by no later than **11h00 on 13 SEPTEMBER 2024**.
- 4.2 The closing date, company name, and the return address must also be endorsed on the envelope.
If a courier service company is being 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 BID BOX.
- 4.3 No bid received by telegram, telex, email, facsimile, or similar medium will be considered. Where a tender document is not in the tender 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.
- 4.4 Amended bids may be sent, together with the original bid, in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing date and time. An amendment bids

without original bid document will not be considered.

- 4.5 The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the bid document.
- 4.6 Kindly note that **GIDZ/GGDA** is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date. All bidders to whom the bid documents have been issued, will be advised in writing of such amendments in good time.
- 4.7 **GIDZ/GGDA** reserves that right not to accept the lowest bid of any tender in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and also financially advantageous to **GIDZ/GGDA**.
- 4.8 GIDZ/GGDA also reserves the right to award this bid to a purely empowerment company or may award this bid on conditions that a joint venture with an empowerment company is formed. This may be added to the criteria when evaluating the bids.
- 4.9 GIDZ/GGDA also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 4.10 GIDZ/GGDA reserves the right to, amongst other things, conduct unscheduled or scheduled site visit/s to satisfy itself, as to the validity of the information provided on this bid documents.
- 4.11 An incomplete price list shall render the bid non-responsive.
- 4.12 All Conditions in the Joint Building Contracts Committee (JBCC) will apply, however Special Conditions of Contract (SCC) as outlined herein will supersede other conditions. Not Applicable to this bid
- 4.13 NB: All reference to GGDA on this bid document includes its subsidiaries who are affected by the deliverable of this bid document

A.1.2 TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

Tax Compliance Requirements

- 1) Bidders Must Ensure Compliance with Their Tax Obligations.
- 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.
- 3) Application for Tax Compliance Status (TCS) Pin May Be Made Via E-Filing Through the SARS Website www.sars.gov.za.
- 4) Bidders May Also Submit a Printed TCS Certificate Together with The Bid.
- 5) In Bids Where Consortia / Joint Ventures / Sub-Contractors Are Involved, Each Party Must Submit A Separate TCS Certificate / Pin / CSD Number.
- 6) Where No TCS Pin Is Available but The Bidder Is Registered on The Central Supplier Database (CSD), A CSD Number Must Be Provided.
- 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."

PART A2: TERMS OF REFERENCE

REQUEST FOR PROPOSAL FOR THE PROVISIONING OF PHYSICAL SECURITY (GUARDING) SERVICES AT THE OR TAMBO INTERNATIONAL AIRPORT SPECIAL ECONOMIC ZONE PRECINCT 1 AND PRECINCT 2 FOR A PERIOD OF THREE (03) YEARS

1. BACKGROUND INFORMATION

The Gauteng Industrial Development Company ("GIDZ" or "Gauteng IDZ") is a subsidiary of the Gauteng Growth and Development Agency ("GGDA") established as a special purpose vehicle to manage the establishment and operationalization of the OR Tambo International Airport Special Economic Zone programme.

The Gauteng IDZ is looking for a registered service provider to provide physical security (guarding) services with leading security and risk management experience at the following sites:

- **Site location no. 1:** OR Tambo International Airport Special Economic Zone Precinct 1 ("ORTA SEZ Precinct 1") located on Bonaero Drive, OR Tambo, Kempton Park, 1627. The Precinct comprises several buildings.
- **Site location no. 2:** OR Tambo International Airport Special Economic Zone Precinct 2 ("ORTA SEZ Precinct 2") located adjacent to OR Tambo International Airport, in the City of Ekurhuleni, and occupies a strategic land portion between the airport and a higher order network of national and regional movement routes (the site is off Atlas offramp, Kempton Park). The total size of the three (3) sites is 29 ha in extent and is bordered by an industrial park in the northeast, Bonaero Park residential area in the south, and OR Tambo International Airport and Kempton Park CBD in the west.

The Gauteng IDZ is, in view of the nature of its mandate, vision, and mission, exposed to security risks, threats, and vulnerabilities. These contingencies and vulnerabilities on the premises of the ORTIA SEZ Precinct 1 and ORTIA SEZ Precinct 2 necessitate a security structure responsible for safeguarding of human lives (staff, visitors, service providers, etc.), property, ORTIA SEZ assets, personal belongings, and information. An effective security service is crucial for the Gauteng IDZ to execute on its mandate effectively and efficiently without any breach of security. It is against this background that the Gauteng IDZ requires a security service provider for Three (3) years to secure the premises until the full scope of the Precinct security service complement is ultimately rolled out. "

The GIDZ wishes to appoint a capable security company to provide a 24-hour guarding service, 7 days a week, at the ORTIA SEZ Precinct 1 and ORTIA SEZ Precinct 2.

The objective of the contract is to ensure that the GIDZ has a cost effective and quality security service contract in place for its mentioned facilities and sites under its management and/or ownership.

To provide a quality security service within the limitation and legal requirements as set out and required by legislation and customer requirements and to ensure the security within the facilities is maintained at a high standard to ensure the safety of all users.

The service provider will make themselves thoroughly acquainted with all aspects of the premises, including, but not limited to the nature thereof and all matters that may influence the security requirements.

The output specifications are set out on the scope of work.

2. SCOPE OF WORK

The purpose of security service is to prevent the unauthorized access of persons and vehicles and the bringing in of any dangerous objects at the ORTIA SEZ PRECINCTS 1 and 2 in order to safeguard the people, the property, premises, vehicles, the bidder must execute the service in terms of the following acts:

- i. The application of the Control of Access to Public Premises and Vehicle Act, 1985, Section 2, 3 and 4, as well as; C5.
- ii. The application of the Criminal Procedure Act, Act 51 of 1977, Section 20, 23(b) (as amended in the Criminal Procedure Amendment Act, 33 of 1986) Section 24, 29, and 42 (as amended in the Amendment of the Criminal Law Amendment Act, 59 of 1983) as well as Section 46, 49, 50 and 51
- iii. Section 13 of the Constitution regarding violations must be avoided.
- iv. The Firearms Control Act 60 of 2000, section 10, 34, 90 and 106.
- v. Private Security Industry Regulation Act 56 of 2001 a) Protection of Information Act 84 of 1982 b) Trespass Act 6 of 1959 c) Occupational Health and Safety Act 85 of 1993 d) National Key Points Act, Protection of Personal Information Act 4 of 2013.
- vi. Other services may include but are not limited to:
 - Guarding the Precincts,
 - Registering and controlling visitors,
 - Event security,
 - Precinct surveillance through CCTV in observation rooms
 - Building access control,
 - Patrol guards,
 - Armed response team offsite,
 - Remote monitoring of the site i.e. The Control Room of the Service Provider providing back-up monitoring of specific site cameras.

It must be noted that it is expected that the Site manager will be stationed at the ORTIA SEZ Precinct 1 and will manage the other remote site from there. Monitoring of the water pump station within the Precinct during routine patrols.

The appointed bidder will be required to provide 24-hour guarding service, 7 days a week to the following sites:

2.1 ORTIA SEZ Precinct 1

Total Precinct Size: 7.5ha (75,000m²) which consists of two parts a Northern Section and a Southern Section.

The security officers must perform the following duties:

- Provisioning of 24-hour guarding and patrolling security service ONLY, 7 days a week at the ORTIA SEZ Precinct 1, located within the property boundaries of the OR Tambo International Airport on Bonaero Drive, OR Tambo, Kempton Park.
- Taking over responsibilities of authorized officers in terms of the Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985).
- Responsible for access control, guarding of premises, patrolling of premises, escorting of VIPs & service providers where necessary, protection of personnel, protection of property, protection of ORTIA SEZ assets and staff's personal belongings, protection of visitors and their personal belongings, protection of information, respond to incidents and alarms, and execute other security functions as required by the Security Services Manager at the GIDZ.
- Recording of incidents/events in an occurrence register and report such incidents / events to the GIDZ personnel responsible for security. Bring any security deficiencies or problems or crime risks to the attention of the Security Services Supervisor and or the Security Services Manager recording such shortcomings in a relevant register i.e., Electronic Occurrence Register (EOR).
- Enforcing the GIDZ security policy (systems and procedures).

- Conducting after-hours inspection to identify any security risks at the ORTIA SEZ Precinct 1 facilities. The inspection shall include checking at and around these areas: workstations, meeting rooms, kitchens, server rooms storerooms, guard posts, etc.
- Enforcing the SOP's / Site instructions as provided by the client.
- Controlling of locks and keys.
- Operating electronic security devices.

2.2 ORTIA SEZ Precinct 2

Total Precinct Size: 29ha (290,000m²) which consists of three sites:

ORTIA SEZ Precinct 2's service requirements will differ from that of ORTIA SEZ Precinct 1 such that ORTIA SEZ Precinct 2 ONLY requires the guarding and patrolling of the vacant land which will have a clear-view perimeter fence installed for now to protect the Vacant land and no buildings have been constructed on the site to date.

The security officers must perform the following duties:

- Provisioning of 24-hour guarding and patrolling of the perimeter, 7 days a week at the ORTIA SEZ Precinct 2, located adjacent to OR Tambo International Airport, in the City of Ekurhuleni, and occupies a strategic land portion between the airport and a higher order network of national and regional movement routes (the site is off Atlas offramp, Kempton Park).
- Taking over responsibilities of authorized officers in terms of the Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985).
Responsible for access control, guarding of premises, patrolling of premises, protection of property, protection of ORTIA SEZ Precinct 2 assets and to execute other security functions as required by the Security Services Manager at the GIDZ.
- Recording of incidents/events in an occurrence register and report such incidents/events to the GIDZ personnel responsible for security. Bring any security deficiencies or problems or crime risks to the attention of the Security Services Supervisor and or the Security Services Manager recording such shortcomings in a relevant register i.e. Electronic Occurrence Register (EOR).
- Enforcing the ORTIA SEZ Precinct 2 security policy (systems and procedures);
- Conducting after-hours inspection to identify any security risks at the ORTIA SEZ Precinct 2 facility.
- Controlling of locks and keys.

2.3 Services Applicable to both sites, but not limited to:

2.3.1 Conduct Investigation

- The Service Provider's management and supervisors must be able to perform criminal investigations and successfully report and present these in a court of law.
- Security staff shall actively support the investigation function by:
 - Properly securing crime scenes and protecting evidence
 - Proper investigation of incidents and accidents related to non-conformance (s)
 - Collection of relevant information and accurate presentation of these in internal hearing seating and, if necessary, in a court of law

2.3.2 Contingencies and Emergency Requirements

- The service provider shall as part of this tender submission provide contingency plans for dealing with emergency situations. This will include but not be limited to:
 - Backup support capacity services and channels for requesting backup;

- response and/or lead times
- emergency management including facilitating evacuations, immediate firefighting, crowd control, access control, administering first aid,
- Assisting in disaster management and liaison with local authorities and emergency services etc.

2.3.3 Communication

- As the service provider represents GIDZ in executing its duties, the interaction with visitors, and tenant employees and how such communication is handled is of utmost importance. Professionalism must always be displayed. The service provider must have a communication and training programme for all its staff and handling of visitors and tenants. The training programme should put more emphasis on customer orientation.
- The service provider must have and develop a communication process for reporting emergencies to GIDZ designated personnel, and emergency services i.e. Police, Ambulance, Fire Brigade, etc.

2.3.4 Security staff requirements

- Security staff shall meet the following criteria:
 - **Meet all criteria as set out** by the Private Security Industry Regulatory Authority (PSIRA),
 - Minimum education level of Matric (Grade 12) or Equivalent i.e., Recognition of Prior Learning will be considered, for security officers,
 - No criminal record, verifications will be done with SAPS,
 - Pre-employment tests, including polygraph, etc.,
 - The GIDZ or its duly appointed agency will from time to time perform monthly random screening of security officers,
 - Security training verification,
 - First aid level 1 (valid certification 2 staff members per shift),
 - Basic firefighting (valid certification 2 staff members per shift and shift supervisor),
 - Minimum grade C level.
- Documentary proof to be available and presented to the client before the commencement of the service contract, should the service provider's trained personnel leave the site and the company it is the responsibility of the service provider to ensure the shifts are balanced with equally qualified and trained personnel.
- Security services are to be provided Monday to Sunday (24/7/366).

2.3.5 Security Risk Analysis

- The service provider will undertake a security risk assessment, within the scope of this tender to identify and resolve by means of a plan of action for the two (2) GIDZ sites within two (2) weeks of the commencement of the contract and provide a report to the client.
- The risk assessment must be conducted every six (6) months.
- The output of the risk assessment should address the following:
 - Recommendations for clients and service providers that could improve safety and security.
 - Schedule monthly meetings and reports on routine issues.

2.3.6 Labour Force and Supervision

- The Security Service provider is required to pay its employees no less than the minimum stipulated Grade remuneration set out in the Sectorial Determination and all benefits thereof. The GIDZ reserves its rights to audit the remuneration paid to security guards as per the sectorial determination.

2.3.7 Tools and equipment

- The service provider shall as a professional company issue its staff with all the pre-requisites required to render such a service as referred to below under “Par/Section 5 & 6”.

2.3.8 Special Terms & Conditions

- 2.3.8.1 Bidders must provide the names, physical and postal addresses, telephone and fax numbers of their Gauteng provincial offices and control room (s) and head office.
- 2.3.8.2 Bidders must provide the names, identity numbers, and street addresses of all directors, stakeholders, and members or partners of, their companies or close corporations or partnerships, respectively as the case may be.
- 2.3.8.3 The prospective service provider must be a South African registered entity and controlled entity, and all its security officers must be South African citizens in possession of valid South African identity (ID) documents or smart cards.
- 2.3.8.4 Provide South African Police Services criminal status Clearances of the security officers who will form part of the deployment complement.
- 2.3.8.5 Provide proof of school/tertiary, qualifications, firearm training, and PSIRA qualifications of site manager and security officers. Certificates are to be verified and examined by ORTIA SEZ officials and to be produced for inspection as and when required.
- 2.3.8.6 On award bidders must consent to signing a Declaration of Confidentiality or Oath of Secrecy regarding any of ORTIA SEZ and/or concession clients' information handled by the service provider.
- 2.3.8.7 Additional security officers who will be utilised for ad hoc situations at ORTIA SEZ premises shall also undergo the necessary security record checks conducted by the State Security Agency (SSA) and/or South African Police Services (SAPS).
- 2.3.8.8 Security officers assigned to ORTIA SEZ must be eighteen (18) years and older but not older than 60 years with the relevant qualification.
- 2.3.8.9 Security officers assigned to ORTIA SEZ must be in possession of a Grade 12 (Matric) certificate or equivalent; recognition of prior learning will be considered.
- 2.3.8.10 Security officers must undergo a medical assessment which must be done by the service provider prior to their appointment/recruitment or as and when required by ORTIA SEZ and/or as per legislative requirements.
- 2.3.8.11 Bidders will be expected to comply with the National Key Point Act/Critical Infrastructure Protection Act (CIPA) 8 of 2019, as amended within six (6) months after appointment. (NKP Accredited).
- 2.3.8.12 Minimum public liability insurance of R10 million.

- 2.3.8.13 Valid letter of good standing from COIDA.
- 2.3.8.14 Provide evidence of minimum PSIRA Grade B for Owners/Directors of the Company.
- 2.3.8.15 An operating Control Room with remote/offsite monitoring capability.
- 2.3.8.16 Ability to provide Armed Response call out, by dispatching a roaming vehicle.
- 2.3.8.17 Ability to provide Tactical Response Team.
- 2.3.8.18 Certified Copy of Valid Firearm Licenses for the company, valid licenses of firearm carriers (security officers), and/or competencies to operate pistol/rifle/shotgun. Minimum of twelve competencies at the start of providing the service.
- 2.3.8.19 Human Resources structure of the Bidder's company with its management, on implementing the requirements of GIDZ.
- 2.3.8.20 Experience of five years and more, in protecting a National Key Point site, and/or high-risk Critical Infrastructure, or Vital Installation with a minimum of three references.
- 2.3.8.21 Proven experience of five years and more in crime intelligence capabilities and investigations.
- 2.3.8.22 ORTIA SEZ has the right to conduct site visits to all short-listed bidders.

2.3.9 WORKING HOURS

The appointed service provider will adhere to industry hours and the requirements as stipulated in the Labour Relations Act for a 2 x 12-hour shift as follows:

- Day Shift : 06:00 - 18:00
- Night Shift : 18:00 - 06:00

Personnel requirements in terms of security services at ORTIA SEZ Precinct 1:

- Security officers' requirements reflected on the pricing schedule.

Note: The number of security officers indicated on the pricing schedule below is the reflection of ORTIA SEZ Precinct 1's current requirements. The GIDZ reserves the right to increase or decrease the number of security officers as and when security requirements change.

Personnel requirements in terms of security services at ORTIA SEZ Precinct 2:

- Day Shift during Weekdays, Weekends, and public holidays (12/7 Day Shift only)
- Night Shift during Weekdays, Weekends, and public holidays (12/7 Night Shifts only)

Note: The number of security officers indicated above is the reflection of ORTIA SEZ Precinct 2's current requirements. The GIDZ reserves the right to increase or decrease the number of security officers as and when security requirements change.

3. BACK UP ARMED RESPONSE

Security officers on site must be armed but more armed guards should be made available should the need arise. The Company to render services at the ORTIA SEZ must have a back-up armed response unit to be used on an ad hoc basis.

4. SECURITY EQUIPMENT ORTIA SEZ Precinct 1

#	Equipment Type	Day	Night	Qty
	Vehicle Tactical Double Cab/SUV with minimum 120 Kw fitted with a spotlight	Use both day and night for patrols and armed response up to a max of 400km per month		1
	Vehicle Tactical Single Cab with 120 Kw fitted with a spotlight	Use both day and night for Precinct 2 visits and Bonaero Street observation, up to 4000km per month		1
	Rapid response team vehicle	In case of emergency		1
	Handcuffs			10
	Batons			10
	K9 (Dog) Including Kennel, Vet, food, and grooming	Night Deployment		1
	Digital Patrol System per site (provide automated reports and track movement of guards)			1
	Torches	(With Rechargeable batteries and charging units)		10
	Pepper Spray (To be used by unarmed guards)	To be used by unarmed guards		30
	Occurrence Books	Books for all checkpoints and to be replenished		5
	Reflector Vests (Once off)			
	Semi-Automatic Rifles or equivalent			5
	9 mm Pistol (Automatic)			7
	1 x 12-gauge shotgun			1
	Bullet Proofs			17
	Mobile phone loaded with sufficient airtime and data	GIDZ Control Room Security Operations 24/7		2

5. SECURITY EQUIPMENT ORTIA SEZ Precinct 2

Type	Quantity
Guard Hut (Temporary)	1
PTT Two-Way Radios	3
Security patrol vehicle	1
Pepper Spray	3
Battery-operated/Rechargeable handheld torches	4
Batons	3
Set of Handcuffs	3
Occurrence Book	1
Portable Toilet	1
Reflector vests (Once Off)	6

Note: All the above equipment must always be kept on site (ORTIA SEZ Precinct 1 & 2) for the duration of the contract and fully operational. The equipment must be quoted in the bid proposal. If not quoted, the GIDZ shall not allow fee/cost adjustments after the award.

6. UNIFORM

All security officers on site must be dressed in the bidder's corporate and/or industrial uniform suitable for all seasons as follows:

- **Winter uniform:** Security officers are to be issued with warm clothing e.g., long coats, jerseys, gloves, scarves etc. to enable them to function comfortably.
- **Summer uniform:** matching trousers and jacket/ blazer, long sleeve shirts, tie, black shoes, socks, and pull-over jersey
- **Name tags:** each security officer must be issued with a name tag as part of the uniform.
- **PSIRA card:** Each security officer must have a valid PSIRA card.

Note: The uniform must be changed at least twice a year as the season changes or as when it is required. In terms of the PSIRA pricing structure, uniform pricing must be included in the price for each security officer.

7. TRAINING

The service provider is responsible for the training of security officers for the duration of the contract. The training will entail, and not limited to refresher courses, CCTV Operations, fire prevention & evacuation procedures, First Aid, Event Management, Crowd Management, Communications, Customer Service, and the Capability to conduct investigations.

NOTE:

- The GIDZ reserves the right to request proof of training for each security officer as and when required during the duration of the contract.
- Detailed duties/tasks of security officers at each security post will be provided to the successful service provider.
- The service provider will also be expected, on an ad hoc basis, to perform other security functions as required at the ORTIA SEZ Precincts. These functions may be expected to be performed outside the ORTIA SEZ Precinct 1 when a need arises.

8. PERIODIC SCREENING

The Precinct to be protected is a High-Security Environment, handling processed Jewellery, etc.

- It would be required that security screening be conducted for all the guards/officers to be deployed.
- Random screening tests would be required on the 'as-and-when basis,' by GIDZ.

9. PROJECT TIMELINES CONTRACT DURATION

The appointed service provider(s) will be required to commence with service rendering on the date to be agreed upon with the GIDZ for a period of three (3) years. The GIDZ reserves the right to terminate the contract should the quality of service not be maintained to the service levels agreed to with the bidder.

10. GENERAL REQUIREMENTS

1. Format of communications

Communication between the GIDZ and the service provider shall be by e-mail and telephone.

2. Key personnel

State requirements for a schedule of key personnel/schedule of contact particulars of key personnel, if required, and state when the schedule is to be submitted. Attach proformas of such documents to the end of the scope of work.

3. Management meetings

Monthly management meetings shall be held at the ORTIA SEZ Precinct 1. Dates for the said meetings will be agreed upon.

4. Forms for contract administration

The contract would be entered into subject to the signing of the Service Level Agreement by both parties.

5. Daily records

The service provider must provide the GIDZ with daily security reports for ORTIA SEZ Precinct 1 before 10 am daily.

6. Professional indemnity insurance

The successful bidder will be required to have a public liability of R10 000 000 and insurance of ten million (R10mil) for claims purposes of any theft, damage, or loss incurred by GIDZ under the security management of the service provider.

The GIDZ would not be held responsible in any way for the damages, losses, theft of equipment, or any valuables of the contractor or injury of his/her while on site or in the execution of their duties. The service provider will be held responsible for damages to items caused by them at ORTIA SEZ Precinct 1.

Service provider staff must be willing to undergo polygraph testing if necessary.

11. BID EVALUATION CRITERIA

In line with Preferential Procurement Regulation 2022 (PPR, 2022). The evaluation of responsive Tender offers shall be on the 80/20-point preference system, being a maximum of 80 points for price and a maximum of 20 points for Preferential Procurement Special Goals in line with the Preferential Procurement Regulations, 2022.

The procedure for the evaluation of responsive tenders will be as follows: -

- 1st Stage – Administrative Compliance (Compulsory Compliance and Other Key Returnable)
- 2nd Stage Pre-qualification Criteria Mandatory
- 3rd Stage – Functionality/Technical Evaluation
- 4th Stage – Price & special goals (for bidders who met the minimum required functionality points)
- 5th Stage – Objective Criteria Sub-Contracting

1st Stage - Administrative Compliance

Admin compliance will cover all the requirements as per the bid document which include review of the completion of all document submission of all compulsory required information and adherence to the tender.

- Bidders must attend the compulsory site briefing as indicated above. Tenderers who do not attend the compulsory pre-bid meeting/site meeting will be disqualified. The attendance register must be completed and will be used as proof of bidders' attendance.
- Bidders must duly complete and sign all Standard Bidding Documents (SBD 1, SBD 3.3, SBD 4, and SBD 6.1), which form part of the tender document.
- In the case of joint ventures and consortia, a detailed agreement must be attached as part of the submitted tender document, which must be signed by all parties to the agreement detailing the percentage (%) split between the parties and portion/s of work to be shared.
- Bidders must duly complete and sign the General Conditions of Contract.

2nd Stage – Pre-Qualification

The following prequalification criteria apply:

- Submit a Valid Membership with the Private Security Industry Regulatory Authority (PSIRA)
- Submit a Valid Letter of Good Standing (COIDA) – Department of Labour
- Submit a Valid Letter for National Key Point (NKP) issued by SAPS
- Minimum Public Liability Insurance of R10 million (Copy to be submitted with the bid by closing date)
- Submit certified copies of Firearm Licenses, and each firearm should have its license, and Firearm competencies of security officers, a minimum of twelve security officers.

3rd Stage: Functionality

As per the detailed criteria table below - the following functionality points will apply during the evaluation process and the Bidder must please refer to it in compiling their submission:

Functionality / Quality Criteria	Evidence/ Supporting information required	Maximum Points	Points Scored
1. METHODOLOGY/RATIONALE AND WORK PROGRAMME - Detailed proposal on how the bidder proposes to execute the contract as per the scope of work bearing in mind the two Precincts 1 and 2. This will evaluate both contingency plan 7 Crime Intelligence capabilities. ❖ Proposal to include a contingency plan in terms of emergencies, e.g., unrest/strikes; theft; arm robbery; bomb threats, bad weather conditions, etc, which will be evaluated per points below: - - Replenish staff complement by 75% = 10 points - Replenish staff complement by 50% = 5 points - Replenish staff complement by 35% = 3 points - Replenish staff complement by 0% to 20% = 0 points ❖ Crime Intelligence capabilities - Crime information analysed with dates 5 years and more (2 points), 10+ names of suspects with Identity (Id) numbers (2 points), demonstration of linkages done on intelligence collected and arrest(s) (2 points), 10+ related SAPS case numbers with Police Station names (2 points), 5 years and more old case numbers (2 points). = 10 points - Crime information analysed with dates more than 2-4 years (1 point), 5-9 names of suspects with Identity (Id) numbers (1 point), demonstration of linkages done on intelligence collected, and no arrest(s) (1 point), 4-9 related SAPS case numbers with Police Station names (1 point), more than 2-4 years old case numbers (1 point). = 5 points - Crime information analysed with dates 1-2 years (0.5 points), 2-4 names of suspects with Id numbers (0.5 points), no demonstration of linkages done on intelligence collected (0 points), 2-3 related SAPS case numbers with Police Station names (0.5 points), 1-2 years old case numbers (0.5 points) = 2 points - Crime information analysed with dates less than 1 year (0 points), 0-1 name of suspects with ID numbers (0 points), no demonstration of linkages done on intelligence collected (0 points), 0-1 related SAPS case numbers with Police Station names (0 points), less than 1	Provide a detailed proposal with a detailed contingency plan. =(10 points) Provide details showing crime intelligence capabilities and experience = (10 points)	20	

Functionality / Quality Criteria	Evidence/ Supporting information required	Maximum Points	Points Scored
year of old case numbers (0 points) = 0 points			
2. EXPERIENCE OF THE TENDERING ENTITY FOR RENDERING SECURITY SERVICES Company profile demonstrating years of active experience specifically in security services rendered in an environment similar to the ORTIA SEZ Precinct 1, a National Key Point, and Precinct 2 (e.g., Production, Manufacturing, Business Parks). Bidders to indicate the years in which they have been rendering security services (this refers to the years in security operations and not the year of company registration). - more than 5 years' experience within a National Key Point environment or High-Security Environment, and high-value commodities = 10 points - more than 3-5 years' experience within a National Key Point environment or High Security Environment, and high-value commodities. = 5 points - more than 2-3 years' experience within a National Key Point environment or High-Security Environment, and high-value commodities = 3 points 1-2 years' experience within a National Key Point environment or High-Security Environment and high-value commodities = 0 points	Detailed Company Profile company's years of experience in the security industry	10	

Functionality / Quality Criteria	Evidence/ Supporting information required	Maximum Points	Points Scored
Contactable references for similar work done; provide written testimonials of each reference not older than 5 years. ○ 5 x Reference Letters and 5 purchase orders =(5 points) ○ 4 x Reference Letters and 4 purchase orders =(4 points) ○ 3 x Reference Letters and 3 purchase orders =(3 points) ○ 2 x Reference Letters and 2 purchase orders =(2 points) ○ 1 x Reference Letter and 1 purchase order =(1 point) ○ No Reference Letter and no purchase order =(0 Points)	• Signed copies of reference letters with current contact details on the company letterhead confirming similar work as per tender scope. • Bidder to attach award letter/or Purchase order to each reference letter which details the amount of the contract and period awarded NB: GIDZ/GGDA reserves the right to contact these references directly and without your intervention and if your reference does not confirm the information provided, the reference letter will not be considered	5	
3. EXPERTISE OF THE KEY PERSONNEL & QUALIFICATION FOR RESOURCES ASSIGNED TO UNDERTAKE THE WORK ➤ Experience of the Site Manager ○ More than 5 years' Experience in Security as the site manager, Grade 12, registered with PSIRA Grade A, = 10 points ○ 3-5 years' Experience in Security as the site manager registered with PSIRA Grade A, = 5 points ○ Less than 3 years' experience = 0 points ➤ Experience of the Shift Supervisors: - ○ more than 5 years' Experience in Security as the site supervisor with Security Grade B Certificate, Grade 12, (registered Grade B with PSIRA), = 10 points ○ more than 3-5 years' Experience in Security as the site supervisor with a Security Grade B	Please attach CV with clear years of experience of the proposed Site Manager. Copies of their qualifications including affiliations with relevant professional bodies Please attach a CV with clear years of experience of the proposed person Copies of their qualifications. and affiliations with	10 10	

Functionality / Quality Criteria	Evidence/ Supporting information required	Maximum Points	Points Scored
Certificate and Grade 12, registered Grade B with PSIRA = 5 points 3 years and lesser experience = 0 points	relevant professional bodies		
4. BIDDER'S CAPACITY TO DELIVER - MANPOWER		25	
The service provider must demonstrate that they have the necessary capacity to provide the required service to GIDZ over the duration of this contract, this may include but not limited to the following: ➤ The company has capacity to deliver in terms of available resources staff – security guards. NB: Submit a list of security guards registered with PSIRA under the employment of the company who are readily available or can be allocated for this project. The list must indicate the guard's name, ID Number and the PSIRA registered grade. ➤ NB: List should be retrieved from PSIRA website - more than 35 security guards in the company, excluding office staff = 25 points 16 – 35 security guards in the company, excluding office staff = 15 points 10 - 15 security guards in the company, excluding office staff = 10 points - Less than 10 security guards in the company, excluding office staff = 0 points	Bidders to provide approved staff list for their security guards categorised per Grading, should detail – full names; ID Number, Grading, PSIRA number, contactable details, gender, and nationality. NB: List should be retrieved from PSIRA website Staff list to be signed by the bidder authorised personnel GIDZ hold the discretion to verify the information		
5. BIDDER'S CAPACITY TO DELIVER - VEHICLES		10	
Bidder to provide proof that they have the vehicles/capacity available to service the ORTIA SEZ as per tender scope – Own and/or Leased Vehicles. Service provider must provide the necessary vehicles with armed guards specifically for the ORTIA SEZ Contract: 2 x rapid response team vehicles– 10 points 1 x rapid response team vehicle – 5 points 0 x rapid response team vehicle – 0 points	Bidder to submit the following document with the bid: - Proof of vehicle registration or lease agreement in case of leased vehicles		
6. FINANCIAL STANDING OF THE TENDERING ENTITY		10	
Bank rating letter stamped within 3 months of the closing date of this tender and signed by the issuing institution and supporting audited financial statements for the past 3 years, or since the date of establishment during the past 3 years. - Bank Code A = (10.0 points) - Bank Code B = (7.0 points) - Bank Code C = (4.0 points)	Bidder must attach the tendering entity's Bank stamped (physical or estamped) and signed Bank Rating Letter Bank rating letter stamped within 3		

Functionality / Quality Criteria	Evidence/ Supporting information required	Maximum Points	Points Scored
No Bank Code or Bank Code below a C = (0 points)	months of the closing date GIDZ reserve the right to validate the bank letter and report any misrepresentation to the Bank and Treasury		
Total Functionality / Quality		100	
NB: The bidder should achieve a minimum score of <u>70 points</u> under functionality to be able to be evaluated further on Price and special goals as per preferential system			

PLEASE NOTE: The minimum threshold for the functionality evaluation is 70 points. The Tenderers that do not meet this minimum threshold will not proceed to the 4th Stage – Price and special goals of evaluation.

4th Stage – Price and special goals

All bidders who achieved the minimum total point scored on functionality of 70 points and above will be evaluated on Price & Preferential Procurement Special Goals.

The GGDA will apply the 80/20 Preference Point System in accordance with Regulation 4 of the Preferential Procurement Regulations, 2022 (as published in the Government Gazette No. 47452 on 04 November 2022), effective from 16 January 2023.

The points will be allocated as follows:

PREFERENCE POINT SYSTEM	POINTS
Price	80
Specific Goals (refer to requirements below)	20
Total points for Price and Preference Points	100

Specific Goals Requirements:

	Preferential Procurement Goals	Yes/NO	Weight = 20 points if R50 000 000 and less
		Number of Points	
1	B-BBEE Status Level of Contributor 1	20	
2	B-BBEE Status Level of Contributor 2	15	
3	B-BBEE Status Level of Contributor 3	10	
4	B-BBEE Status Level of Contributor 4	5	
	TOTAL POINTS	20	

	PRICE		= 80 points if R50 000 000 and less
	TOTAL PREFERENTIAL PROCUREMENT GOALS & PRICE		100

THE PREFERENCE POINT SYSTEM AND PREFERENTIAL PROCUREMENT GOALS REQUIREMENTS AS PER THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (ACT NO.5 OF 2000), INCLUDING PREFERENTIAL PROCUREMENT REGULATIONS, 2022. VALIDITY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES

Tenderers are required to submit proof of their B-BBEE Status Level of Contributor to substantiate their B-BBEE rating claims. Failure to comply with the following requirements will result in the bidder forfeiting B-BBEE preference points:

1. An Exempted Micro Enterprise (EME) is required to submit a valid sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership.
2. A Qualifying Small Enterprises (QSE) which is at least 51% black owned is required to submit a valid sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership.
3. A Qualifying Small Enterprise (QSE) which is less than 51% black owned is required to submit a valid B-BBEE Status Level Verification Certificate including a valid sworn affidavit declaring their annual total revenue of between R10 million and R50 million, based on the Financial Statements/Management Accounts and other information available on the latest financial year-end.
4. Bidders who do not qualify as EME's and QSE's as outlined above, must submit valid B-BBEE Status Level Verification Certificates.
5. Public entities and tertiary institutions must submit valid B BBEE Status Level Verification certificates.
6. A trust, consortium or joint venture must submit a valid consolidated B-BBEE status level verification certificate for every separate bid.

Please note:

- B-BBEE Status Level Verification Certificates must be issued by an Agency accredited by SANAS and must be valid
- Sworn Affidavits for (EME's and QSE's) as outlined in 1 and 2 above must be submitted by bidders in support of their B-BBEE level should comply with the Department of Trade, Industry and Competition (DTIC) format or Companies and Intellectual Property Commission (CIPC) format which can be found on the respective DTIC and/or CIPC websites.
- Sworn Affidavits must comply with the requirements out-lined in the Justices of the Peace and Commissioners of Oaths Act, No 16 of 1963 and its Regulations promulgated in Government Notice GNR 1258 of 21 July 1972 Justices of the Peace and Commissioners of Oaths Act, No. 16 of 1963

VALIDITY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES

- Verification agencies accredited by SANAS
 - These certificates are identifiable by a SANAS logo and a unique BVA number.
 - Confirmation of the validity of a B-BBEE Status Level Verification Certificate can be done by tracing the name of the issuing Verification Agency to the list of all SANAS accredited agencies. The list is accessible on <http://www.sanas.co.za/directory/bbee> default.
 - The relevant BVA may be contacted to confirm whether such a certificate is valid.

FINANCIAL PROPOSAL/COSTING (TO BE PRESENTED ON SEPARATE ENVELOP - 2nd Envelope)

PRICING SCHEDULE

Name of bidder.....

Bid Number: GIDZ/01/2024-2025/SECURITY SERVICES

Closing Time: 11:00

CLOSING DATE: 13 SEPTEMBER 2024

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

Bidders are requested to quote as per the following guidelines:

Table A: Labour and Security Equipment Cost: ORTIA SEZ Precinct 1

THIS COSTING MODEL MUST NOT BE MODIFIED, AND IF RETYPED, ALL LINE ITEMS TO BE LISTED AS STATED BELOW.

CLIENT		GAUTENG IDZ										
SITE NAME		ORTIA SEZ PRECINCT 1										
PROPOSAL DESCRIPTION		MANPOWER PROVISION										
MANPOWER					Year 1 * 12 months			Year 2 * 12 months			Year 3 * 12 months	
Resource PSIRA Grade	DAYSHIFT/ NIGHTSHIFT	QTY	SHIFT	PRICEPER UNIT	TOTAL PRICE PER MONTH	TOTAL PRICE PER ANNUM	PRICE PER UNIT	TOTALPRICE PER MONTH	TOTAL PRICE PERANNUM	PRICE PER UNIT	TOTAL PRICE PER MONIH	TOTAL PRICE PER ANNUM
Grade A	06h00-18h00	1	Monday-Friday									
Grade B	06h00-18h00	7	Monday-Sunday									
Grade B	18h00-06h00	6	Monday-Sunday									
Grade C	06h00-18h00	12	Monday-Sunday									
Grade C	18h00-06h00	5	Monday-Sunday									
TOTAL MANPOWER PRICE PER MONTH (excl. VAT)												
SECURITY EQUIPMENT					Year 1 * 12 months			Year 2 * 12 months			Year 3 * 12 months	
DESCRIPTION	QTY			PRICEPER UNIT	TOTAL PRICE PER MONTH	TOTAL PRICE PER ANNUM	PRICE PER UNIT	TOTALPRICE PER MONTH	TOTAL PRICE PERANNUM	PRICE PER UNIT	TOTAL PRICE PER MONTH	TOTAL PRICE PER ANNUM
LM6 Assault Rifles	3											
1 x 12-gauge Shotgun	1											
9mm Pistol	7											
Bullet Proof	20											
Double Cab 4x4 Trans-Axle (4000km included per month (R4.840 per km in excess)	1											
Remote Armed Response Vehicle [Alarms & Duress Response]	1											
Handheld metal detector	4											
K9 (Nightshift only incl. K9 kennel, vet, food, grooming)	1											
Battery-operated/Rechargeable handheld torches	10											
Batons	15											
Handcuffs	10											
Cell phones loaded with sufficient airtime and data	2											
Reflector Vests (Once off)	31											
TOTAL SECURITY EQUIPMENT (excl. VAT)												

CONSOLIDATED COST <i>(Cost Driver)</i>	Year 1 * 12 months			Year 2 * 12 months			Year 3 * 12 months		
	PRICE PER UNIT	TOTAL PRICE PER MONTH	TOTAL PRICE PER ANNUM	PRICE PER UNIT	TOTAL PRICE PER MONTH	TOTAL PRICE PER ANNUM	PRICE PER UNIT	TOTAL PRICE PERMONTH	TOTAL PRICE PER ANNUM
Manpower									
Security Equipment									
Total Price Manpower plus Security Equipment (excl. VAT)									
VAT at 15%									
Total Price (incl. VAT)									

Table B: Labour and Security Equipment Cost: ORTIA SEZ Precinct 2

THIS COSTING MODEL MUST NOT BE MODIFIED, AND IF RETYPED, ALL LINE ITEMS TO BE LISTED AS STATED BELOW.

CLIENT	GAUTENG IDZ														
SITE NAME	ORTIA SEZ PRECINCT 2														
PROPOSAL DESCRIPTION	MANPOWER PROVISION														
MANPOWER							Year 1 * 12 months			Year 2 * 12 months			Year 3 * 12 months		
Resource PSIRA Grade		DAY SHIFT/ NIGHT SHIFT	QTY	SHIFT	PRICE PER UNIT	TOTAL PRICE PER MONTH	TOTAL PRICE PER ANNUM	PRICE PER UNIT	TOTAL PRICE PER MONTH	TOTAL PRICE PER ANNUM	PRICE PER UNIT	TOTAL PRICE PER MONTH	TOTAL PRICE PER ANNUM		
Grade C		06h00-18h00	2	Monday-Sunday											
Grade C		18h00-06h00	2	Monday-Sunday											
TOTAL MANPOWER PRICE PER MONTH (excl. VAT)															
					Year 1 * 12 months			Year 2 * 12 months			Year 3 * 12 months				
SECURITY EQUIPMENT					PRICE PERUNIT	TOTAL PRICE PER MONTH	TOTAL PRICE PER ANNUM	PRICE PER UNIT	TOTAL PRICE PER MONTH	TOTAL PRICE PER ANNUM	PRICE PERUNIT	TOTAL PRICE PER MONTH	TOTAL PRICE PER ANNUM		
DESCRIPTION			QTY												
Guard Hut			1												
Double Cab 4x4 Trans-Axle (4000km included per month (R4.84 per km in excess)			1												
PTT Two-way Radios			2												
Pepper Spray			2												
Batons			2												
Set of Handcuffs			2												
Occurrence Book			1												
Portable Toilet			1												
Battery operated/Rechargeable handheld torches			3												
Reflector Jackets			4												
TOTAL SECURITY EQUIPMENT (excl. VAT)															
					Year 1 * 12 months			Year 2 * 12 months			Year 3 * 12 months				
CONSOLIDATED COST <i>(Cost Driver)</i>					PRICE PERUNIT	TOTAL PRICE PER MONTH	TOTAL PRICE PER ANNUM	PRICE PER UNIT	TOTAL PRICE PER MONTH	TOTAL PRICE PER ANNUM	PRICE PER UNIT	TOTAL PRICE PER MONTH	TOTAL PRICE PER ANNUM		
Manpower															
Security Equipment															
Total Price Manpower plus Security Equipment (excl. VAT)															
VAT at 15%															
Total Price (incl. VAT)															

Note: The Security fee must be inclusive of all costs associated with rendering the service i.e., officers' salary (incl. Public Holiday Rates etc.), relievers, Provident Fund, UIF training, transport, uniform, shift allowance, and all relevant guidelines as provided by PSIRA, etc.

4.7.2 Table B: Total Bid Price

PRICING SUMMARY	TOTAL R'VALUE
Sub-total (ORTIA SEZ Precinct 1) VAT Excl.	
Sub-total (ORTIA SEZ Precinct 1) VAT Incl.	
Sub-total (ORTIA SEZ Precinct 2) VAT Excl.	
Sub-total (ORTIA SEZ Precinct 2) VAT Incl.	
Total Bid Price VAT Excl. (ORTIA SEZ Precinct 1 and 2)	
Total Bid Price VAT Incl. (ORTIA SEZ Precinct 1 and 2)	

5th Stage – Objective Criteria Sub-Contracting

The following objective criteria for sub-contracting will apply for this tender: -

The tenderer must sub-contract 30% of work to a subcontractor that is either an Exempt Micro Enterprise (EME) or Qualifying Small Enterprise (QSE), and must meet either one or a combination of the following ownership requirements:

- an EME or QSE which is at least 51% owned by black people who are youth;
- an EME or QSE which is at least 51% owned by black people who are women;
- an EME or QSE which is at least 51% owned by black people with disabilities;
- an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
- an EME or QSE which is 51% owned by black people who are military veterans.

NB: The following is to be submitted as supporting evidence for BBBEE to meet the above objective criteria requirements for EMEs or QSEs

- To claim BBBEE points - Bidder must submit a valid sworn affidavit (as issued by DTI/or CIPC), which must be an original or certified copy or a certified copy of the SANAS accredited verification certificate: -
- Additionally, the bidder is to also attach the following document as proof of ownership of the EME or QSE:
 - an EME or QSE which is at least 51% owned by black people who are youth; - bidder to attached certified ID copy not older than 6 months.
 - an EME or QSE which is at least 51% owned by black people who are women; - bidder to submit certified ID copy not older than 6 months.
 - an EME or QSE which is at least 51% owned by black people with disabilities; - bidders to submit an original letter from a Doctor (Dr) on the respective doctor's letterhead which clearly indicates the Doctor's practice number and confirmation of disability. (NB: GGDA reserves the right to validate)
 - an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships; - Bidder must submit the Township municipal utility bill of which their business resides. The township must be as per the CSD township location address as registered (NB: GGDA reserves the right to validate);
 - Either of the following proof of address will be accepted and must be submitted for each subcontractor engaged, either of: -
 - Municipality Utility bill not older than three (3) months (in the subcontractor's name)
 - If renting, please provide a signed active lease agreement as signed by both parties plus proof of rental payment for the past three months
 - For businesses that operate in areas where municipal bills are not issued by a Gauteng Local Municipality, please provide a signed letter from the Ward Councillor (entities in rural and township areas). The letter is to be signed, dated, and with contact details of the relevant Ward Councillor - Ward councillor should be for the areas where the business operates.
 - an EME or QSE which is 51% owned by black people who are military veterans. – Bidder to submit proof of registration with military veteran database (NB: GGDA reserves the right to validate)

NB: Tenderers who do not meet the objective criteria as stipulated above and do not submit the required supporting document to be assessed or evaluated on these criteria will be disqualified from further evaluation process.

Main bidder that meets the subcontracting criteria will not be evaluated on these objective criteria, but full supporting evidence must be submitted by the bidder to qualify.

PART B

DECLARATION OF INTEREST

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

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

- 2.2.1 If so, furnish particulars:

.....

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.

.....

2.3 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.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

**B2: THE NATIONAL INDUSTRIAL PARTICIPATION
PROGRAMME (CHOOSE ONLY IF APPLICABLE)**

This document must be signed and submitted together with your bid

INTRODUCTION

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

1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
 - a) Any single contract with imported content exceeding US\$10 million.
Or
 - b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2-year period which in total exceeds US\$10 million. Or
 - c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million or
 - d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of R10 million (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

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

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

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr. Elias Malapane within five (5) working days after award of the contract. Mr. Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required the following steps will be followed:

- (a) the contractor and the DTI will determine the NIP obligation;
- (b) the contractor and the DTI will sign the NIP obligation agreement;
- (c) the contractor will submit a performance guarantee to the DTI;
- (d) the contractor will submit a business concept for consideration and approval by the DTI;
- (e) upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- (f) the contractor will implement the business plans; and
- (g) the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid Number _____	Closing Date _____
Name of Bidder _____	
Postal _____	Address _____

Signature _____ Name _____ Date _____	

PART C – PREFERENCE POINT SYSTEM

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

1.2 To be completed by the organ of state

(Delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
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 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

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (Proof of evidence required)
B-BBEE Status Level of Contributor 1	20	
B-BBEE Status Level of Contributor 2	15	
B-BBEE Status Level of Contributor 3	10	
B-BBEE Status Level of Contributor 4	5	
The tenderer must be an entity which is at least 51% owned by black people who are youth.	N/A	
The tenderer must be an entity which is at least 51% owned by black people who are women.	N/A	
The tenderer must be an entity which is at least 51% owned by black people with disabilities.	N/A	
The tenderer must be an entity which is 51% owned by black people living in rural or underdeveloped areas or townships.	N/A	
The tenderer must be an entity which is 51% owned by black people who are military veterans.	N/A	
The tenderer must supply locally manufactured goods and services in line with the Department of Trade and Industry thresholds for products designated for local content.	N/A	
The tenderer must be an entity which is a cooperative, which is 50% owned by black	N/A	

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) (Proof of evidence required)
people.		
TOTAL POINTS FOR SPECIAL GOALS	20	

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: UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

1. Definitions:

- 1.1 “The Board” means the accounting authority of Gauteng Growth and Development Agency appointed by the MEC
- 1.2 “Chief Executive Officer” [“CEO”] means the CEO of Gauteng Growth and Development Agency or her/his duly authorised representative as appointed by the Board in concurrence with the MEC;
- 1.3 “Contract” shall include any schedule, drawings, patterns, samples attached any agreement entered into and all other Schedule hereto;
- 1.4 “Contractor(s)” means Bidder whose bid has been accepted by Gauteng Growth and Development Agency;
- 1.5 “Cost of materials” means the cost of components, parts or materials which are intended for the production, manufacturing or assembling of the goods bid for and which are not produced, manufactured or assembled in the factory where the production, manufacture or assembly of such goods occurs, including freight, landing costs, port charges, import duties and other import costs of such components, parts or materials and all costs in connection with the handling and transport thereof prior to delivery at that factory;
- 1.6 “Final delivery certificate” means the document issued by Gauteng Growth and Development Agency confirming that all the known defects have been rectified and that the works, goods, or services appear in good order and have been accepted;
- 1.7 “Letter of acceptance” means the written communication by Gauteng Growth and Development Agency to the Contractor recording the acceptance by Gauteng Growth and Development Agency of Contractor’s bid subject to the further terms and conditions to be itemized in the contract;
- 1.8 “Local contents” means the portion of the bid price of local goods not constituting the cost of materials imported into the Republic;
- 1.9 “Local goods” means goods wholly or partly produced or manufactured or assembled in the Republic
- 1.10 “GGDA” shall mean Gauteng Growth and Development Agency;
- 1.11 “Order(s)” means an official letter issued by GGDA calling for the supply of goods pursuant to a contract or bid;
- 1.12 “Signature date” and in relation to any contract, means the date of the letter of acceptance;
- 1.13 “Bid” means an offer to supply goods/services to GGDA at a price;
- 1.14 “Bidder” means any person or body corporate offering to supply goods to GGDA;
- 1.15 “Termination date” in relation to any Contractor means the date of the final delivery certificate;
- 1.16 “Value added” means that portion of the bid price not constituting the cost of materials;
- 1.17 “Warranties” means collectively any, and all warranties listed and otherwise (if any) given by the Bidder in term of this agreement.

2. Interpretation

- 2.1 In his agreement clause headings are for convenience and shall not be used in its interpretation and, unless the context clearly indicate a contrary intention: -
- 2.2 An expression which denotes
 - any gender includes the other gender;
 - a natural person included an artificial or juristic person and vice versa;
 - the singular includes the plural and vice versa;
- 2.3 Any reference to any statute, regulation or other legislation or official policy shall be a reference to that statute, regulation or other legislation or national policy as at the signature date, and as amended or re-enacted from time to time;
- 2.4 When any number of days is prescribed, such shall be reckoned inclusively of the first and inclusively of the last day, unless the last day falls on a day which is not a business day, in which case the last day shall be the next succeeding day which is a business day;
- 2.5 Where any term is defined within a particular clause, other than the interpretation clause, that term shall bear the meaning ascribed to it in that clause wherever it is used in this agreement.
3. I/we hereby bid:
 - 3.1 to supply all or any of the supplies and/or to render all or any of the goods described in the attached documents to GGDA;
 - 3.2 on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of incorporated into, this bid);
 - 3.3 at the prices and on the terms regarding time for delivery and/or execution inserted therein.
4. I/we agree further that:
 - 4.1 the offer herein shall remain binding upon me/us and open for acceptance by GGDA during the validity indicated and calculated from the closing time of the bid;
 - 4.2 this bid and its acceptance shall be subject to the terms and additions contained in the Schedules hereto with which I am/we are fully acquainted;
5. notwithstanding anything to the contrary:
 - 5.1 if/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance or fail to fulfil the contract when called upon to do so, GGDA may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and GGDA.
 - 5.2 in such event, I/we shall then pay to GGDA any additional expense incurred by GGDA for having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid;
 - 5.3 GGDA shall also have the right in these circumstances, to recover such additional expenditure by set-off against monies which may be due or become due to me/us under this or any other bid or

contract or against any guarantee or deposit that may have furnished by me/us or on my/our behalf for the due fulfilment of this or any other bid or contract;

6. Pending the ascertainment of the amount of such additional expenditure GGDA may retain such monies, guarantee or deposit as security for any loss GGDA may sustain, as determined hereunder, by reason of my/our default;
- 6.1 any legal proceedings arising from this bid may in all respects be launched or instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be obtained against me/us as a result of such legal proceedings, and I/we undertake to pay GGDA legal costs on an attorney and own client basis;
- 6.2 if my/our bid is accepted that acceptance may be communicated to me/us by letter or facsimile and that proof of delivery of such acceptance to SA Post Office Ltd shall be treated as delivery to me/us;
- 6.3 the law of the Republic of South Africa shall govern the contract created by the acceptance of this bid;
7. I/we have satisfied myself/ourselves as to the correctness and validity of this bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rate(s) over all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations shall be at my/our risk;
8. I/we accept full responsibility for the proper execution and fulfilment of all obligation and conditions defaulting on me/us under this agreement as the principal(s) liable for the due fulfilment of this contract.
9. Notwithstanding full responsibility for the proper execution and fulfilment of all obligations and conditions defaulting on me/us under this agreement as the principal(s) liable for the due fulfilment of this contract.
10. Notwithstanding the amount of cause of action involved I hereby consent to the jurisdiction of the Magistrate Court for the district of Johannesburg in respect of any action whatever arising from this contract.
11. I/we declare that I/we participation/no participation in the submission of any other offer for the supplies/services described in the attached documents. If your answer here is

Bidder's Information

Name of firm (company)

Postal Address

Physical Address

Contact Person

Telephone

Fax Number

Types of business

Principal business

Activities

12. The bidder hereby offers to render all or any of the services described in the attached documents to GGDA on the terms and conditions and in accordance with the specifications stipulated in these tender documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
13. Bids submitted by companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the bid.
14. The bidder hereby agrees that the offer herein shall remain binding upon him/her and receptive for acceptance by GGDA during the validity period indicated and calculated from the closing hour and date of the tender; this proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.
15. The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her tender response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.
16. The bidder hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.

D2: GENERAL CONDITIONS OF CONTRACT (GGDA)

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 suppliers be familiar with regard to the rights and obligations of all parties involved in doing business with GGDA.

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 and contract documents.
- (iii) Special Condition of Contract pertaining to contracts of this nature will be negotiated with the successful bidder.

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. Delivery and documents
- 9. Insurance
- 10. Transportation
- 11. Incidental services
- 12. Warranty
- 13. Payment
- 14. Prices
- 15. Contract amendments
- 16. Assignment
- 17. Subcontracts
- 18. Delays in the supplier's performance
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- 21. Force Majeure
- 22. Termination for insolvency
- 23. Settlement of disputes
- 24. Limitation of liability
- 25. Governing language
- 26. Applicable law
- 27. Notices
- 28. Taxes and duties
- 29. National Industrial Participation Programme (NIPP)

GENERAL CONDITIONS OF CONTRACT (GGDA)

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 that functional services ancillary 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 as 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, 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 twelve (12) 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 these contracts 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 fail 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 a 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 clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

29. National Industrial Participation (NIP) Programme

29.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

30. BIDDERS' INFORMATION / CONTACT DETAILS (THIS BELOW SECTION MUST BE COMPLETED IN FULL AND SIGNED – if not fully completed and signed, bidder will be disqualified on admin stage)

NAME OF YOUR COMPANY (IN BLOCK LETTERS)

SIGNATURE(S) OF THE BIDDER OR ASSIGNEE(S)

DATE

NAME OF PERSON SIGNING (IN BLOCK LETTERS)

CAPACITY

ARE YOU DULY AUTHORISED TO SIGN THIS BID?

COMPANY REGISTRATION NUMBER

VAT REGISTRATION NUMBER

POSTAL ADDRESS (IN BLOCK LETTERS)

PHYSICAL ADDRESS (IN BLCOK LETTERS)

CONTACT PERSON: _____

TELEPHONE NUMBER _____ **FAX NUMBER** _____

CELLPHONE NUMBER

E-MAIL

TYPES OF BUSINESS

PRINCIPAL BUSINESS ACTIVITIES

ANNEXURE A

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT

July 2010

DOWNLOADABLE ON TREASURY WEBSITE