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# MPUMALANGA PROVINCIAL GOVERNMENT



## DEPARTMENT OF CO-OPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

**BID NUMBER: CGT/090/21/MP**

### **APPOINTMENT OF ONE OR MORE SERVICE PROVIDER'S SUPPLY AND DELIVERY OF STATIONERY AND CONSUMABLES FOR A PERIOD OF THREE YEARS.**

ISSUED BY:

Department of Co-operative Governance & Traditional Affairs  
Private Bag X11304  
**Mbombela**  
1200

**NAME OF BIDDER:** .....

**TOTAL BID PRICE (all inclusive) :**.....  
**(Also in words):** .....  
.....

## PART A INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF CO-OPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

BID NUMBER:	CGT/090/21/MP	CLOSING DATE:	08 NOVEMBER 2021	CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF ONE OR MORE SERVICE PROVIDER'S SUPPLY AND DELIVERY OF STATIONERY AND CONSUMABLES FOR A PERIOD OF THREE YEARS.				

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

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

**MBOMBELA**, Riverside Government Complex, Building No 9, Government Boulevard, Mbombela, 1200, **PIET RETIEF**, No. 11 Measroch Street, Piet Retief Office, **KWAMHLANGA**, KwaMhlanga Government Complex, Department of Finance, Building No. 12, Computer Centre **EVANDER**, 10 Cornell Road (previously occupied by Evander Home Affairs Offices), Evander, 2280, **BUSHBUCKRIDGE**, Bushbuckridge Advice Centre, Department of Finance, Protea building (old Telkom building), **MIDDELBURG**, Department of Public Works, Cnr. Lillian Ngoyi and Dr Beyers Naudé Streets – Old TPA Building, Upper ground floor, Office numbers A20, 21 and 25, **MALELANE**, 24 Air Street, Malelane, **ELUKWATINI**, Elukwatini Sub Regional offices, Office numbers A49 and A50 (opposite Elukwatini Community Hall) Stand number 12 Extension A, Elukwatini.

### SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
		TCS PIN:	
		<input type="checkbox"/> Yes	
		<input type="checkbox"/> No	
		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
		<input type="checkbox"/>	A REGISTERED AUDITOR
			NAME:

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMES & QSES) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	[IF YES ENCLOSE PROOF]			[IF YES ANSWER PART B:3 BELOW]	

SIGNATURE OF BIDDER	DATE
.....	

CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:	TECHNICAL INFORMATION MAY BE DIRECTED TO:
DEPARTMENT/ PUBLIC ENTITY	CONTACT PERSON
COGTA	Mr DS Mkhabela
CONTACT PERSON	TELEPHONE NUMBER
Ms TS Mbatha or Mr TW Sibanyoni	013 766 6109
TELEPHONE NUMBER	FACSIMILE NUMBER
013 766 6452 or 013 766 6345	
CELL. NUMBER	
FACSIMILE NUMBER	E-MAIL ADDRESS
	mkhabelads@mpg.gov.za
E-MAIL ADDRESS	
tmbatha@mpg.gov.za	
twsibanyoni@mpg.gov.za	

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>								
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.6. OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID</p>								
<b>2. TAX COMPLIANCE REQUIREMENTS</b>								
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>								
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							

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

# **TERMS OF REFERENCE FOR THE PROVISION OF STATIONERY AND CONSUMABLES FOR THE DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS FOR A PERIOD OF THREE YEARS.**

## **1. INTRODUCTION**

The Department of Co-operative Governance and Traditional Affairs intends to appoint credible service providers for the supply and delivery of stationery and consumables for a period of three (3) years. Bidders are invited to provide a price list of items indicated on the preceding list. These service providers may then be utilised on a rotational basis based on their performance.

The Department will select appointed suppliers from the different regions in the Mpumalanga Province, from whom stationery will be purchased on an “as-and-when-required” basis.

As the department also aims to support and developing businesses in the Mpumalanga Province, it is compulsory for all suppliers to prove whether they are able to offer services in all the required categories applied for and in specific whether they have the functionality such as staffing capacity and cash flow to maintain the provision of such services for the stated period.

Should any supplier prove to be unable to deliver quality products on time, the next recommended supplier shall be used more instead.

## **2. Pricing**

Pricing should be indicated in South African Rand, all inclusive and firm. All prices must thus, include VAT, delivery and off-loading charges at the Riverside Government Complex, Samora Machel building, upper ground, Mbombela.

## **3. Orders and Delivery**

Goods may only be delivered to Samora Machel building, Riverside Government complex upper ground floor, no invoices will be paid for goods delivered and signed for at any other office, unless specifically instructed in writing by the Head of Department. A supplier is required to deliver upon request on an **as and when required basis**. A purchase order will be issued with required quantities.

No deliveries will be accepted without an invoice and preferably along with a *delivery note*. Deliveries must be made within five (05) working days and must be complete; no incomplete/partial deliveries will be accepted.

The Department may decide to cancel orders for which deliveries are delayed due to out of stock situations and the supplier will be expected to inform the Department on receipt of the order should they expect delays due to circumstances beyond their control

#### 4. Quality

The Department expects the supplier to have a fair return policy and reserves the right to return goods supplied should it be proven that it is an inferior quality, or deviates from the offer made on the price schedule in this bid document.

The prices quoted in this bid will be the final prices accepted, should the bidder be found unable to carry inventory and supply goods on time or continuously supplies damaged or inferior goods, the supplier will no longer be utilised.

All goods to be supplied must be SANS approved and preferably not imported products.

#### 5. **BID REQUIREMENTS**

##### 5.1. Compulsory bidding requirements

To be considered responsive, bidders must submit a valid offer along with the required compulsory documents before or on the closing date and time of bid. **Failure to submit the following will invalidate the bid. It is emphasised that a duly completed and signed, original Bid document must be submitted to avoid disqualification at Pre-evaluation stage:**

- i) Original cover page of this bid which reflects and original stamp from the bid office;
- ii) Company profile stating the capacity to meet the demand and office infrastructure.
- iii) Legal Joint Venture agreements (if applicable); and In the case of a Joint Venture: supporting documentation for each company forming part of the agreement; a copy a business registration certificate and original & Valid Tax Pin/Certificate (and joint BBBEE certificate only if preference points are claimed);
- iv) Signed Terms of reference with each page initialled;
- v) Letter of agreement or intent to supply from supplier or manufacturer for certain goods which the bidder cannot supply on his own.
- vi) Ability to deliver either proof of delivery vehicles (Vehicle registration certificates or letter/certificate/agreement.
- vii) Completed and signed SBD1 form;
- viii) Completed and signed SBD4 form – State officials as directors / shareholders / partners shall be disqualified if they fail to provide approval/s from their executing authorities authorizing them to undertake remunerative work outside their employments in the public service;
- ix) Completed and signed SBD3 form as well as Price Schedule;
- x) Completed and signed SBD6.1 form;
- xi) Completed and signed SBD6.2 form
- xii) Completed and signed SBD8 form;
- xiii) Completed and signed SBD9 form;
- xiv) An original and valid Tax Clearance Certificate/Pin (also note special conditions in this regard);
- xv) Certified copy of business Registration Certificate;
- xvi) Certified Copies of Identity Documents of Directors / partners / shareholders of the Business.

- xvii) List of contactable reference for similar work undertaken;
- xviii) Copy of VAT registration certificate, if registered as VAT Vendor;
- xix) The bid document should be duly completed in black ink and signed (each page initialled). Any use of tippex or similar products on the bid document will nullify the bid;
- xx) Bidder must submit a valid B-BBEE certificate from the accredited agencies should preference points be claimed;
- xxi) Bidders must be registered on the National Treasury's Central Supplier Database;
- xxii) Any false information provided or misrepresentation will result in a bid being disqualified from further evaluation.
- xxiii) Proof of registration on the National Treasury's Central Supplier Database (CSD). In the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture.

## **5.2. Validity period of bid offer**

The validity of this bid will be 90 days after the closing date, hence offers must remain valid for this period unless otherwise.

## **6. Legal Status of the bidder**

It is essential for the purpose of entering into a legal contract that Bidders state on the Official Bid document on SBD 1, under "Name and Address of Bidder", their full legal status:

- (i) the full registered name of the company making a bid; or
- (ii) if the bidder is a person conducting business under a recognised trading name then:
  - State the name of the person(s);
  - State recognised trading name; and
  - State whether an owner, co-owner, proprietor

## **7. EVALUATION OF BIDS**

Bids will be evaluation at different stages; the first stage would be general validity in terms of the compulsory requirements stated above under section 5. Bids which fail in general to meet the compulsory requirements will be rejected and will not be evaluated further, however, the Department reserves the right to communicate with bidders in the case where minor administrative errors are apparent. Bidders may be invited for presentations or clarification of documents.

The second stage will be the consideration of functionality. Requirements are set which will assist the department to assess the capacity and experience of the service providers. The minimum threshold for functionality must be met in order for bid offers to continue to the next stage of evaluation.

The third stage of evaluation will be according to the preference points claimed for BBEE and price (refer also to SBD 6.1) and the Preferential Procurement Regulations, 2017 (80/10 preference point system).

### 7.1. Functionality

Supplies appointed should have the capacity, capability and experience as well as fast, effective, customer oriented services. The minimum requirement for functionality would be to achieve at least **60%**. Bidders failing to achieve this minimum score will be disqualified from further evaluation. Bidders must ensure that they have submitted all the necessary documents to support.

<b>FUNCTIONALITY</b>	<b>SCORE</b>
<p><b>1. Company Experience and past performance on similar work</b></p> <p>Reference from public sector clients confirming satisfactory past performance (appointment letters, purchase orders, letter of evidence from public sector clients)</p> <p>0 – 1 years = 5            2 – 3 years = 10            4 – 5 years = 15            6 – 7 years = 20            8 years above = 25</p>	<b>30</b>
<p><b>2. Capacity to deliver</b></p> <p>Company profile (stock availability, office infrastructure e.g. delivery vehicles, personnel). Written agreement with supplier/manufacturer</p>	<b>30</b>
<p><b>3. Financial Capability</b></p> <p>(Financial statement compiled by a qualified Accountant and bank rating)</p> <p>Financial statement only = 5            E = 7            D = 8            C = 10            B = 15            A = 20</p>	<b>20</b>
<p><b>4. DEMOGRAPHICS</b></p> <p>EME 51% owned by black people who are women = 10            EME 51% owned by black people who are youth = 5</p>	<b>10</b>
<b>TOTAL</b>	<b>100</b>

***NB: Points scored for Quality (functionality) will not have an influence on the total tender evaluation points. Preference points for this bid shall be awarded for PRICE and B-BBEE STATUS LEVEL OF CONTRIBUTION. The minimum qualification score is 60 to qualify for further evaluation.***

### 7.2 Evaluation on Pricing

**NB: Bidders must submit firm prices per specification item on SBD 3.1**

Any false information provided or misrepresentation will result in a bid being disqualified for further evaluation.

### Calculation of points for price

$$P_s = 80 * \frac{P_t - P_{min}}{P_{min}}$$

Where

$P_s$  = Points scored for price by bid under consideration

$S_o$  = Total Rand value of bid under consideration

$M_s$  = Rand value of the lowest acceptable bid/proposal

#### 7.2.1 The pricing schedule

Bidders must complete the attached pricing schedule. Calculation must be correct and failure to complete the attached will nullify the bid proposal.

No	Description	Unit	Per	Unit Price (All inclusive)
1	ADAPTER PLUG & MULTI PLUG	EA		
2	ADHESIVE GLUE - ,100G, PRESTIK	REAM		
3	ALPHABETICAL TABS	PK		
4	Battery AA Duracell / energizer or equivalent	EA		
5	Battery AAA Duracell / energizer or equivalent	EA		
6	BINDING ELEMENT - BINDING STRIPS MEDIUM POWIS PARKER XS15 BINDER	BOX		
7	BINDING ELEMENT - BINDING STRIPS NARROW FOR POWIS PARKER XS15 BINDER	BOX		
8	BINDING ELEMENT - BINDING STRIPS WIDE POWIS PARKER XS15 BINDER	BOX		
9	BINDING ELEMENT - RING BINDER 12MM	EA		
10	BINDING ELEMENT - RING BINDER 16MM	EA		
11	BINDING ELEMENT - RING BINDER 20MM	EA		
12	BINDING ELEMENT - RING BINDER 6MM	EA		
13	BINDING ELEMENT - THERMAL BINDING COVER 12MM	EA		
14	BINDING ELEMENT - THERMAL BINDING COVER 25MM	EA		
15	BOOK - A4 2 QUIRE A4 192 PG COUNTER BOOK	EA		
16	BOOK - A4 2 QUIRE A4 192 PG COUNTER BOOK	EA		
17	BOOK - DELIVERY JD413	EACH		
18	BOOK - SHORTHAND A5 (FLIP)	BOOK		
19	BOOK - TELEPHONE MESSAGE	BOOK		

20	BOX - MULTI STORAGE WITH LID OPTIPLAN REF 390/ Similar	EA	
21	CABLE, ELECTRICAL EXTENSION CORD 6M	EA	
22	CABLE, ELECTRICAL EXTENSION CORD 6M		
23	CALCULATOR 12 DIGITS	EA	
24	CALCULATOR 12 DIGITS (SCIENTIFIC)	EA	
25	CALCULATOR 14 DIGITS	EA	
26	CD - COMPACT DISK REWRITEABLE 700MB, 80mins	EA	
26	CLIP PAPER - GIANT	BOX	
26	CLIP PAPER - OFFICE	BOX	
28	CLIP PAPER OFFICE SMALL SIZE	BX	
29	DISIFIX - 5 meters	Roll	
30	DRY ERASER MARKERS B-WHITE BOARD BLACK	BOX	
31	DRY ERASER MARKERS B-WHITE BOARD BLUE	BOX	
32	DRY ERASER MARKERS B-WHITE BOARD GREEN	BOX	
33	DRY ERASER MARKERS B-WHITE BOARD RED	BOX	
34	DVD - DISK REWRITEABLE 4.7GB (with individual storage cases)	EA	
35	ENVELOPE - (A3) C3 458MM X 324MM	BOX	
36	ENVELOPE - (A4 /C4) C4 324MM X 227MM	BOX	
37	ENVELOPE - C4 324MM X 227MM (A4) Brown	BX	
38	ENVELOPE - C5 229MM X 162MM	BX	
39	ENVELOPE - C3 WHITE		
40	ENVELOPE - C3 BROWN		
41	ENVELOPE – A5 WHITE		
42	ERASER	EA	
43	EXECUTIVE PAD	EA	
44	FILE - ADAPTA A4 – BLACK	EA	
45	FILE - ADAPTA A4 - BLUE	EA	
46	FILE - ADAPTA A4 – ASSORTED	EA	
47	FILE - ADAPTA A4 – MAUVE	EA	
48	FILE - DIVIDER PLASTIC MULTI COLOUR	PACK	
49	FILE - DIVIDERS BANTEX A - Z, COLOURS, POLUPROP A4	PACK	
50	FILE - FLIP 10 PAGES	EA	
51	FILE - FLIP 20 PAGES	EA	
52	FILE - FLIP 20 PAGES	BOOK	

53	FILE - FLIP 50 PAGES	BOOK	
54	FILE - HEAVY DUTY WITH CLIP OPTIPLAN	EA	
55	FILE - LEVER ARCH	EA	
56	FILE - LEVER ARCH (PVC)	EA	
57	FILE - PLASTIC CONTAINER A4 - BLUE	EA	
58	FILE COVER Z20 BLUE (PA X 100) 325MM X 235MM	EA	
59	FILE COVER Z20 RED (PA X 100) 325MM X 235MM	EA	
60	FILE LEVER ARCH STORAGE BOX GRAY	EA	
61	FILE POCKET FIX PLASTIC OPTIPLAN REF:678	EA	
62	FILM - LAMINATING POUCHES A3	PACK	
63	FILM - LAMINATING POUCHES A4	PACK	
64	FLIP CHART	PK	
65	GLUE PRITT 20G	EA	
66	HOLDER - MEMO CUBE	EA	
67	INK - STAMP PAD BLACK 30ML	BOTTLE	
68	LABEL - ALPHA OPTIPLAN YELLOW REF 802	PACK	
69	LABEL - CONFIDENTIAL (GOLD)	BOX	
70	LABEL - CONFIDENTIAL		
71	LABEL - URGENT		
72	LABEL - URGENT (GOLD)		
73	LABEL - SELF ADHESIVE; NOT DEALTH WITH; 81/51490	PACK	
74	LABEL - URGENT	BOX	
75	LEAD - PENCIL 0,5MM	PACK	
76	MARKER - ARTLINE 70 BLACK 1.5MM	EACH	
77	MARKER - ARTLINE 725 BLACK 0.4MM	EACH	
78	MARKER - ARTLINE 90 BLACK 2.5MM	EACH	
79	MARKER - HIGHLIGHTER BLUE	EACH	
80	OMARKER - HIGHLIGHTER GREEN	EA	
81	MARKER - HIGHLIGHTER ORANGE	EA	
82	MARKER - HIGHLIGHTER PINK	EA	
83	MARKER - HIGHLIGHTER PURPLE	EACH	
84	MARKER - HIGHLIGHTER RED	EACH	
85	MARKER - HIGHLIGHTER YELLOW	EA	
86	MARKER - PERMANENT BLACK	EA	
87	MARKER - PERMANENT BLUE	PACK	
88	MARKER - PERMANENT GREEN	EA	
89	MARKER - PERMANENT RED	PACK	

90	MEMORY STICK (16 GB)	EA	
91	MEMORY STICK (32 GB)	EA	
92	MEMORY STICK (8 GB)	EA	
93	MULTIPLUG 6 HOLES	EA	
94	PAPER - COPYING A3 WHITE 80G (GSM) 500 SHEETS	REAM	
95	PAPER - COPYING A4 WHITE 120G (GSM) 500 SHEETS	REAM	
96	PAPER - COPYING A4 WHITE 80G (GSM) 500 SHEETS	REAM	
97	PAPER - COPYING A4 BLUE 80 (GSM) 500 SHEETS	REAM	
98	PAPER - COPYING A4 GREEN	REAM	
99	PAPER - COPYING A4 GREEN 80 (GSM) 500 SHEETS	REAM	
100	PAPER - COPYING A4 PINK	REAM	
101	PAPER - COPYING A4 WHITE 80 (GSM) 500 SHEETS	REAM	
102	PAPER - COPYING A4 YELLOW 80 (GSM) 500 SHEETS	REAM	
103	PAPER - HARDCOVER A4	PACK	
104	PAPER CLIP FOLD BACK 12MM ( 12 per Box)	BX	
105	PAPER CLIP FOLD BACK 19MM ( 12 per Box)	BX	
106	PAPER CLIP FOLD BACK 25MM ( 12 per Box)	BX	
107	PAPER CLIP FOLD BACK 32MM ( 12 per Box)	BX	
108	PAPER CLIP FOLD BACK 41MM ( 12 per Box)	BX	
109	PAPER CLIP FOLD BACK 51MM ( 12 per Box)	BX	
110	PAPER CLIP FOLD BACK 55MM ( 12 per Box)	BX	
111	PEN - BLACK BIC (BLACK)	EA	
112	PEN - BLACK PILOT BLG2 7.0	EA	
113	PEN - RED	EACH	
114	PENCIL - CLUTCH	EACH	
115	PENCIL - HB RED & BLACK	EA	
116	PERMANET MARKER RED	EA	
117	PILOT FRIXION BALL 0.7MM ERASABLES GEL INK PEN & WALLET	EA	
118	PIN - DRAWING	BOX	

119	PLASTIC - SHEET FROSTED (ASSORTED COLOURS)	PK	
120	POCKET - FILING PLASTIC 100 A4	PACK	
121	POST IT NOTE - 75MM X 105MM	EA	
122	PUNCH (1 HOLE)		
123	PUNCH - HEAVY 2 HOLE	EA	
124	PUNCH - HEAVY DUTY	EA	
125	PUNCH - HEAVY DUTY GIANT 500 SHEET (KANGAROO OR EQUIVALENT)	EA	
126	REFILL - MEMO CUBE	PACK	
127	RUBBER BAND ELASTIC 63	PK	
128	RUBBER BAND ELASTIC 126	PK	
129	RUBBER BAND ELASTIC EXTRA LARGE 69	PK	
130	RULER - PLASTIC 300MM	EA	
131	SCISSORS	EA	
132	STAPLE - REMOVER	EA	
133	STAPLER MACHINE - OFFICE SIZE 26/6	EA	
134	STAPLES - 66/11	BOX	
135	STAPLES - 66/14	BOX	
136	STAPLES - 66/8	BOX	
137	STAPLES 26/6	BOX	
138	STORE A FILE (6 COMPARTMENT)	EA	
139	TAG POP UP FLAG REF 26002 Sign here Stickers	PK	
140	TAG POP UP FLAG REF 26004 Sign here Stickers	PK	
141	TAG POP UP FLAG REF 26015 Sign here Stickers	PK	
142	TAPE - DYMO P-TOUCH TZ 12MM WHITE ON	ROLL	
143	TAPE - MASKING	ROLL	
144	TAPE - SELLOTAPE 24MM	ROLL	
145	TAPE PACKIGING BUFF	EACH	
146	TIPPEX	BOTTLE	
147	WHITE BOARD CLEANER SPRAY (237 ml)	EA	
<b>TOTAL FIRST YEAR 1</b>			
<b>TOTAL FIRST YEAR 2 (Indicate escalation percentage: %)</b>			
<b>TOTAL FIRST YEAR 3 (indicate escalation percentage: %)</b>			

**CONSUMABLES AND OTHER RELATED ITEMS NOT MENTIONED ABOVE** (bidders must indicate their mark-up percentage for Consumables and other items that are not mentioned above).

MARK UP PERCENTAGE	%
--------------------	---

### 7.3 Preferential Points

Bidders must provide original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by Independent Regulatory Board of Auditor (IRBA), together with their bids, to substantiate their B-BBEE claims. The Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of Close Corporation Act.

Bidders who do not submit a B-BEE Status Level Verification Certificate or are non-compliant contributors to be B-BEE do not qualify for preference points for B-BBEE

#### Calculation of points for BBEE Status Level Certificate

BBBEE status level of contributors	Number of points( 80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
<b>Non-Compliant Contributor</b>	<b>0</b>

### 8. **BID CONDITIONS**

- i) The department is not bound to accept any of the proposals submitted and reserve the right to call for best and final offers from short-listed bidders before final selection;
- ii) The department reserves the right to call for presentations or interviews with short listed bidders before final selection;
- iii) The department reserves the right to negotiate price with the preferred bidder/s;
- iv) The lowest or any bidder will not necessary be accepted and the department reserves the right to accept the whole or part of any bid;
- v) The department reserves the right to appoint more than one service provider;
- vi) A bid from any bidder or its directors/partners whose name appears on the National treasury Database of restricted suppliers will not be considered;
- vii) Late and incomplete bids will not be considered.

## **9. OUTCLAUSE**

- 9.1. The Department reserves the right not to appoint if suitable candidates are not found at the discretion of the Department.
- 9.2. The Department reserves the right to appoint one or more service providers.

## **PART A OF CONTRACT**

### **10. General Conditions of the Contract**

For purposes of this Contract, the General Conditions of Contract applicable herein, shall be the prescribed revised General Conditions of Contract (Practice Note SCM 1 of 2003) as posted on the National Treasury's website.

## **PART B OF CONTRACT**

### **11. SPECIAL CONDITIONS OF THE CONTRACT**

11.1 The Service Provider undertakes to provide Printing and Related services to the Department on rates and purchase order basis as and when required as specified in the attached Price Schedule.

11.2 The Service Provider hereby undertakes that it shall diligently and professionally exercise its obligations in respect of this Contract to ensure that the provision of Printing and related services to the Department.

11.3 In performing its duties under this Contract the Service Provider shall comply with all applicable and relevant Laws and Regulations.

11.4 Warranty (see clause no.15 of the General Conditions of Contract).

## **12 PAYMENTS**

12.1 The provision of Printing and other related services to the Department shall be provided by the Service Provider on a need basis as and when required at an all-inclusive standard rates fee (inclusive of Value Added Tax and disbursements) as per the attached Approved Price Schedule of Services including Schedule 2 , which standard rates fee shall be paid to the Service Provider for the provision of Printing and other related services, actually provided.

- 12.2 No service should be rendered by the Service Provider to the Department without an approved official purchase order or written consent from authorised signatories. The Department will not be liable for any service without such approval.
- 12.3 Payment to the Service Provider shall be effected by the Department within 30 (thirty) days of submission of invoices to the Department, which are subject to the approval of acceptable services by the Department. No part payments shall be made to the Service Provider.
- 12.4 The Service Provider shall immediately notify the Department of any changes in the banking details and shall submit a valid and updated tax clearance certificate to the Department.
- 12.5 The Service Provider must, in order to ensure timeous payment by the Department, keep its tax matters compliant with relevant tax legislation and ensure that its registration with the Central Supplier Database remains valid.
- 12.6 The Service Provider must disclose, at any stage after constitution of the Contract, whether they are sub-contracting all or any portion of the services, which sub-contracting will be subject to prior negotiation with and written approval by the Head: Co-operative Governance and Traditional Affairs, who will instruct the Service Provider on the procedure for such negotiation and the approvals required in the process. Any services, procured on sub-contracting basis, without the involvement of the Head: Co-operative Governance and Traditional Affairs, will not be re-imbursed.
- 12.7 This is a performance based Contract and the Service Provider's performance shall be measured and assessed in terms of the deliverables as reflected in clause 4 above; failure to meet the required standard by the Service Provider, the Department shall-
- 12.7.1 notify the Service Provider in writing within 7 (seven) days from date of assessment to rectify the unsatisfactory performance; and
- 12.7.2 the Service Provider must rectify the unsatisfactory performance within 7 (seven) days from the notification at no extra cost.

### **13. SPECIFIED CONDITIONS**

13.1 The Service Provider must adhere to the following specified conditions: in performing its duties under this Contract the Service Provider shall comply with all relevant laws and regulations.

### **14. NATURE OF RELATIONSHIP**

14.1 The nature of relationship between the Department and the Service Provider is that of an independent Service Provider and the employees of the Service Provider shall not be construed to be the employees, agents or representatives of the Department.

14.2 The Service Provider further acknowledges that it shall be held liable for any damages caused to assets of the Department caused by its employees.

14.3 The Service Provider further acknowledges that it shall take no instructions from any official of the Department other than the Department's representative from the Directorate Supply Chain Management and all queries, correspondence and purchase orders on behalf of the Department will be handled by the Director: Supply Chain Management or her delegate.

### **15. INDEMNITY**

The Service Provider indemnifies and holds the Department harmless against any claim resulting from damages to or loss of property or injury or death of any person occurring whilst providing the services and whether or not such damages, loss, injury or death should be the result of any act or omission on the part of the Service Provider, its employees, agents, or any other person.

### **16. TERMINATION OF CONTRACT**

Notwithstanding any other provisions, either Party shall be entitled to immediately terminate this Contract in the event of:

16.1.1 The breach by the other Party of any material terms or conditions of this Contract and failing to remedy such breach within 7 (seven) days of receipt of a written notice delivered by hand or by courier service calling upon the Party in breach to remedy such breach within 7 (seven) days of receipt thereof;

16.1.2 The other Party being placed in liquidation, whether provisionally or finally or being placed under judicial management;

16.1.3 The other Party making itself guilty of any conduct, which conduct is prejudicial to the aggrieved Party's interests.

**17. ARBITRATION**

Any dispute, difference or question which may arise at any time hereafter between the Department and the Service Provider affecting the true construction of this Contract or the rights and obligations of the Parties hereto shall, unless otherwise herein expressly provided, be referred to the decision of a single arbitrator to be agreed upon between the Parties, or in default of agreement for 7 (seven) days, to be appointed at the request of either Party in accordance with and subject to, the provisions of the Arbitration Act, 1965 (Act No. 42 of 1965) or any statutory modification or re-enactment thereof, for the time being in force.

**18. RELAXATION**

No latitude extension of time or other indulgences which may be given or allowed by either Party to the other in respect of the Party's performance of any obligation hereunder or the enforcement of any right arising from this Contract and on single or partial exercise of any right by either Party shall under any circumstances be construed to be an implied consent by such Party or operate as a waiver or a novation of or otherwise affect any of that Party's rights in terms of or arising from this Contract or stop such party from enforcing, at any time without notice, strict and punctual compliance with each and every provision or term of this Contract.

**19. Compulsory Briefing session**

There will be a non-compulsory virtual briefing session. Bidders are requested to submit email queries related to the bid. All emails queries are to be submitted by the 20<sup>th</sup> October 2021. Email questions and answers will be consolidated and posted on the Departmental website (<https://cogta.mpg.gov.za>) for the benefit of all bidders before the closing the date.

Bidders who require clarity, may contact the relevant contacts as indicated below:

## 20. CONTACT PERSON

### 20.1 Technical Enquiries:

Mr. DS. Mkhabela

COGTA – Logistics

Telephone: (013) 766 6109

E-mail: [MkhabelaDS@mpg.gov.za](mailto:MkhabelaDS@mpg.gov.za)

### 20.2 Supply Chain related Enquiries

Ms. TS Mbatha

COGTA – Supply Chain Management

Telephone: (013) 766 6452

E-mail:

[TSMbatha@mpg.gov.za](mailto:TSMbatha@mpg.gov.za)

Mr. TS Sibanyoni

COGTA – Supply Chain Management

Telephone: (013) 766 6345

E-mail:

[TWSibanyoni@mpg.gov.za](mailto:TWSibanyoni@mpg.gov.za)

**21. GENERAL CONDITIONS CONTRACT**

- i) This bid and all contracts emanating there from will be subject to the attached General Conditions of Contract issued by the National Treasury.
- ii) A service contract shall be entered into with the successful bidder/s

**22. CONTRACT PERIOD**

The intended contract period shall be for a period of Three (3) years effective from the date of the appointment through a formal contract, however an annual renewal of the contract shall be based on a performance review of the services provided.

**23. SPECIAL CONDITIONS OF CONTRACT**

- i) The following Special conditions of Contract are an extract of the final intended contract and supplementary to the General Conditions of Contract mentioned above. . However, where the special conditions on contract are in conflict with the general conditions of contract, the special condition of contract shall prevail.
- ii) Any misrepresentation of information provided in this bid may result in the cancellation of the contract. It is a condition of this bid that the Tax matters of the service provider MUST remain in order for the awarded service provider/s for the duration of the contract;
- iii) It will be a requirement, that for the duration of the contract if and when awarded that the successful bidder must complete the necessary database forms of the department; and
- iv) That any bank details provided must correspond with the company registration name as applied for this bid;
- v) In order to ensure the safety and security of delegates it will be a condition that the successful travel agent must ensure confidentiality in respect of all travel and accommodation arrangements concerning all persons.

**vi) Services and Orders**

- All quotations must include a reference number;
- All required services shall be arranged by confirmation of the acceptance of a quotation by means of written confirmation by a delegation SCM official, after which a purchase order shall be generated;
- an email/fax and confirmed by an official purchase order based on the quotation received;
- No service shall be rendered without an official purchase order,
- In case of an emergency or after hours, services shall be rendered on confirmation from the designated official;

- No responsibility shall be taken for payment of services not confirmed by the relevant designated official;
- Orders will be placed by the Head Office or the respective District office who will be responsible for the payment to contracted service providers for service rendered
- In the event the invoice amount exceeds the order amount, the official responsible for the difference shall be billed for the extra additions. In the event that the additions were approved by the relevant designated official, a separate purchase order with subsequent payment shall be processed;
- Goods may only be delivered to building 6 Riverside Government Complex upper ground floor, no invoices will be paid for goods delivered and signed for at any office, unless specifically instructed in writing by the department.
- No deliveries will be accepted without an invoice and preferably along with a delivery note. Deliveries must be made within ten (10) working days and must be complete; no incomplete/partial deliveries will be accepted.
- The department may decide to cancel orders for which deliveries are delayed due to out of stock situations and the supplier will be expected to inform the department on receipt of the order should they expect delays due to circumstances beyond their control.

**vii) Payment of Invoices**

- Prices/ Percentage charged by the contracted service providers for service rendered shall not vary with the approved prices / percentages;
- Where discounts were received such discounts should also be transferred to the department on the final invoice;
- Payment shall be made within 30 days, after receipt of a valid invoice and copies of actual receipt from the hotel, guest house, car rental or other applicable principal service provider.
- Suppliers should ensure that the official who received an invoice from them certifies that the invoice was received on the said date by stamping the invoice with the receipt stamp (this ensures that the invoice is tracked and paid within the required time)
- Suppliers should avoid delivering invoices to any manager or official other than the designated departmental stores or Expenditure section, in a case where it is unavoidable, the service provider should follow up with that person to ensure that the invoice was submitted to the expenditure section. This is to be avoided at all times as no assistance can be provided if the invoice is not received at expenditure.
- All invoices must be delivered to the Expenditure section in the original; and
- be recorded in the register that is provided for this purpose by the person delivering the invoice stating the date, name of supplier, invoice number, service rendered or goods delivered and signature;

- Invoices must further have an order number or reference number (or copy of a confirmation letter when no order was issued).
- Service providers should ensure validity of their invoices and supporting documentation, an invoice is considered valid only if it reflects the following:
  - A Full or shortened name of service provider;
  - The physical address and or postal address of the service provider and contact person;
  - Contact information, telephone, Fax and or cell number;
  - The tax number and VAT number, where VAT is charged (it is an offence for a supplier to charge VAT whilst not registered as VAT vendor);
  - A full description of goods/service in line with the official purchase order;
  - The date of the invoice (Invoice date must not precede goods/service receipt date);
  - The signature of the authorised supplier representative;
- It should be noted that invoices for travel agencies MUST be accompanied by the invoice from the principal service providers, and where quoted costs are less than actual costs we expect to also see the reduction on the final invoice.
- Any additional requirements arranged which are different from the initial order must be invoiced separately





### Application for a Tax Clearance Certificate

**Purpose**

Select the applicable option .....Tenders  Good standing

If "Good standing", please state the purpose of this application


**Particulars of applicant**

Name/Legal name (Initials & Surname or registered name)			
Trading name (if applicable)			
ID/Passport no		Company/Close Corp. registered no	
Income Tax ref no		PAYE ref no	7
VAT registration no: 4		SDL ref no	L
Customs code		UIF ref no	U
Telephone no		Fax no	
E-mail address			
Physical address			
Postal address			

**Particulars of representative (Public Officer/Trustee/Partner)**

Surname			
First names			
ID/Passport no		Income Tax ref no	
Telephone no		Fax no	
E-mail address			
Physical address			

**Particulars of tender** (If applicable)

Tender number

Estimated Tender amount R: ,

Expected duration of the tender  year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount

**Audit**

Are you currently aware of any Audit investigation against you/the company? ..... YES NO  
If "YES" provide details

**Appointment of representative/agent (Power of Attorney)**

I the undersigned confirm that I require a Tax Clearance Certificate in respect of  Tenders or  Goodstanding.

I hereby authorise and instruct  to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

--

Signature of representative/agent Date

Name of representative/agent

**Declaration**

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

--

Signature of applicant/Public Officer Date

Name of applicant/Public Officer

**Notes:**

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
  - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - (b) without just cause shown by him, refuses or neglects to-
    - (i) furnish, produce or make available any information, documents or things;
    - (ii) reply to or answer truly and fully, any questions put to him ...As and when required in terms of this Act ... shall be guilty of an offence ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be Issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

## DECLARATION OF INTEREST

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

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

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

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

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

<sup>1</sup>"State" means –

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

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person connected to the bidder is employed : .....  
Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

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

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

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



**4 DECLARATION**

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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

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

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

**1. GENERAL CONDITIONS**

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

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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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

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

## 2. DEFINITIONS

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

## 3. POINTS AWARDED FOR PRICE

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

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

**80/20**

**or**

**90/10**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

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

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

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

**5. BID DECLARATION**

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

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

6.1 B-BBEE Status Level of Contributor: \_\_\_\_\_ = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?  
 (*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

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

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
Black people	√	√
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

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

8.2 VAT registration  
 number:.....

8.3 Company registration  
 number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

.....

**8.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

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

WITNESSES
1. ....
2. ....

.....
SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....
.....
.....

## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

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

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

### 1. General Conditions

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

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

Where

x is the imported content in Rand

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

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp) at no cost.**

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

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

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

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

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

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

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

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

**IN RESPECT OF BID NO. ....**

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

NB

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

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

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017

promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2

**THE NATIONAL TREASURY**

**Republic of South Africa**



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**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

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

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

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

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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

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

obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

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

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

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

## **5. Use of contract documents and information; inspection.**

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

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

**7. Performance security**

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

**8. Inspections, tests and analyses**

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

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

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

## **9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **10. Delivery and documents**

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

10.2 Documents to be submitted by the supplier are specified in SCC.

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental services**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

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

#### 14. Spare parts

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

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

#### 15. Warranty

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

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

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

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

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

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

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

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

## 22. Penalties

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

## 23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

#### **24. Anti-dumping and countervailing duties and rights**

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

may be due to him

- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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