

|                                                                                                                                                                                                                                                                             |          |                                                                         |          |  |                                   |                    |             |  |          |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------|----------|--|-----------------------------------|--------------------|-------------|--|----------|--|
|  <b>GAUTENG PROVINCE</b><br>PROVINCIAL TREASURY<br>REPUBLIC OF SOUTH AFRICA                                                                                                                |          | <h1 style="text-align: center;">Provincial Supply Chain Management</h1> |          |  |                                   |                    |             |  |          |  |
|                                                                                                                                                                                                                                                                             |          | <b>Request for Proposal</b>                                             |          |  |                                   | <b>Page 1 of 3</b> |             |  |          |  |
| <b>RFP NUMBER</b>                                                                                                                                                                                                                                                           |          |                                                                         |          |  |                                   |                    |             |  |          |  |
| <b>RFP DESCRIPTION</b>                                                                                                                                                                                                                                                      |          |                                                                         |          |  |                                   |                    |             |  |          |  |
| <b>CUSTOMER DEPARTMENT</b>                                                                                                                                                                                                                                                  |          |                                                                         |          |  |                                   |                    |             |  |          |  |
| <b>CUSTOMER INSTITUTION</b>                                                                                                                                                                                                                                                 |          |                                                                         |          |  |                                   |                    |             |  |          |  |
| <b>BRIEFING SESSION</b>                                                                                                                                                                                                                                                     | <b>Y</b> |                                                                         | <b>N</b> |  | <b>SESSION COMPULSORY</b>         |                    | <b>Y</b>    |  | <b>N</b> |  |
|                                                                                                                                                                                                                                                                             |          |                                                                         |          |  | <b>SESSION HIGHLY RECOMMENDED</b> |                    | <b>Y</b>    |  | <b>N</b> |  |
| <b>BRIEFING VENUE</b>                                                                                                                                                                                                                                                       |          |                                                                         |          |  | <b>DATE</b>                       |                    | <b>TIME</b> |  |          |  |
| <b>COMPULSORY SITE INSPECTION</b>                                                                                                                                                                                                                                           | <b>Y</b> |                                                                         | <b>N</b> |  | <b>DATE</b>                       |                    | <b>TIME</b> |  |          |  |
| <b>INSPECTION ADDRESS</b>                                                                                                                                                                                                                                                   |          |                                                                         |          |  |                                   |                    |             |  |          |  |
| <b>TERM AGREEMENT CALLED FOR?</b>                                                                                                                                                                                                                                           | <b>Y</b> |                                                                         | <b>N</b> |  | <b>TERM DURATION</b>              |                    |             |  |          |  |
| <b>CLOSING DATE</b>                                                                                                                                                                                                                                                         |          |                                                                         |          |  | <b>CLOSING TIME</b>               |                    |             |  |          |  |
| <b>TENDER BOX LOCATION</b>                                                                                                                                                                                                                                                  |          |                                                                         |          |  |                                   |                    |             |  |          |  |
| GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions. The goods / services are therefore required by the Customer Department / Institution, as indicated on this form RFP 01. |          |                                                                         |          |  |                                   |                    |             |  |          |  |

### Notes:

- All bids / tenders must be deposited in the Tender Box at the following address:  
**Gauteng Provincial Treasury, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg**
- Bids / tenders must be deposited in the Tender Box on or before the closing date and time.
- Bids / tenders submitted by fax will not be accepted.
- The GPT Tender Box is generally open 24 hours a day, 7 days a week.
- This bid is subject to the preferential procurement policy framework act and the preferential procurement regulations, 2017, the general conditions of contract (gcc) 2010 and, if applicable, any other special conditions of contract.
- ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL GPG RFP FORMS – (NOT TO BE RE-TYPED)
- ALL REQUIRED INFORMATION MUST BE COMPLETED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED):

### The Tendering System

The RFP Pack is mainly for "PRE-QUALIFICATION OF BIDDERS" and it consists of only one section namely, Section 1. This section must be submitted clearly marked with the Tender Number and the Section Number.

### Training sessions

Non-compulsory "How to tender" workshops are held every Wednesday at 75 Fox Street from 10:00-13:00.



# Provincial Supply Chain Management

**Request for Proposal**
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| SUPPLIER INFORMATION                                                                                                                                                  |                                                                                      |  |                                                                          |      |                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------|------|----------------------------------------------------------------------------------------------------------|
| COMPANY NAME                                                                                                                                                          |                                                                                      |  |                                                                          |      |                                                                                                          |
| NAME OF BIDDER                                                                                                                                                        |                                                                                      |  |                                                                          |      |                                                                                                          |
| POSTAL ADDRESS                                                                                                                                                        |                                                                                      |  |                                                                          |      |                                                                                                          |
| STREET ADDRESS                                                                                                                                                        |                                                                                      |  |                                                                          |      |                                                                                                          |
| TELEPHONE NUMBER                                                                                                                                                      | CODE                                                                                 |  | NUMBER                                                                   |      |                                                                                                          |
| CELLPHONE NUMBER                                                                                                                                                      |                                                                                      |  |                                                                          |      |                                                                                                          |
| FACSIMILE NUMBER                                                                                                                                                      | CODE                                                                                 |  | NUMBER                                                                   |      |                                                                                                          |
| E-MAIL ADDRESS                                                                                                                                                        |                                                                                      |  |                                                                          |      |                                                                                                          |
| VAT REGISTRATION NUMBER                                                                                                                                               |                                                                                      |  |                                                                          |      |                                                                                                          |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                            | TAX COMPLIANCE SYSTEM PIN:                                                           |  | CENTRAL SUPPLIER DATABASE No:                                            | MAAA |                                                                                                          |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE                                                                                                                          | TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No |  | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      |      | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                    |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |                                                                                      |  |                                                                          |      |                                                                                                          |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]   |  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? |      | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE IN RFP 09] |

|                                                |  |             |  |
|------------------------------------------------|--|-------------|--|
| <b>SIGNATURE OF BIDDER</b>                     |  | <b>DATE</b> |  |
| <b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b> |  |             |  |

**This RFP is subject to the General Conditions of Contract and where applicable any other Special Conditions of Contract.**



# Provincial Supply Chain Management

**Request for Proposal**
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**Tender documents can be obtained from <http://www.treasury.gpg.gov.za>**

**ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:**

|                         |  |
|-------------------------|--|
| <b>DEPARTMENT</b>       |  |
| <b>CONTACT PERSON</b>   |  |
| <b>TELEPHONE NUMBER</b> |  |
| <b>FACSIMILE</b>        |  |
| <b>E-MAIL ADDRESS</b>   |  |

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

|                         |  |
|-------------------------|--|
| <b>DEPARTMENT</b>       |  |
| <b>CONTACT PERSON</b>   |  |
| <b>TELEPHONE NUMBER</b> |  |
| <b>FACSIMILIE</b>       |  |
| <b>E-MAIL ADDRESS</b>   |  |

**TYPE OF CONTRACT (COMPLETED BY PROJECT MANAGER)**

|                       |          |  |          |  |                        |          |  |          |  |                         |          |  |          |  |
|-----------------------|----------|--|----------|--|------------------------|----------|--|----------|--|-------------------------|----------|--|----------|--|
| <b>SERVICE BASED</b>  | <b>Y</b> |  | <b>N</b> |  | <b>TERM BASED TYPE</b> | <b>Y</b> |  | <b>N</b> |  | <b>VALUE BASED TYPE</b> | <b>Y</b> |  | <b>N</b> |  |
| <b>VALUE BASED</b>    | <b>Y</b> |  | <b>N</b> |  |                        |          |  |          |  |                         |          |  |          |  |
| <b>QUANTITY BASED</b> | <b>Y</b> |  | <b>N</b> |  |                        |          |  |          |  |                         |          |  |          |  |
| <b>TERM BASED</b>     | <b>Y</b> |  | <b>N</b> |  |                        |          |  |          |  |                         |          |  |          |  |



# Provincial Supply Chain Management

**RFP Point System**

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|                        |  |                     |  |
|------------------------|--|---------------------|--|
| <b>RFP NUMBER</b>      |  | <b>CLOSING DATE</b> |  |
| <b>VALIDITY OF RFP</b> |  | <b>CLOSING TIME</b> |  |

In case of queries, please contact the GPT Contact Centre at tel: 0860 011 000

\*GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions.

The goods / services are therefore required by the Customer Department / Institution, as indicated on RFP 01.

**The Gauteng Provincial Government requests your bid on the goods and/or services listed on the attached forms. Please furnish all information as requested and return your bid on the date stipulated. Late and incomplete submissions may invalidate the bid submitted.**

**This RFP will be evaluated on the basis of Preferential Procurement Regulation, 2017 pertaining to the Preferential Procurement Policy Framework Act (Act number 5 of 2000).**

## Point System

Points SHALL be allocated as follows:

Points for

Points for

**\* It is the responsibility of the bidder to attach A VALID SWORN AFFIDAVIT {EME/QSE} ATTESTED BY A COMMISSIONER OF OATHS OR VALID CERTIFIED COPY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE WITH THIS RFP DOCUMENT TO QUALIFY FOR THE PREFERENCE POINTS**



# Provincial Supply Chain Management

## Instructions to Bidders

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1. The RFP (Request for Proposal) Pack is drawn up so that certain essential information should be furnished in a specific manner. Any additional particulars shall be furnished in a separate annexure.
2. The RFP forms should not be retyped or redrafted, but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question or on other forms obtainable from the relevant Department or Institution advertising this RFP. Additional offers made in any other manner may be disregarded.
3. Should the RFP forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated.
5. The forms RFP 04 to RFP 09 and PREF documents shall be completed, signed and submitted with the bid. RFP 10 (National Industrial Participation Programme Form) will only be added to the RFP pack to be completed by bidders when an imported component in excess of US \$ 10 million is expected.
6. A separate RFP 06 form (RFP Price Schedule per item) shall be completed in respect of each item. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this RFP(not applicable for Pre-qualification of Bidders).
7. Firm delivery periods and prices are preferred. Consequently bidders shall clearly state whether delivery periods and prices will remain firm or not for the duration of any contract, which may result from this RFP, by completing RFP 06 (RFP Price Schedule per item) and RFP 07 (Non-Firm Prices per item) (not applicable for Pre-qualification of Bidders).
8. If non-firm prices are offered bidders must ensure that a separate RFP 07 (Non-Firm Prices per item) is completed in respect of each item for which a non-firm price is offered. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this RFP (not applicable for Pre-qualification of Bidders).
9. Where items are specified in detail, the specifications form an integral part of the RFP document (see the attached specification) and bidders shall indicate in the space provided whether the items offered are to specification or not (not applicable for Pre-qualification of Bidders).
10. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified" (see the attached specification) (not applicable for Pre-qualification of Bidders).
11. In cases where the items are not to specification, the deviations from the specifications shall be indicated (see the attached specification).
12. In instances where the bidder is not the manufacturer of the items offered, the bidder must as per RFP 06 (RFP Price Schedule per item) submit a Letter of Supply from the relevant manufacturer or his supplier (not applicable for Pre-qualification of Bidders).
13. The offered prices shall be given in the units shown in the attached specification, as well as in RFP 06 (RFP Price Schedule per item) (not applicable for Pre-qualification of Bidders).
14. With the exception of imported goods, where required, all prices shall be quoted in South African currency. Where bids are submitted for imported goods, foreign currency information must be supplied by completing the relevant portions of RFP 06 (RFP Price Schedule per item) and RFP 07 (Non-Firm Prices per item) (not applicable for Pre-qualification of Bidders).
15. Unless otherwise indicated, the costs of packaging materials (if applicable) are for the account of the bidder and must be included in the bid price on RFP 06 (RFP Price Schedule per item) (not applicable for Pre-qualification of Bidders).
16. Delivery basis (not applicable for Pre-qualification of Bidders):
  - (a) Supplies which are held in stock or are in transit or on order from South African manufacturers at the date of offer shall be offered on a basis of delivery into consignee's store or on his site within the free delivery area of the bidder's centre, or carriage paid consignee's station, if the goods are required elsewhere.
  - (b) Notwithstanding the provisions of paragraph 16(a), offered prices for supplies in respect of which installation / erection / assembly is a requirement, shall include ALL costs on a "delivered on site" basis, as specified on RFP 06 (RFP Price Schedule per item).
17. Unless specifically provided for in the RFP document, no bids transmitted by facsimile or email shall be considered.
18. Failure on the part of the bidder to sign any of the forms RFP 04 to RFP 10 and PREF documents and thus to acknowledge and accept the conditions in writing or to complete the attached RFP forms, Preference documents, questionnaires and specifications in all respects, may invalidate the bid.
19. Bids should preferably not be qualified by the bidder's own conditions of bid. Failure to comply with these requirements (i.e. full



# Provincial Supply Chain Management

## Instructions to Bidders

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acceptance of the General Conditions of Contract or to renounce specifically the bidder's own conditions of bid, when called upon to do so, may invalidate the bid.

20. In case of samples being called for together with the bid (refer to RFP 05 in this regard), the successful bidder may be required to submit **pre-production samples** to the South African Bureau of Standards (SABS) or such testing authority as designated at the request of the relevant Department concerned. Unless the relevant Department decides otherwise, pre-production samples must be submitted within thirty (30) days of the date on which the successful bidder was requested to do so. Mass production may commence only after both the relevant Department and the successful bidder have been advised by the SABS that the pre-production samples have been approved.
21. Should the pre-production samples pass the inspections / tests at the first attempt, the costs associated with the inspections / tests will be for the account of the relevant Department. If the SABS or such testing authority as designated do not approve the pre-production samples, but requires corrections / improvements, the costs of the inspections / tests must be paid by the successful bidder and samples which are acceptable in all respects must then reach the SABS or such testing authority as designated within twenty-one (21) days of the date on which the findings of the SABS or such testing authority as designated were received by the successful bidder. Failure to deliver samples within the specified time and to the required standards may lead to the cancellation of the intended contract.
22. In case of samples being called for together with the bid (refer to RFP 05 in this regard), the samples must be submitted together with the bid before the closing time and date of the RFP, unless specifically indicated otherwise. Failure to submit the requested sample(s) before the closing time and date of the RFP may invalidate the bid.
23. In cases where large quantities of a product are called for, it may be necessary for the relevant item to be shared among two (2) or more suppliers.
24. In cases where the relevant Department or Institution advertising this RFP may deem it necessary, a formal contract may be entered into with the successful bidder, in addition to a Letter of Acceptance and / or purchase order being issued.
25. If any of the conditions on the RFP forms are in conflict with any special conditions, stipulations or provisions incorporated in the bid invitation, such special conditions, stipulations or provisions shall apply.
26. This RFP is subject to the General Conditions of Contract and re-issues thereof. Copies of these conditions are obtainable from any office of the Gauteng Provincial Government (GPG).
27. Each bid must be submitted in a separate, sealed envelope on which the following must be clearly indicated:
  - NAME AND ADDRESS OF THE BIDDER;
  - THE BID (RFP) NUMBER; AND
  - THE CLOSING DATE.

The bid must be deposited or posted;

  - posted to Gauteng Provincial Treasury and to reach the destination not later than the closing time and date; OR
  - deposited in the tender box of the Gauteng Provincial Treasury before the closing time and date.
28. The Gauteng Provincial Government has become a member and as such a key sponsor of the Proudly South African Campaign. GPG therefore would like to procure local products of a high quality, produced through the practise of sound labour relations and in an environment where high environmental standards are maintained. In terms of the Proudly South African Campaign South African companies are encouraged to submit interesting and innovative achievements in the manufacturing field (if relevant to this RFP) – including information on new products, export achievements, new partnerships and successes and milestones.
29. **Compulsory GPG Contract:** It is a mandatory requirement that successful bidder/s (to whom a tender is awarded) sign a GPG Contract upon award of any given contract.



# Provincial Supply Chain Management

## Bid Commitment and Declaration of Interest

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### PART B: BID COMMITMENT

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached RFP documents to the Gauteng Province of the Republic of South Africa, on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of, and incorporated into, this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/We agree that -
  - (a) the offer herein shall remain binding upon me/us and open for acceptance by the Gauteng Provincial Government as represented by the Department requesting this proposal during the validity period indicated and calculated from the closing time of the bid;
  - (b) this bid and its acceptance shall be subject to the terms and conditions contained in the General Conditions of Contract and Preference Points Claim Form – General Conditions and Definitions of the Preferential Procurement Policy Framework Act - PPPFA (PREF 01) with which I am/we are fully acquainted;
  - (c) if I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the Province and I/we will then pay to the Province any additional expense incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid; the Province shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the Province may sustain by reason of my/our default;
  - (d) if my/our bid is accepted the acceptance may be communicated to me/us by letter or order by ordinary post or registered post and that SA Post Office Ltd shall be regarded as my/our agent, and delivery of such acceptance to SA Post Office Ltd shall be treated as delivery to me/us;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid and that I/we choose domicile citandi et executants in the Republic at (full address of this place);

#### FULL ADDRESS

3. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
4. I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of any contract, which might be awarded based on this offer.
5. I/We agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me/us as a result of such action.
6. I/We declare that I/we have **participation/no participation\*** in the submission of any other offer for the supplies/services described in this RFP document. If there is participation, state names(s) of bidder(s) involved  
 \* **Delete whichever is not applicable.**

#### OTHER BIDDERS INVOLVED

7.

#### AUTHORISATION

Are you duly authorised to sign the bid? (Also refer to RFP 01 – page 2)

#### INDICATE

Y ☐ ☐ N ☐ ☐

8.

#### DECLARATION

Has the Declaration of Interest (part B of this form: RFP 04) been duly completed?

#### INDICATE

Y ☐ ☐ N ☐ ☐



# Provincial Supply Chain Management

## Bid Commitment and Declaration of Interest

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### PART B : DECLARATION OF INTEREST

9. 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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 state; and/or
- the legal person on who's behalf the bidding document is signed, has a relationship with persons/a person who are/is involved with 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 who's behalf the declarant acts and persons who are involved with the evaluation and / or adjudication of the bid

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

|                                                                                                                                                                                                                        |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 10.1 Full Name of Bidder or his/ her representative:                                                                                                                                                                   |  |
| 10.2 Identity Number:                                                                                                                                                                                                  |  |
| 10.3 Position occupied in the company :<br>(director, trustee, shareholder <sup>2</sup> , member)                                                                                                                      |  |
| 10.4 Registration number of company, enterprise, close corporation, partnership agreement or trust                                                                                                                     |  |
| 10.5 Tax Reference Number:                                                                                                                                                                                             |  |
| 10.6 Vat Registration Number:                                                                                                                                                                                          |  |
| 10.6.1 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 11 below. |  |

<sup>1</sup>"State" means-

- a) any national and 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/business and exercises control over the enterprise.

|                                                                                        |                                                       |   |  |  |   |  |  |
|----------------------------------------------------------------------------------------|-------------------------------------------------------|---|--|--|---|--|--|
| 10.7 Are you or any person connected with the bidder, presently employed by the state? |                                                       | Y |  |  | N |  |  |
| If so, furnish the following particulars                                               | Name of person/Director/shareholder/member:           |   |  |  |   |  |  |
|                                                                                        | Name of Institution to which the person is connected: |   |  |  |   |  |  |
|                                                                                        | Position occupied in the institution:                 |   |  |  |   |  |  |
|                                                                                        | Any other particulars:                                |   |  |  |   |  |  |



**GAUTENG PROVINCE**  
PROVINCIAL TREASURY  
REPUBLIC OF SOUTH AFRICA

# Provincial Supply Chain Management

## Bid Commitment and Declaration of Interest

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|                                                                                                                                                                                                                                                  |  |   |  |  |  |   |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|--|--|--|---|--|--|--|
| 10.8 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?                                                                                |  | Y |  |  |  | N |  |  |  |
| 10.8.1 If yes, did you attach proof of such authority to the bid document?<br>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid).                                                |  | Y |  |  |  | N |  |  |  |
| If no, furnish reasons for non-submission of such proof                                                                                                                                                                                          |  |   |  |  |  |   |  |  |  |
| 10.9 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?                                                               |  | Y |  |  |  | N |  |  |  |
| If YES, furnish particulars                                                                                                                                                                                                                      |  |   |  |  |  |   |  |  |  |
| 10.10 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?                            |  | Y |  |  |  | N |  |  |  |
| If so, furnish particulars                                                                                                                                                                                                                       |  |   |  |  |  |   |  |  |  |
| 10.11 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? |  | Y |  |  |  | N |  |  |  |
| If so, furnish particulars                                                                                                                                                                                                                       |  |   |  |  |  |   |  |  |  |
| 10.12 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?                                                      |  | Y |  |  |  | N |  |  |  |
| If so, furnish particulars                                                                                                                                                                                                                       |  |   |  |  |  |   |  |  |  |



**GAUTENG PROVINCE**  
PROVINCIAL TREASURY  
REPUBLIC OF SOUTH AFRICA

# Provincial Supply Chain Management

## Bid Commitment and Declaration of Interest

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### 11. Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | Personal Income Tax Reference Number | State Employee Number / Persal Number |
|-----------|-----------------|--------------------------------------|---------------------------------------|
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |

### DECLARATION

I, THE UNDERSIGNED (NAME)  CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 10.1 to 10.12 ABOVE IS CORRECT.

I ACCEPT THAT THE PROVINCE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

| NAME OF BIDDER OR ASSIGNEE(S) | SIGNATURE OF BIDDER OR ASSIGNEE(S) |
|-------------------------------|------------------------------------|
|                               |                                    |

| DATE | POSITION |
|------|----------|
|      |          |



**GAUTENG PROVINCE**  
PROVINCIAL TREASURY  
REPUBLIC OF SOUTH AFRICA

# Provincial Supply Chain Management

## Declaration of Bidder's Past Supply Chain Management Practices

Page 1 of 2

- 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.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |   |  |   |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|--|---|--|
| 4.1 Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).<br><br><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b> |  | Y |  | N |  |
| 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)?<br><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>                                                                                                                                                                                                                                                                         |  | Y |  | N |  |
| 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?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Y |  | N |  |
| 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?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | Y |  | N |  |
| If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |   |  |   |  |





**GAUTENG PROVINCE**  
 PROVINCIAL TREASURY  
 REPUBLIC OF SOUTH AFRICA

# Provincial Supply Chain Management

**Special Conditions**

Page 1 of 3

|                             |  |
|-----------------------------|--|
| <b>RFP NUMBER</b>           |  |
| <b>RFP DESCRIPTION</b>      |  |
| <b>CUSTOMER DEPARTMENT</b>  |  |
| <b>CUSTOMER INSTITUTION</b> |  |

THE FOLLOWING MUST ACCOMPANY YOUR BID, IF INDICATED BY “√”

|                |                                                                                                                                     |                                 |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Samples</b> | <b>SABS /Equivalent Certificate</b><br>May not be older than one (1) year, the cost of which will be for the account of the bidder. | <b>Bidders Briefing Session</b> |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|

|                                                                                                                                                                       |                                           |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------|
|  <p><b>GAUTENG PROVINCE</b><br/>PROVINCIAL TREASURY<br/>REPUBLIC OF SOUTH AFRICA</p> | <b>Provincial Supply Chain Management</b> |             |
|                                                                                                                                                                       | <b>Special Conditions</b>                 | Page 2 of 3 |

## EVALUATION METHODOLOGY

Bidders must complete Compulsory documents and attach it to their tender document, failing which the tender shall not be considered for Stage 1 evaluation.

Points will be awarded in accordance with the Preferential Procurement Policy Framework Act (PPPFA)

### Stage 1

| Criteria for Functionality | Points |
|----------------------------|--------|
|                            |        |
|                            |        |
|                            |        |
|                            |        |
|                            |        |
|                            |        |
|                            |        |
| <b>TOTAL</b>               |        |

---



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Bidders are required to use an envelope bidding system, whereby the Technical Proposal (Stage 1) will be placed in a sealed and marked envelope :

- Stage One—

|                                                                                                                                                              |                                             |             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------|
|  <b>GAUTENG PROVINCE</b><br>PROVINCIAL TREASURY<br>REPUBLIC OF SOUTH AFRICA | <h1>Provincial Supply Chain Management</h1> |             |
|                                                                                                                                                              | <b>Special Conditions</b>                   | Page 3 of 3 |

## SUPPLIER JOB CREATION ANALYSIS

|              |  |           |  |
|--------------|--|-----------|--|
| Company Name |  | Date Est. |  |
|--------------|--|-----------|--|

|                                                   | Permanent | Temp | SA Citizens | Other | Comments |
|---------------------------------------------------|-----------|------|-------------|-------|----------|
| Staff compliment at Establishment of Enterprise   |           |      |             |       |          |
| Current staff compliment                          |           |      |             |       |          |
| Number of jobs to be created if Bid is successful |           |      |             |       |          |

- The successful bidder may be audited during the course of the contract to verify the above information.

Comments to include:

- If Job Creation is direct (by your own company) or indirect (by your supplier)
- Where the jobs created for employees that were in existing positions or unemployed? (Net Job Creation)

NOTE: Job Creation should adhere to all applicable RSA Legislation and Regulations.

=====

| THIS SECTION IS FOR OFFICE USE ONLY! |                   |                        |                         |                         |                         |                         |
|--------------------------------------|-------------------|------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Observations                         | Initial Job Count | Job Creation Potential | 1 <sup>st</sup> Quarter | 2 <sup>nd</sup> Quarter | 3 <sup>rd</sup> Quarter | 4 <sup>th</sup> Quarter |
| Year 1                               |                   |                        |                         |                         |                         |                         |
| Year 2                               |                   |                        |                         |                         |                         |                         |
| Year 3                               |                   |                        |                         |                         |                         |                         |
| Year 4                               |                   |                        |                         |                         |                         |                         |
| Year 5                               |                   |                        |                         |                         |                         |                         |



## **GAUTENG PROVINCE**

OFFICE OF THE PREMIER  
REPUBLIC OF SOUTH AFRICA

### **TERMS OF REFERENCE**

#### **PANEL OF EVENTS MANAGEMENT SERVICE PROVIDERS FOR A PERIOD OF 3 YEARS FOR THE OFFICE OF THE PREMIER**

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**(i) ACRONYMS**

|             |                                   |
|-------------|-----------------------------------|
| <b>OoP</b>  | Office of the Premier             |
| <b>GPG</b>  | Gauteng Provincial Government     |
| <b>JOC</b>  | Joint Operations Committee        |
| <b>PSEA</b> | Premier Service Excellence Awards |
| <b>GWEA</b> | Gauteng Women Excellence Awards   |
| <b>PwDs</b> | Persons with Disabilities         |
| <b>TOR</b>  | Terms of Reference                |
| <b>RFP</b>  | Request for Proposals             |

## 1. INVITATION

The Gauteng Office of the Premier (OoP) requires the services of suitably qualified and experienced service providers to submit proposals for the Panel of Event Management services providers. The Office of the Premier will require a panel of service providers to provide event management services on as and when required basis for a period of three years. The Terms of Reference establishes the criteria and standard for the type of events required for OoP

## 2. BACKGROUND

The mission of the Gauteng Office of the Premier is to serve as a political nerve centre to ensure that government excels in fulfilling its mandate. The Office of the Premier's strategic objectives are: providing strategic support to the Premier and the Executive Council (EXCO) to ensure effective strategic leadership; facilitating the setting of clear priorities, enabling legislation and improved governance to realise desired policy outcomes; building a developmental state with the capacity to drive change and transformation to improve peoples' lives; forging social contracts with stakeholders to strengthen social partnerships to improve service delivery; ensuring that the Premier is provided with appropriate support to effectively execute his/her role and responsibilities; fostering strong intergovernmental and international relationships to advance the development agenda; driving the human resource policy and strategy to attract, develop and retain the best possible skills and to harness the productive energies of all Gauteng provincial government employees; driving integrated and effective government communication to ensure that people are well informed and have access to credible information about government services and programmes; and promoting participatory democracy to ensure ongoing interaction between government and civil society.

Gauteng is a place of opportunities, supported by a growing economy, smart, innovation-driven and sustainable industries, an accountable, responsive, transparent and clean government, and a healthy, active citizenry. The GGT2030 is our contribution to building a better nation and is part of deepening the implementation of the National Development Plan (NDP) in pursuit of the South Africa envisioned in the Freedom Charter, the Constitution, the Sustainable Development Goals (SDGs) and the Africa we want, as outlined in the African Union's (AU) Agenda 2063, which includes:

- Contributing to and taking the lead on the President's initiatives of economic recovery, investment, industrialisation, youth employment and the township economy – while also focusing on sectors of the economy with high employment potential;

- Prioritising access to quality Early Childhood Development (ECD), comprehensive literacy and numeracy in the foundation phase, targeted improvement of primary school education, and empowerment of high school learners with portable skills;
- Ensuring that 90% of clinics, community health centres and district and regional hospitals meet the ideal clinic standards within five years – with health service centres opening on time, stocked with adequate medicines and equipment, and providing safe, clean and patient-friendly services;
- The completion of unfinished housing and urban renewal projects. The hand-over of outstanding title deeds, and fast-tracking of the rapid land release programme (RLRP) – with 100,000 serviced stands. These would be made available to the people in the period leading up to 2024, for recipients to construct their own houses;
- Reducing crime by 50% in the 40 worst crime hotspots (high-priority police precincts) and
- Targeting clean governance and ethical leadership – supported by steps such as finalising all outstanding Special Investigating Unit (SIU) investigations, lifestyle audits, prudent spending on vehicles for Members of the Executive Council (MECs), and an emphasis on the attainment of clean audits (GPG, 2019b). It is Gauteng's responsibility to lead, and it is our honour to lead Gauteng.

The Growing Gauteng Together Plan is a decade-length blueprint for a new phase of government in Gauteng, informed by what has come before, but not constrained by it. It is a blueprint for how the state will lead and a more just and sustainable economy and society over the next decade. It is much more than a document. It is a vision, a process, a commitment. It is the unifying force that will bring government and its partners together to ensure the impact of these interventions is felt. And it is a contract with you, the citizenry to deliver the Gauteng we want, the Gauteng of our dreams – the Gauteng we envisioned at the very start of the 6th administration in July 2019.

## **2.1. Type of Events:**

To provide a highly professional and efficient event management service for the OoP events, commemorative Days as and when the service is required such as:

- Gauteng Women Excellence Awards (GWEA);
- Disability Rights Excellence Awards which culminates in an awards ceremony taking place annually, is a comprehensive project wherein the

Premier identifies excellence in delivery by government and its partners (business and civil society);

- Annual HR Summit – March;
- Annual LR Indaba – May;
- Include GGT2030 and the five key focus areas linking them to events management;
- The OoP Women's day commemoration;
- OoP World Aids Day Commemoration;
- Director General's Quarterly Staff Address x 4;
- OoP Wellness Days X 3
- GPG LR Summit which is an annual event and
- As and when a needs arise for hosting any events

The primary objective is to appoint a panel of service providers to render a seamless, well-coordinated event management for the OoP. Due to complexities of events management, the appointed service providers must comply with the terms of reference that will be provided as and when the need arises.

The Gauteng Provincial Government has adopted a ten-pillar programme of radical transformation, modernisation and reindustrialisation of Gauteng over the next five to fifteen years.

It should be noted that, all events to be hosted by OoP must comply with all regulations that may be issued in accordance with the National Disaster Management Act (Act 57 of 2002).

### **3. PURPOSE**

The purpose of this terms of reference is to provide information that will enable the bidder to develop a scope and comprehensive proposal for a suitably qualified and experienced service provider to provide events management services to OoP, in accordance with the given scope. Since not all services and requirements can be fully defined, the ToRs provide an environmental sketch for bidders to enable them to formulate their proposal for OoP.

#### **3.1. The Customer**

The Office of the Premier (OoP)

#### **3.2. Project Cost**

3.2.1. Service providers will be required to quote as and when the service is required.

3.2.2 Cost must be VAT inclusive and quoted in South African Rand.

3.2.3. Costing should be aligned with the project activities/ project phases.

## **4. GOALS AND OBJECTIVES**

The provision of consistent events management the details of the project output will be outlined as and when the service is required by the OoP.

### **4.1. Specific Requirements**

#### **Events Coordination and Management**

##### **a. Logistics**

- Source and secure venue
- Develop event setting plan
- Provide Audio-Visual & Sound requirements
- Ensure adequate event staffing
- Coordinate accommodation requirements
- Sufficient power back-up in the form of a generator
- South African Sign Language Interpreter;

##### **b. Invitation and RSVP management**

- Design and send out invites via WhatsApp and email to the provided guest list.
- Consolidate RSVP list, make follow up via WhatsApp, Email and telephone.
- Provide status quo report to OoP on weekly basis.
- Provide electronic registration of guests at the venue, submit the registration database to OoP.
- Entertainment
- Three (3) Local Artists ad One (1) National Artist.
- Source One (1) Programme Director of the event.

##### **c. Safety and security**

- Ensure compliance with existing and current regulations in organising events (SAPS; EMS; Traffic; Health)
- Ensure compilation of required compliance documents and information (e.g. Compliance Certificate issued by a registered engineer on the stage).

#### **d. General Administration**

- Attend events task team meetings
- Provide report on weekly basis.

#### **e. Marketing**

#### **f. Advertising**

### **5. THE SCOPE**

The successful service provider(s) will be expected to perform the following events management functions which are non-exhaustive:

#### **5.1. Qualifications, Skills and Experience Required**

Bidders are to indicate what experience and capacity they have to deliver the services required by OoP. The experience of the company's team to be allocated to the project must be assigned. The company must provide a skilled and experienced team and the necessary equipment to perform the events management service to this effect, CVs must be submitted **by the project manager and team members.**

Project Manager must have Degree in project management/ Communication/ Events Management/Public Relations .and copies of certified qualifications must be attached to the proposal as proof. Functionality points will be forfeited should proof not be attached.

The project manager must have a minimum three (3) years' experience in project management, Communication/ Public Relations/ Events Management.

Team members must have Certificate in project management Communication/ Events Management or Public Relations. Relations .and copies of certified certificates must be attached to the proposal as proof. Functionality points will be forfeited should proof not be attached.

Team members must have three (3) years' experiences in events management or similar projects. Service providers are required to provide proof that they have facilitated/performed similar projects, accompanied by correspondence from three (3) references that such project was executed as well as their contactable references. Failure to submit correspondence from references will lead to scoring minimum points allocated in this category.

Team members must have minimum of three years (3) working experience in events management environment.

A detailed CV's to be attached on the technical proposal as proof. Bidders will forfeit functionality points should proof not be attached.

| Role            | Qualifications                                                                          | Experience                                                                                                    |
|-----------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Project Manager | Degree in project management/ Communication / Events Management/Public Relations.       | minimum three (3) years' experience in project management, Communication/ Public Relations /Events Management |
| Team members    | Certificate in project management Communication/ Events Management or Public Relations. | minimum three (3) years' experience in project management, Communication/ Public Relations /Events Management |

### **Project Plan / Methodology**

- Service provider must indicate the methodology that will be used to execute the service or project.
- Project plan with final outputs
- Management of the project.

### **Contract and project management**

**The contract Event Management duration period will run for a period of period for a three year (3).**

The event managements companies will be required to enter into a contract with the Office of the Premier to ensure the fulfilment of provision of events management. The contract will include inter alia payment of every Purchase order of each Event and to ensure that payment is linked to specified Event.

The successful Event Management companies will also be required to appoint a designated project manager who will liaise and consult with the OoP regarding the event management project over and above the master GPG SLA, each event management company will sign a service level agreement with the OoP.

The company's performance will be monitored and recorded, and non- performing company contract will be cancelled from the list of the appointed event management companies.

Event management companies will be issued with a new purchase order for each event

The companies will be allowed to subcontract a service provider for the provision of Halaal and Kosher meals.

Companies will be subject to vetting process by SSA.

### **Monitoring and Evaluation of the Event Management Project**

All work is to be carried out in accordance with the time schedule as agreed with the Project Manager, within the agreed deliverable and terms and conditions of the signed contract.

Constant or regular monitoring and evaluation of performance and adherence to acceptable event management will be done by the Project Manager.

The performance of the successful bidders regarding the above shall be monitored over the period of the contract and repeated non-conformances may lead to re-evaluation of the contract.

The successful bidders will be monitored and evaluated utilising the results-based on management approach on five key elements to determine return on investment and SLA.

**Monitoring, Evaluation and Reporting – A Service Level Agreement with the successful bidders will also monitor performance over and above service obligations**

### **ANNEXURE 1:**

#### **Special services required**

- 1) Event Management;
- 2) Guest Management;
- 3) Invitations to participants and the management thereof
- 4) Electronic Registration;
- 5) Video service production for Assessment and Adjudication Process;
- 6) Photography for the Interviews, Adjudication and the Gala Ceremony;
- 7) Newspaper Advertisement;
- 8) Entertainment for the Gala Ceremony;

- 9) Transport Services
- 10) Audio Visual Equipment and Stage for the Gala Ceremony;
- 11) Gifts for Winners, Finalists and Guests;
- 12) Programme Director;
- 13) Stage Manager;
- 14) Trophies, certificates and frames;
- 15) Transport for assessors;
- 16) Promotional items for working staff;
- 17) Marquee Construction and dismantling;
- 18) Mobile toilets/ ablution services;
- 19) Décor
- 20) Compile and Print Best Practice Report;
- 21) Ensure compliance with sanitary regulations for the event;
- 22) Ensure that any disaster management requirements are complied with and the management thereof.
- 23) The procurement of sufficient marshals for the event;
- 24) Provision of security for events;
- 25) EMS;
- 26) Cleaning services before, during and after events;
- 27) Catering service;
- 28) Promote the economic empowerment of entrepreneurs with disabilities in compliance with preferential procurement targets for people with disabilities;
- 29) Fully SABS accessible Stage and Ramp with compliance certificate;
- 30) Exhibitions;
- 31) The procurement of an effective sound system and video feed to screens;
- 32) The procurement of entertainers with disabilities and arrangements they may require for about 3 hours of entertainment and
- 33) The procurement of a safe entertainment area for children, including a jumping castle and the management thereof.

## **6. THE CONTENT OF PROPOSAL SUBMISSION**

**The proposals must be submitted according to the following format:**

- Section 1: Covering letter (including contact details of the service provider and lead consultant)
- Section 2: Interpretations of the brief and scope of work
- Section 3: Detailed project execution plan linked to the specified deliverables set out on required services of terms of reference.

Section 4: Project team and professional role / task and abridged curriculum vitae of each project team member. This should include qualifications, skills and experience as well as references of each member of the team.

Section 5: Summary of company profile, including ownership and management structure, company experience and expertise in the related field and any other work relevant to this assignment, including the company mentorship to other emerging companies.

Annexures: Supporting information and any other relevant information completed forms and

## **7. GENERAL CONDITIONS**

### **7.1 The RFP Pack**

General conditions are stipulated in the various documents which make up the RFP Pack, which should be completed as required.

The end user: To ensure that the service supplied is of the required quality and that any non-conformances (even if only suspected) is reported to Gauteng Provincial Treasury transversal supply chain unit.

## **8. APPLICABLE DOCUMENTS REQUIRED**

SABS accessible Stage and Ramp with compliance certificate

## **9. PRICE STRUCTURE**

The purpose of this bid is to create a prequalified list/panel of Events Management Service Providers for a period of three (3) years, therefore pricing will be requested on as and when needed basis per a specific event.

## 10. EVALUATION METHODOLOGY

**GPG reserves the right to negotiate the terms and conditions of the contract with the successful bidder.**

There are two stages of evaluation in the process, and they entail the following:

### Stage1:

- Administrative Compliance and Functionality Criteria. Without limiting the generality of the GPG's other critical requirements for this bid, bidders must submit the documents listed in Table 1 below. Where applicable, all documents must be completed on the company's official letterhead and signed by the duly authorised representative of the prospective bidder(s). During this phase, Bidder's responses will be evaluated based on supporting evidence submitted

### Stage 2:

- BBEE evaluation in accordance with PPPFA.

**Table 1: Mandatory documents for Administrative Evaluation Compliance**

| Documents that must be submitted                                       | Failure to submit below listed documents will lead to the bidder being disqualified. |                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Invitation to bid – SBD 1                                              | YES                                                                                  | Complete and sign the supplied form/document                                                                                                                                                                                                                                                                                                                              |
| SBD 3.1 or SBD 3.2                                                     | YES                                                                                  | Complete and sign the supplied form/document                                                                                                                                                                                                                                                                                                                              |
| Declaration of interest – SBD 4                                        | YES                                                                                  | Complete and sign the supplied form/document                                                                                                                                                                                                                                                                                                                              |
| Declaration of Bidder's Past Supply Chain Management Practices – SBD 8 | YES                                                                                  | Complete and sign the supplied form/document                                                                                                                                                                                                                                                                                                                              |
| Certificate of independent Bid Determination – SBD 9                   | YES                                                                                  | Complete and sign the supplied form/document                                                                                                                                                                                                                                                                                                                              |
| JV or a consortium agreement                                           | YES                                                                                  | Bidders who wish to respond to this bid as a Joint Venture (JV) or a Consortium with B-BBEE entities, must state their intention to do so in their bid submission. Such bidders must also submit a signed JV or Consortium Agreement between the parties clearly stating the percentage split of business and the associated responsibilities/deliverables of each party. |

**Failure to submit the above stated documents will lead to the bidder being non-responsive and will be disqualified.**

**Table 2: Other required documents**

| <b>Documents that must be submitted</b>                                                    | <b>Failure to submit below listed documents will not lead to the bidder being disqualified.</b> |                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Consolidated BBBEE Certificates.                                                           | No                                                                                              | A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated BBBEE status level verification certificate. Note: Failure to submit a valid and original consolidated B-BBEE Certificate for the JV or a certified copy thereof at the closing date of this bid, will result in a score of zero being allocated for B-BBEE Points. |
| Company Registration Documents                                                             | NO                                                                                              | Certificates obtainable from Companies and Intellectual Property Commission (CIPC);                                                                                                                                                                                                                                                                                                         |
| Personal Identification number (PIN) obtainable from SARS                                  | NO                                                                                              | This information will be used to verify the tax compliance status of bidders.                                                                                                                                                                                                                                                                                                               |
| Registration on Central Supplier Database (CSD)                                            | NO                                                                                              | The bidder must be registered as a service provider on the Central Supplier Database (CSD). If the bidder is not registered, proceed to complete the registration prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain the Supplier Number.<br><br>Submit proof of registration.                                          |
| Preference Point Claim Form – SBD 6.1                                                      | NO                                                                                              | Non-submission will lead to a zero (0) score on BBBEE                                                                                                                                                                                                                                                                                                                                       |
| BBBEE Certificate issued by a South African National Accredited System Verification Agency | NO                                                                                              | Companies that are not EMEs or QSEs. Generic QSEs that are not at least 100% or 51% Black-owned.                                                                                                                                                                                                                                                                                            |

### **Stage 1: Functionality Evaluation**

**Functionality will be scored out of 100 points and the minimum threshold to qualify is 70 points as follows:**

| Functionality Evaluation          | Maximum Points | Minimum Threshold |
|-----------------------------------|----------------|-------------------|
| Functionality Evaluation Criteria | 100            | 70                |

**Bidders who fail to meet the minimum threshold 70 points, as outlined in the table above.**

For the purpose of comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance to the evaluation criteria mentioned (e.g. details of relevant previous work undertaken, letters from previous/current

## **Functionality Evaluation Criteria**

Functionality evaluation will be based on the following criteria:

| #  | Criterion                                                                                                                                              | Comment                                                                                                      | Points Allocated per Sub-criteria | Total Points per Criterion |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------|
| 1. | Company Experience                                                                                                                                     | Relevance of the company's core business to the scope of the bid (the portfolio of services of the bidder).  |                                   | 10                         |
|    |                                                                                                                                                        | No Company Profile Submitted                                                                                 | 0                                 |                            |
|    |                                                                                                                                                        | Business profile relevant to the bid scope (Refer to section 5 -scope of work)                               | 4                                 |                            |
|    |                                                                                                                                                        | Formal Operating Office (Submit Lease agreement or title deeds /proof of ownership as portfolio of evidence) | 2                                 |                            |
|    |                                                                                                                                                        | Adequately resourced organizational structure (Refer to section 5 -scope of work)                            | 4                                 |                            |
| 2. | Relevant experience of the bidder in Government events management or comparable (proof of work done for government at a national or provincial level). | Description and value of similar work done for government, 3 of valid appointment letters                    |                                   | 20                         |
|    |                                                                                                                                                        | 3 <b>traceable</b> references of the work done, not older than <b>5 years</b> :                              |                                   | 10                         |
|    |                                                                                                                                                        | 1 x Appointment letter or Contract                                                                           | 5                                 |                            |
|    |                                                                                                                                                        | 2 x Appointment letters or Contracts                                                                         | 8                                 |                            |

|           |                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                            |    |           |
|-----------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----------|
|           |                                                                                                                              | 3 x Appointment letters or Contracts                                                                                                                                                                                                                                                                                                                                       | 10 |           |
|           |                                                                                                                              | Relevant business experience with government or private clients for <b>events over R500 000 (VAT included) value.</b>                                                                                                                                                                                                                                                      |    | <b>10</b> |
|           |                                                                                                                              | No relevant business experience                                                                                                                                                                                                                                                                                                                                            | 0  |           |
|           |                                                                                                                              | 1-year relevant business experience                                                                                                                                                                                                                                                                                                                                        | 2  |           |
|           |                                                                                                                              | 2- years relevant business experience                                                                                                                                                                                                                                                                                                                                      | 4  |           |
|           |                                                                                                                              | 3 -years relevant business experience                                                                                                                                                                                                                                                                                                                                      | 6  |           |
|           |                                                                                                                              | 4 -years relevant business experience                                                                                                                                                                                                                                                                                                                                      | 8  |           |
|           |                                                                                                                              | 5+ years relevant business experience                                                                                                                                                                                                                                                                                                                                      | 10 |           |
| <b>3.</b> | <b>STAFF EXPERIENCE</b><br>Capability of staff to be placed on the project. Experience of staff to be placed on the project. | <b>Relevant Experience and skill of resources</b><br><br>CV/s and qualification of the Project Manager (Project Management, Marketing, Communication and Events Coordination) (Minimum three years' experience)<br><br>CV/s and qualification of the team members (Project Management, Marketing, Communication and Events Coordination) (Minimum three years' experience) |    | <b>45</b> |
|           |                                                                                                                              | <b>Experience of the project manager and team member/s on either one ore more of the above</b>                                                                                                                                                                                                                                                                             |    | <b>15</b> |
|           |                                                                                                                              | 0 - 3 years' experience                                                                                                                                                                                                                                                                                                                                                    | 0  |           |
|           |                                                                                                                              | 3 - years' experience and above                                                                                                                                                                                                                                                                                                                                            | 15 |           |
|           |                                                                                                                              | <b>Event experience of the Project Manager (Detailed CV with list of events worked in public sector)</b>                                                                                                                                                                                                                                                                   |    | <b>10</b> |
|           |                                                                                                                              | No event experience                                                                                                                                                                                                                                                                                                                                                        | 0  |           |
|           |                                                                                                                              | 1 event                                                                                                                                                                                                                                                                                                                                                                    | 2  |           |

|           |                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                           |    |           |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----------|
|           |                                                                                                                                                                                                                                                                                | 2 events                                                                                                                                                                                                                                                                                                  | 4  |           |
|           |                                                                                                                                                                                                                                                                                | 3 events                                                                                                                                                                                                                                                                                                  | 6  |           |
|           |                                                                                                                                                                                                                                                                                | 4 events                                                                                                                                                                                                                                                                                                  | 8  |           |
|           |                                                                                                                                                                                                                                                                                | 5 events and above                                                                                                                                                                                                                                                                                        | 10 |           |
|           |                                                                                                                                                                                                                                                                                | <b>Qualifications of Project Manager</b>                                                                                                                                                                                                                                                                  |    | <b>10</b> |
|           |                                                                                                                                                                                                                                                                                | No Degree (0 point)                                                                                                                                                                                                                                                                                       | 0  |           |
|           |                                                                                                                                                                                                                                                                                | Degree in either one of the following qualification/s (Events Management, Public Relations Marketing Communication or Project Management)                                                                                                                                                                 | 10 |           |
|           |                                                                                                                                                                                                                                                                                | <b>Qualifications of team members</b>                                                                                                                                                                                                                                                                     |    | <b>10</b> |
|           |                                                                                                                                                                                                                                                                                | No Certificate (0 point)                                                                                                                                                                                                                                                                                  | 0  |           |
|           |                                                                                                                                                                                                                                                                                | Certificate in either one of the following qualification/s (Public Relations, Events Management, Marketing Communication or Project Management)                                                                                                                                                           | 10 |           |
| <b>4.</b> | <b>METHODOLOGY</b><br>Relevance of the proposed integrated events management strategy (level of understanding of deliverables, level of creativity and innovation) i.e.<br>– relevant equipment, project management skills, organizational skills, stakeholder management plan | Detailed implementation plan that will cover the following elements:<br>i. Sample of Marketing and communication strategy,<br>ii. Budget monitoring plan and /<br>iii. Resource Plan (Equipment, material and labor)/<br>iv. Stakeholder Management Plan/<br><br><i>Refer to section of scope of work</i> |    | <b>25</b> |
|           |                                                                                                                                                                                                                                                                                | No Detailed implementation plan or Implementation plan that includes 0 elements.                                                                                                                                                                                                                          | 0  |           |
|           |                                                                                                                                                                                                                                                                                | Implementation plan that includes 1 element                                                                                                                                                                                                                                                               | 10 |           |
|           |                                                                                                                                                                                                                                                                                | Implementation plan that includes 2 elements                                                                                                                                                                                                                                                              | 15 |           |
|           |                                                                                                                                                                                                                                                                                | Implementation plan that includes 3 elements                                                                                                                                                                                                                                                              | 20 |           |
|           |                                                                                                                                                                                                                                                                                | Implementation plan that includes all 4 elements                                                                                                                                                                                                                                                          | 25 |           |

**RETURNABLE DOCUMENTS (CHECKLIST)**

Bids shall contain of clearly indexed documents with the tender pack as follows:

| Documentation                                                                                                                                            | Submitted |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----|
|                                                                                                                                                          | YES       | NO |
| Valid and Certified copy of Compensation of Injury Diseases Act (COIDA)                                                                                  |           |    |
| Submission of Paper-based Evaluation [Stage 1C]                                                                                                          |           |    |
| Original or certified copies of BBBEE status level verification certificate/affidavit (EMEs) must be submitted in order to qualify for preference points |           |    |
| Company Registration Certificate                                                                                                                         |           |    |
| Two (2) years comparative audited financial statements (where applicable)                                                                                |           |    |
| Proof of Registration on National Treasury Central Supplier Database (CSD)                                                                               |           |    |
| Valid and Certified copy of Unemployment Insurance Fund (UIF)                                                                                            |           |    |
| Certified copy of R638 (Certificate of Acceptability) of the Company's own kitchen                                                                       |           |    |

**Stage 2: Preference Point System in accordance with PPPFA and PPR of 2017**

The contract will be awarded (as and when OOP request quotations from Service Providers) in terms of Regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), bids will be adjudicated in terms of a (80/20) preference point system in terms of which points are awarded to bidders based on:

| Area                         | Points |
|------------------------------|--------|
| Price                        | N/A    |
| B-BBEE level of contribution | 20     |

The following table will be used to calculate the score out of 20 points for B-BBEE:

| <b>B-BBEE Status Level of Contributor</b> | <b>Number of points</b> |
|-------------------------------------------|-------------------------|
| 1                                         | 20                      |
| 2                                         | 18                      |
| 3                                         | 14                      |
| 4                                         | 12                      |
| 5                                         | 8                       |
| 6                                         | 6                       |
| 7                                         | 4                       |
| 8                                         | 2                       |
| Non-compliant contributor                 | 0                       |

## 11. PROPOSAL SUBMISSIONS

**Proposals and supporting documentation and a softcopy in a CD/USB must be submitted in a sealed envelope clearly marked “Appointment of a Panel of Event Management Providers”**

Proposals should address the following:

1. Profiles and curriculum vitae;
2. Information on experience and knowledge, skills and qualifications;
3. Detailed project methodology;

All bids / tenders must be deposited in the Tender Box at the following address: Gauteng Provincial Treasury, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg

Bids / tenders must be deposited in the Tender Box on or before the closing date and time. Bid submitted after the closing date and time will not be accepted.

Bids / tenders submitted by email and/or facsimile will not be accepted.

### Enquiries

**Tender Enquiries** related to the tender/bidding process and technical requirements should be directed to: **Mr Thapelo Mohlanga:** [Thapelo.mohlanga@gauteng.gov.za](mailto:Thapelo.mohlanga@gauteng.gov.za)

**Technical/Content enquiries:** Content-related enquiries should be directed to: **Mr Ntsako Rikhotso:** Office of the Premier [ntsako.rikhotso@gauteng.gov.za](mailto:ntsako.rikhotso@gauteng.gov.za)



**GAUTENG PROVINCE**  
 PROVINCIAL TREASURY  
 REPUBLIC OF SOUTH AFRICA

# Provincial Supply Chain Management

**Registered Supplier Confirmation**

Page 1 of 1

**THIS FORM IS TO BE COMPLETED BY REGISTERED SUPPLIERS ONLY**

## PLEASE NOTE:

SUPPLIERS ARE REQUIRED TO PROVIDE THEIR REGISTERED CENTRAL SUPPLIER DATABASE (CSD) NUMBER \_\_\_\_\_

For confirmation of your supplier number and/or any assistance please call the GPT Call Centre on **0860 011 000**.

Registered Suppliers to ensure that all details completed below are CURRENT.

| MANDATORY SUPPLIER DETAILS                   |  |                       |  |
|----------------------------------------------|--|-----------------------|--|
| GPT Supplier number                          |  |                       |  |
| Company name (Legal & Trade as)              |  |                       |  |
| Company registration No.                     |  |                       |  |
| Tax Number                                   |  |                       |  |
| VAT number (If applicable)                   |  |                       |  |
| COIDA certificate No.                        |  |                       |  |
| UIF reference No.                            |  |                       |  |
| Street Address                               |  | Postal Address        |  |
|                                              |  |                       |  |
| CONTACT DETAILS                              |  |                       |  |
| Contact Person                               |  | Telephone Number      |  |
| Fax Number                                   |  | Cell Number           |  |
| e-mail address                               |  | Principal's Id number |  |
| BANKING DETAILS (in the name of the Company) |  |                       |  |
| Bank Name                                    |  | Branch Code           |  |
| Account Number                               |  | Type of Account       |  |

**I HEREBY CERTIFY THAT THIS INFORMATION IS CORRECT.**

Name(s) & Signature(s) of Bidder(s)

DATE:



**GAUTENG PROVINCE**  
PROVINCIAL TREASURY  
REPUBLIC OF SOUTH AFRICA

# Provincial Supply Chain Management

## Tax Clearance Requirements

Page 1 of 1

### IT IS A CONDITION OF BIDDING THAT -

- 1.1 The taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with the South African Revenue Service to meet his / her tax obligations.
- 1.2 The South African Revenue Service (SARS) from the 18 April 2016 has introduced an enhanced Tax Compliance Status System, whereby taxpayers will obtain their Tax Compliance Status (TCS) PIN instead of original Tax Clearance Certificate hard copies.
- 1.3 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.
- 1.4 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](http://www.sars.gov.za).
- 1.5 In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Compliance Status (TCS) / PIN / CSD Number.
- 1.6 Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD Number must be provided.

### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- |     |                                                                 |     |                          |    |                          |
|-----|-----------------------------------------------------------------|-----|--------------------------|----|--------------------------|
| 2.1 | Is the bidder a resident of the Republic of South Africa (RSA)? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.2 | Does the bidder have a branch in RSA?                           | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.3 | Does the bidder have a permanent establishment in the RSA?      | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.4 | Does the bidder have any source of income in the RSA?           | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

**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 ABOVE 1.4 ABOVE.**



# Provincial Supply Chain Management

**Financial Statements**

Page 1 of 1

## Submission of Financial Statements

The latest financial statements for the last two years are required (except if it is a new or a dormant entity)

- a) Financial statements must be signed by the auditor (in the case of companies) or the accounting officer (in the case of close corporations) the owner (in case of sole proprietors). Signatures must be on the accounting officer's / auditors report on the auditor's /accounting officer's letterhead.
- b) Financial statements must be signed by the member/s (in the case of close corporations) or by the director/s (in the case of companies.)
- c) In bids where consortia/joint ventures/sub-contractors and partnerships are involved, all bidders must submit their financial statements.
- d) If it is a new or dormant entity an opening set of financial statements must be submitted with the tender document. A letter from the auditor (in the case of companies) or the accounting officer (in the case of close corporations) stating that the entity has not yet traded must be attached.
- e) In cases where an entity has operated for a period less than a year the Management Accounts Report for the period in operation must be submitted signed accordingly as stated in paragraph (a) and (b) of this document.
- f) In cases where the entity has operated for a period more than a year but less than two years, then the financial statement for the first year of operation signed accordingly as per paragraph (a) and (b) of this document must be submitted.

**SBD 9****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.

**SBD 9****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

**SBD 9**

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.

**SBD 9**

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

## **Annexure A**

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

### **NOTES**

The purpose of this document is to:

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

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

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

## TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of 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**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,

**security**

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.

Js General Conditions of Contract (revised July 2010)

|                                                                                                                                                             |                                             |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------|
|  <b>GAUTENG PROVINCE</b><br>PROVINCIAL TREASURY<br>REPUBLIC OF SOUTH AFRICA | <h1>Provincial Supply Chain Management</h1> |              |
|                                                                                                                                                             | <h2>PREFERENCE POINTS CLAIM FORM</h2>       | Page: 1 of 6 |

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

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

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

#### 1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

|                                                          | POINTS     |
|----------------------------------------------------------|------------|
| <b>PRICE</b>                                             |            |
| <b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>                |            |
| <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.

|                                                                                                                                                                       |                                             |                     |
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## 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 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;

|                                                                                                                                                              |                                             |              |
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### 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                               |

|                                                                                                                                                                       |                                                                         |                                                |
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### 5. BID DECLARATION

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

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

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

### 7. SUB-CONTRACTING

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

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

7.1.1 If yes, indicate:

- (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? 

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

(v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of

Preferential Procurement Regulations 2017:

| Designated Group: An EME or QSE which is at last 51% owned by:    | EME<br>√ | QSE<br>√ |
|-------------------------------------------------------------------|----------|----------|
| 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                                                           |          |          |

**If feasible to subcontract for a contract above R30 million, an organ of state must apply subcontracting to advance designated groups. (As per Preferential Procurement Regulations 2017)**


**GAUTENG PROVINCE**

 PROVINCIAL TREASURY  
 REPUBLIC OF SOUTH AFRICA

# Provincial Supply Chain Management

## PREFERENCE POINTS CLAIM FORM

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### 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 [TICK APPLICABLE BOX]

- Partnership/Joint Venture / Consortium

- One person business/sole propriety

- Close corporation

- Company

- (Pty) Limited

☐  
☐  
☐  
☐

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

8.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- Manufacturer

- Supplier

- Professional service provider

- Other service providers, e.g. transporter, etc.

☐  
☐  
☐  
☐

 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-BBEE 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 contribution 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 –

|                                                                                                                                                              |                                             |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------|
|  <b>GAUTENG PROVINCE</b><br>PROVINCIAL TREASURY<br>REPUBLIC OF SOUTH AFRICA | <h1>Provincial Supply Chain Management</h1> |              |
|                                                                                                                                                              | <h2>PREFERENCE POINTS CLAIM FORM</h2>       | Page: 6 of 6 |

- (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

|                                     |
|-------------------------------------|
| Name(s) & Signature(s) of Bidder(s) |
|-------------------------------------|

DATE:

ADDRESS:

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