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**THE REFURBISHMENT OF THE  
BOATHOUSE, FLAMMABLE STORE, LOCKER  
ROOM AND MARINE ACCESS STRUCTURE AT  
SA NAVY COLLEGE TRAINING FACILITIES IN  
GORDON'S BAY.**

**SPSC / B / 004 / 2026**

**FOR DEPARTMENT OF DEFENCE  
SIMON'S TOWN PROCUREMENT SERVICE CENTRE**

**CLOSING DATE: 09 JULY 2026**

**CLOSING TIME: 11H00**

**VALIDITY: 90 CALENDAR DAYS**

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General Conditions of Contract  
Special Conditions of Contract

**Bid: General Information**

Contact Information  
Bid Details  
Address for Bid Submissions  
Map / Directions to Simon's Town Procurement Service Centre

**CONTACT INFORMATION**

**Technical Information:**

Contact: Chief Petty Officer I.A. van der Westhuizen  
Email Address: spsctechnical@dod.mil.za

**Administrative Information:**

Contact: Corporal N. Booysen  
Email Address: spscbidinvitation@dod.mil.za  
spscbidinvitation@gmail.com  
Office Tel No: (021) 787 5171 / 5034

**Address for depositing of bid documents**

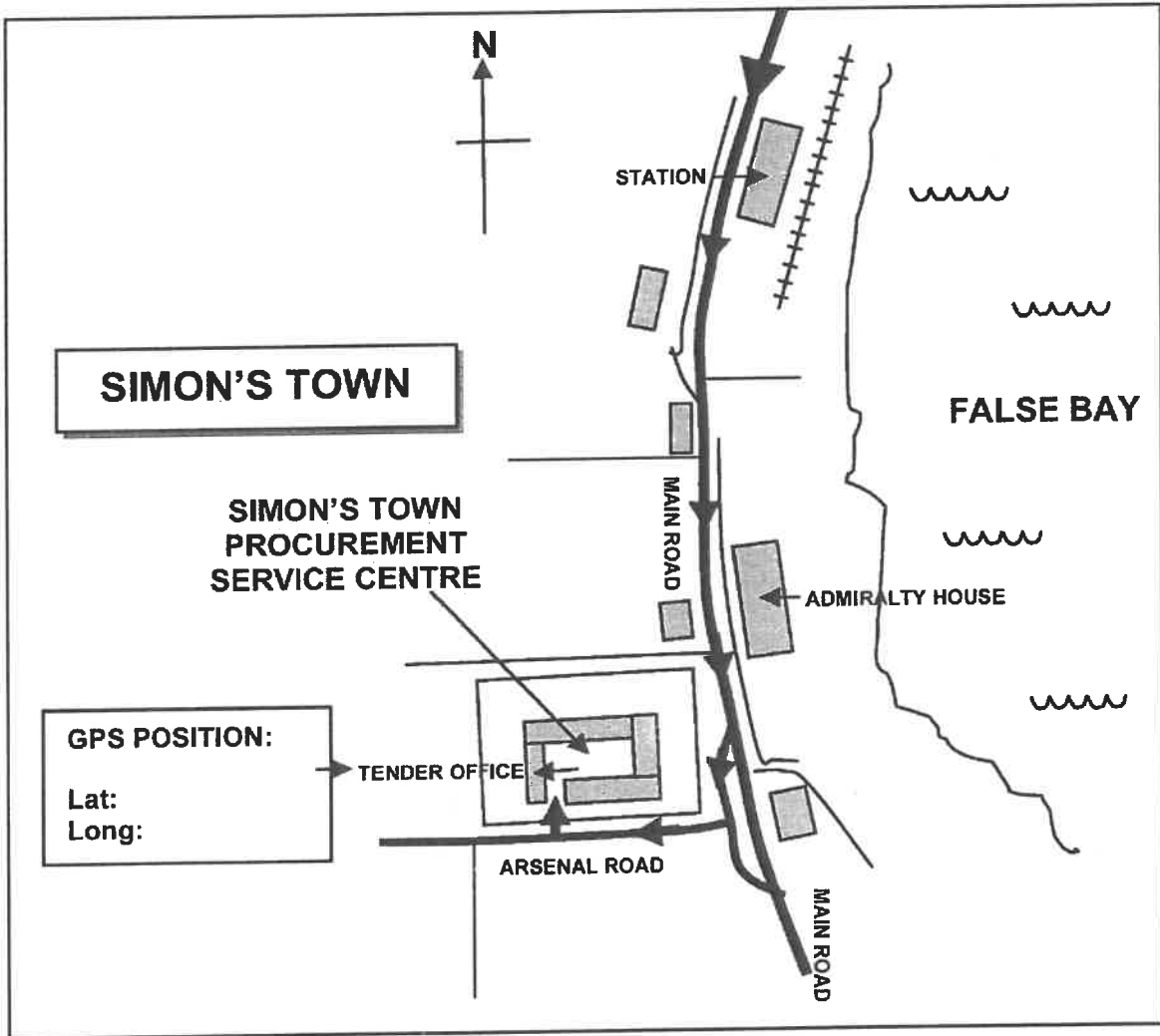
Street: Simon's Town Procurement Service Centre  
No. 2 Arsenal Road  
Simon's Town  
7995

**BID SUBMISSIONS**

Closing period of bid: Minimum 21 Calendar days  
Validity of Bid: 90 Calendar days

GPS CO-ORDINATES TO SPSC BID BOX:

S 34° 11. 530'  
E 18° 25. 591'





## logistics division

Department:  
Defence  
REPUBLIC OF SOUTH AFRICA

### **BID EVALUATION INSTRUCTIONS**

1. All entries are to be completed in any **non-erasable ink** of your choice preferably **Blue** or **Black** ink. Amendments, scratching out, use of Tippex and omission to any documents will invalidate the bid.
2. Except where otherwise indicated, all questions must be completed.
3. **No bids received by email, facsimile** or similar medium will be considered. The original bid must be deposited at the entrance (green box) or handed in at the Bid receipt section at SPSC, 2 Arsenal Road, Simon's Town.
4. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the bid document
5. All information regarding the evaluation process must be treated as confidential.
6. The **2 ENVELOPE** system will be utilized. Bidders are required to submit **two separate, properly sealed envelopes**, both clearly marked with the Company Name, Bid Number and Closing Date.

**ENVELOPE 1:** Appendix A: Pricing Schedule  
Appendix B: Price Quotation  
Appendix C: Price Breakdown

**ENVELOPE 2:** SBD documents, statement of work and all other required documents

**NOTE THAT IF THE DOCUMENTS ARE SUBMITTED IN ONE (1) ENVELOPE AND NOT IN TWO (2) SEPARATE ENVELOPES AS INDICATED ABOVE, THIS OFFER WILL BE INVALIDATED**

7. The bids will be evaluated according to the following criteria:
  - a. Mandatory Criteria and Administration Criteria (Phase 1, Stage 1)
  - b. Mandatory Technical evaluation (Phase 1, Stage 2)
  - c. Price and Specific Goals (Phase 3 & 4)
8. This requirement will be awarded using the 80/20 principal.
9. No late bids will be accepted after the closing date and time.
10. The Simon's Town Procurement Service Centre will award this Bid per line item, or per grouping.
11. The Department of Defence reserves the right to award a product with a Specification Deviation.
12. All information regarding the Evaluation process must be treated as confidential.
13. The Department of Defence reserves the right to request any information that will not interfere with the bid competitiveness.
14. Items must comply with the specifications as detailed in the bid document.

## MANDATORY CRITERIA

### Envelope one (1)

The **Pricing Schedule**, Price Quotation, Price Breakdown, must be submitted in Envelope one (1). Bidders that do not submit the required documents in Envelope one (1) will be eliminated / excluded and **will not proceed to Phase 1 Stage 1**.

S/NO	Mandatory Criteria
<b>Two (2) Envelope System</b>	
<b>Envelope One (1)</b>	
1.	<p><b>Pricing Schedule:</b> All fields on this document must be fully completed. Attention must be given to page 1, Bidders to complete the address block or make use of a Company Stamp, Total Unit Cost and Total Cost must be completed.</p> <p>Failure to complete and submit this documents as indicated by the closing date and time <b>will invalidate this offer. Appendix A</b></p>
2.	<p><b>Price Quotation:</b> Bidders are required to submit a detailed quotation on an official Company letterhead.</p> <p>Failure to submit this document as indicated by the closing date and time <b>will invalidate this offer. Appendix B</b></p>
3.	<p><b>Price Breakdown:</b> Bidders must submit a detailed Price Breakdown. Price Breakdown must be itemised, include all products, consumables, quantities included, unit rates, clear separation of labour vs materials, profit mark up, contingency, preliminaries &amp; general costs.</p> <p>Cost for Certificate of Compliance (COC) must only be included when the specification indicates COC is required for handing and taking over of the project.</p> <p>Failure to submit this document as indicated by the closing date and time <b>will invalidate this offer. Appendix C</b></p>

## MANDATORY AND ADMINISTRATION EVALUATION CRITERIA

### Envelope Two (2)

**Phase 1:** Bidders will be evaluated as follows:

**Phase 1 Stage 1 Mandatory Administration:** Compliance to Mandatory Administration Evaluation Criteria, bidders that do not fully comply with the Mandatory Administration Evaluation Criteria will be eliminated / excluded and **will not proceed to Phase 1 Stage 2**.

S/NO	Criteria
<b>Phase 1, Stage 1</b>	
<b>Phase 1, Stage 1, Mandatory Evaluation Criteria</b>	
<b>Envelope Two (2)</b>	
4.	<p><b>Project Plan:</b> Bidders must submit a comprehensive project plan clearly stipulating the target date, (Delivery to site, Execution of work, Time Frame of Completion, Removal of Rubble, etc.</p> <p>Failure to submit a comprehensive project plan as indicated by the closing date and time <b>will invalidate this offer. Appendix D</b></p>

5.	<p><b><u>SBD 4 - Bidders Disclosure:</u></b> This document must be fully completed.</p> <p>Failure to submit this document as indicated by the closing date and time <b>will invalidate this offer. Appendix E</b></p>
6.	<p><b><u>SBD 6.1 Preference Points Claim Form:</u></b> Bidders to claim their Specific Goal Points for 80/20.</p> <p>Failure to claim Specific Goal Points as indicated by the closing date and time <b>will forfeit your Specific Goals points. Appendix F</b></p>
7.	<p><b><u>Sworn Affidavit:</u></b> Bidders must submit the <b>Sworn Affidavit (Attached)</b>, signed by a legally recognised Commissioner of Oath to substantiate the Preference Points (Specific Goals) claimed as per completed and signed SBD 6.1</p> <p>Failure to submit this document as indicated by the closing date and time <b>will forfeit your Specific Goals Points. Appendix G</b></p>
8.	<p><b><u>SBD 6.1 -Preference Points Claim Military Veteran Proof:</u></b> Bidders who are claiming points for being a military Veteran must submit a Confirmation of Listing on the Military Veterans Database as proof with their SBD 6.1</p> <p>Failure to submit this document as indicated by the closing date and time <b>will forfeit your Specific Goals points. Appendix H</b></p>
9.	<p><b><u>Compulsory Enterprise Questionnaire (Annex G):</u></b> The Enterprise Questionnaire must be fully completed. In the case of a Joint Venture (JV), separate enterprise questionnaires in respect of each partner must be completed and submitted.</p> <p>Failure to submit this document as indicated by the closing date and time <b>will invalidate this offer. Appendix I</b></p>
S/NO	<b>Criteria</b>
	<b>Phase 1, Stage 1</b>
	<b>Phase 1, Stage 1, Mandatory Evaluation Criteria</b>
	<b>Envelope Two (2)</b>
10.	<p style="text-align: center;"><b><u>*NOTE*</u></b></p> <p><b><u>JOINT VENTURES (JV)</u></b></p> <p>The following documents must be submitted for all Joint Ventures (JV):</p> <ol style="list-style-type: none"> <li>i. Signed Joint Venture (JV) agreement (clearly defining roles, responsibilities and shareholding) <b>must</b> be submitted with Bid.</li> <li>ii. Proof of CSD Registration for all Joint Venture (JV) Partners.</li> <li>iii. All Joint Venture (JV) Partners <b>must</b> be Tax Compliant.</li> <li>iv. Joint Venture (JV) Partners must be registered for the commodity bidding for on CSD.</li> <li>v. Joint Ventures (JV) must be incorporated.</li> </ol>
11.	<p><b><u>Central Suppliers Database (CSD) Full Registration Report:</u></b> From 1 April 2016 it is mandatory for the Department of Defence (DOD) to make use of Suppliers that are Registered</p>

on the National Treasury Central Supplier Database (CSD). Only bidders that submit proof of Registration will be considered.

The CSD Full Registration Report (**Not older than Fourteen (14) days**) should be submitted. Bidders must comply to the following Minimum Criteria on the CSD Registration report:

- i. CSD Full Registration Report should not be older than 14 days
- ii. Tax Compliant
- iii. Successfully verified bank details
- iv. May not be a restricted supplier
- v. Physical Address type (must be a physical street address)
- vi. CSD Registration Report must reflect the Commodity or Service the company is bidding for:
  - a) **Segment Title:** Building and Facility Construction and Maintenance Services
  - b) **Family Title:** Building and Facility Maintenance and Repair Services
  - c) **Class Title:** Building maintenance and Repair Services
  - d) **Commodity Title:** Building Maintenance Service

Failure to submit the CSD full Registration Report not older than 14 days and adhere to the above mentioned minimum criteria by the closing date and time **will invalidate this offer.**  
**Appendix J**

S/NO	Criteria
	<b>Phase 1, Stage 1</b>
	<b>Phase 1, Stage 1, Mandatory Evaluation Criteria</b>
	<b>Envelope Two (2)</b>
12.	<p><b>Construction Industry Development Board (CIDB) Requirements:</b> Bidders must submit proof of Registration / Grading level from CIDB and ensure that they are active for the required Grading level GB 4 or Higher.</p> <p>This will be verified on the CIDB Contractor Register.</p> <p>Failure to be registered for GB 4 or Higher and submit proof <b>will invalidate this offer.</b> <b>Appendix: K</b></p>
	<b>Sub-Contracting only required when the main bidder is not registered for the "Specialist Works"</b>
13.	<p><b>Certificate of Compliance by Sub-Contractor/s Roofing &amp; Waterproofing (SN) / (RIASA):</b> The Bidder or Sub-contractor must be registered with CIDB for SN or The Roofing Industry Association of South Africa (RIASA).</p> <p><i>No grading is required for SN on CIDB as the main bidder is GB4 or higher, this is only required to ensure quality workmanship for roofing</i></p> <p>Failure to complete the document for the qualified sub-contractor where the main bidder is not registered and not submitting proof <b>will invalidate this offer. Appendix L</b></p>
14.	<p><b>Certificate of Compliance by Sub-Contractor/s for Asbestos Removal:</b> Bidder or Sub-contractor must submit valid and in date proof of being registered by the Department of Employment and Labour (DEL) under the Asbestos Abatement Regulations for type 2 Asbestos.</p> <p><i>Contractor to ensure Air Sample Certificate is obtained and Site cleared for contractors to continue on Site.</i></p> <p>Failure to be registered at the Department of Employment and Labour (DEL) for type 2 Asbestos removal and submit proof <b>will invalidate this offer. Appendix M</b></p>
15.	<p><b>Certificate of Compliance by Sub-Contractor/s for Timber Buildings and Structures (SM) or Accredited Institution qualifications for Timber Buildings:</b> The Bidder or Sub-contractor must be registered with CIDB for SM or submit proof of qualifications from an accredited institution for Timber buildings.</p> <p><i>No grading is required for SM on CIDB as the main bidder is GB4 or higher, this is only required to ensure quality workmanship for timber work required.</i></p> <p>Failure to complete the document for the qualified sub-contractor where the main bidder is not registered and not submitting proof <b>will invalidate this offer. Appendix N</b></p>
16.	<p><b>Compulsory Briefing Session Certificate:</b> Suppliers/Contractors are advised to send a technically knowledgeable representative to the Briefing Session.</p> <p>Failure to attend the compulsory Briefing Session and submit the completed and signed Briefing Session certificate by the closing date and time <b>will invalidate your offer. Appendix O</b></p>
17.	<p><b>Compulsory Site Viewing Certificate:</b> Suppliers/Contractors are advised to send a technically knowledgeable representative to the Site Viewing to do measurements.</p> <p>Failure to attend the compulsory Site Viewing Session and submit the completed and signed</p>

Site Viewing certificate by the closing date and time **will invalidate your offer. Appendix P**

**Phase 1:** Bidders will be evaluated as follows:

**Phase 1 Stage 1 Administration:** Compliance to Administration Evaluation Criteria, bidders that do not fully comply with the Administration Evaluation Criteria may be required to submit omitted information. The Department of Defence reserves the right to request any information that will not interfere with the bid competitiveness.

S/NO	Criteria
	<b>Phase 1, Stage 1</b>
	<b>Phase 1, Stage 1, Administrative Evaluation Criteria</b>
	<b>Envelope Two (2)</b>
18.	<p><b><u>SBD 1 / Invitation to Bid:</u></b> This document to be fully completed.</p> <p>Failure to submit this document as indicated by the closing date and time <b>may invalidate this offer. Appendix Q</b></p>
19.	<p><b><u>SPSC Indemnity Agreement Form:</u></b> This document to be fully completed.</p> <p>Failure to submit this document as indicated by the closing date and time <b>may invalidate this offer. Appendix R</b></p>
20.	<p><b><u>Written Agreement wrt Occupational Health and Safety Agreement (OHASA):</u></b> The OHASA agreement, signed amongst the DOD and bidder to be fully completed.</p> <p>Failure to submit this document as indicated by the closing date and time <b>may invalidate this offer. Appendix S</b></p>
21.	<p><b><u>SPSC Group Questionnaire:</u></b> This document to be fully completed.</p> <p>Failure to submit this document as indicated by the closing date and time <b>may invalidate this offer. Appendix T</b></p>
22.	<p><b><u>Defence Intelligence Questionnaire (D.I.)</u></b> The DI Vetting form to be completed in full. Failure to submit the DI Vetting form and required documentation as indicated, by the closing date and time <b>may invalidate this offer.</b></p> <p>Failure to submit the DI Vetting form and required documentation as indicated, by the closing date and time <b>may invalidate this offer. Appendix U</b></p>
	<p style="text-align: center;"><b><u>NOTE</u></b></p> <p><b><u>Bill of Quantity:</u></b> Bidders may be requested to submit a comprehensive Bill of Quantity according to the specification during the final stages of the Evaluation Process.</p> <p>Failure to submit the Bill of Quantity as requested may exclude Bidders from the Bidding Process.</p>

## MANDATORY TECHNICAL EVALUATION

Phase 1 Stage 2: Bidders must comply with the Scope of Work. Bidders who do not will be invalidated/ excluded and will not proceed to Phase 2.

S/NO	Criteria
Phase 1, Stage 2	
Phase 1, Stage 2, Mandatory Technical Evaluation Criteria	
Envelope Two (2)	
1.	<p><b>SCOPE OF WORK:</b> The bidder's compliance must be indicated with the word <u><b>comply/do not comply, each paragraph and sub-paragraph must be acknowledged.</b></u> No abbreviations will be accepted, for example, "c/nc for comply/not comply or y/n for yes/no, any form of emoji's (☺) or ticks (✓) (x) etc". The most suitable suppliers will be awarded in accordance with compliance to Statement of Work and fit for purpose</p> <p>A separate attached signed letterhead shall be used if space provided is inadequate for listing the deviations. It shall clearly list the relevant paragraphs and, in detail, the deviations from that stated/specified.</p> <p>This Statement of Work shall not be used for any purpose other than tendering or manufacturing. No alterations shall be allowed without the consent of the Simon's Town Procurement Service Centre</p> <p><b>Failure to comply will invalidate this offer. Appendix V</b></p>
2.	<p><b><u>Roofing &amp; Waterproofing CIDB (SN) / (RIASA) The Roofing Industry Association of South Africa (RIASA):</u></b> The Bidder or Appointed Contractor must submit proof of CIDB SN or proof of registration with The Roofing Industry Association of South Africa (RIASA) for Roofing &amp; Waterproofing and must be active and not restricted.</p> <p><b>Failure to submit proof as mentioned above by the closing date and time will invalidate this offer. Appendix W</b></p>
3.	<p><b><u>Asbestos Removal:</u></b> Bidder or Appointed Sub-contractor must submit valid and in date proof of being registered by the Department of Employment and Labour (DEL) under the Asbestos Abatement Regulations for type 2 Asbestos.</p> <p><i>Contractor to ensure Air Sample Certificate is obtained and Site cleared for contractors to continue on Site.</i></p> <p>Failure to be registered at the he Department of Employment and Labour (DEL) for type 2 Asbestos removal and submit proof will <b>invalidate this offer. Appendix X</b></p>
4.	<p><b><u>Timber Buildings and Structures (SM) or Accredited Institution qualifications for Timber Buildings:</u></b> The Contractor or Sub-contractor must be registered with CIDB for SM or submit proof of qualifications from an accredited institution for Timber buildings.</p> <p><i>No grading is required for SM on CIDB as the main bidder is GB4 or higher, this is only required to ensure quality workmanship for timber work required.</i></p> <p><b>Failure to submit proof as mentioned above by the closing date and time will</b></p>

S/NO	Criteria
	<b>Phase 1, Stage 2</b>
	<b>Phase 1, Stage 2, Mandatory Technical Evaluation Criteria</b>
	<b>Envelope Two (2)</b>
	invalidate this offer. Appendix Y
1.	<b><u>NOTE:</u></b> CIDB Required level GB 4 or higher, only bidders who are registered for GB 4 or higher by closing date and time will be considered.
2.	<b><u>NOTE:</u></b> <i>The contractor shall submit all required Certificates and Certificate of Compliance (CoC) prior to the handover of the building. Final payment will only be processed upon receipt and acceptance of these documents.</i>
2.1	<b><u>Certificate of Compliance (CoC) for Plumbing:</u></b> The Bidder must submit a Plumbing Certificate of Compliance (CoC) issued by a registered, licensed plumber who is registered with the Plumbing Industry Registration Board (PIRB) upon completion of renovations.
2.2	<b><u>Certificate of Compliance (CoC) for Electrical:</u></b> The Bidder must submit a CoC for Electrical work issued by a registered electrical contractor or a qualified electrician who holds a valid wireman's license and/or are registered by the Department of Employment and Labour, or Electrical Contractors Association of South Africa (ECASA) or the Electrical Conformance Board (ECB).
2.3.	<b><u>Certificate of Compliance for Glazing:</u></b> The Bidder must submit a CoC for Glazing issued by (South African Glass and Glazing Association) SAGGA.
2.4	<b><u>Waste Disposal Certificate:</u></b> The Bidder must submit a certificate as proof that the Asbestos removed was disposed of at an accredited Asbestos Waste Disposal site.
2.5	<b><u>Asbestos Clearance Certificate:</u></b> The Bidder must submit an Asbestos Clearance Certificate issued by an Independent Approved Asbestos Inspection Authority (AAIA) registered with the Department of Employment and Labour accredited by SANAS.



## **Pricing Schedule:**

**Pricing Schedule:** All fields on this document must be fully completed. Attention must be given to page 1, Bidders to complete the address block or make use of a Company Stamp, Total Unit Cost and Total Cost must be completed.

**Failure to complete and submit this documents as indicated by the closing date and time will invalidate this offer.**

**Appendix A**



the sandf

Department:  
Defence  
REPUBLIC OF SOUTH AFRICA

# Request for Bid : SPSC/B/004/2026

Author: N Booyses  
Date: 06/17/2026 12:43:18

## PRICING SCHEDULE

Bid No. SPSC/B/004/2026  
 Document No. 0000629762  
 Description: REFURBISHMENT OF BOATHOUSE, FLAMMABLE STORE, LOCKER ROOM AND MARINE ACCESS STRUCTURES AT SA NAVAL COLLEGE TRAINING FACILITIES IN GORDONS BAY  
 Currency: ZAR  
 Closing Date: 2026/07/09 11:00:00  
 Status: Created  
 Validity Days:

Document Type: Request for Bid Closed  
 Company Name:  
 Attention:  
 Tel No:  
 Fax No:  
 Cell No:  
 Email:

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
35400514	REFURBISHMENT OF BOATHOUSE, FLAMMABLE STORE, LOCKER ROOM AND MARINE ACCESS STRUCTURES AT SA NAVAL COLLEGE TRAINING FACILITIES IN GORDONS BAY.	NAVAL BASE SIMONSTOWN	Gordons Bay	Each	
	Line Comment	Lead Time	Quantity Required	Quantity Available	
			1		
Total Unit Cost in ZAR Currency, including VAT and ALL Delivery Costs					
Total Cost in ZAR Currency, including VAT and ALL Delivery Costs					

Indicate Lead Time for all Items (Days)

The following conditions are hereby accepted:  
 "Standard Terms and Conditions" or "General Conditions of Contract" Available on Websites () or attached.  
 The awarding of the price quotation as determined by (Department of Defence).

The following is hereby certified:  
 This offer is correct and any mistakes will be at my risk.  
 I accept responsibility for the execution of all obligations entrusted upon me.  
 I did not participate in any collusive practices with any other supplier or any other person regarding  
 this price quotation or any other price quotation.  
 I am duly authorized to sign the price quotation.  
 The offer is inclusive of value Added Tax

Name: ..... Capacity: .....

Signature: ..... Date: .....

Price Firm Y/N	Brand & Model	Grand Total Including Vat:
Do You Accept Government Orders Y/N	Delivery Period Firm Y/N	
Comply with Specification Y/N	If Not, Deviations	

**Questionnaires**

Questionnaires / Evaluation Criteria

THE 80/20 QUESTIONNAIRE EVALUATION TEMPLATE V2

Questions	Options
<b>Level 1: 51% owned by Black Women Military veterans / 51% owned by Black youth / 51% owned by Black people with disability</b>	LEVEL1 <input type="checkbox"/>
<b>Level 2: 51% owned by Black Male Military veterans / 51% owned by people with disability / 51% owned by Black Women EMES</b>	LEVEL2 <input type="checkbox"/>
<b>Level 3: 51% owned by Women Military veterans / 51% owned by Black Male EMES / 51% owned by Black Women QSEs/51% owned by Women EMES</b>	LEVEL3 <input type="checkbox"/>
	LEVEL4 <input type="checkbox"/>
	LEVEL5 <input type="checkbox"/>
	LEVEL6 <input type="checkbox"/>

**Level 4: 51% owned by Male Military veterans / 51% owned by youth / 51% owned by any other EMEs/ 51% owned by Black Male QSEs / 51% owned by Women QSEs**

**Level 5: 51% owned by any other QSEs**

LEVEL 7

LEVEL 8

NON-COMPLIANT

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Attachment Description**

**Attachment File Name**



## **Price Quotation:**

**Price Quotation:** Bidders are required to submit a detailed quotation on an official Company letterhead.

**Failure to submit this document as indicated by the closing date and time will invalidate this offer.**

**APPENDIX B**



## **Price Breakdown:**

**Price Breakdown:** Bidders must submit a detailed Price Breakdown. Price Breakdown must be itemised, include all products, consumables, quantities included, unit rates, clear separation of labour vs materials, profit mark up, contingency, preliminaries & general costs.

Cost for Certificate of Compliance (COC) must only be included when the specification indicates COC is required for handing and taking over of the project.

**Failure to submit this document as indicated by the closing date and time will invalidate this offer.**



## **Project Plan**

**Project Plan:** Bidders must submit a comprehensive project plan clearly stipulating the target date, (Delivery to site, Execution of work, Time Frame of Completion, Removal of Rubble, etc.

**Failure to submit a comprehensive project plan as indicated by the closing date and time will invalidate this offer.**



## **SBD 4: BIDDERS DISCLOSURE**

**SBD 4 - Bidders Disclosure:** This document must be fully completed.

**Failure to submit this document as indicated by the closing date and time will invalidate this offer.**

**APPENDIX E**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest <sup>1</sup> in the enterprise, employed by the state?

**YES / NO**

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

Full Name	Identity Number	Name of State Institution

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

**YES / NO**

2.2.1 If so, furnish particulars:

.....

.....

---

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

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

**YES / NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium <sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

---

<sup>2</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.

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

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**



## **SBD 6.1: PREFERENCE POINTS CLAIM FORM**

**SBD 6.1 Preference Points Claim Form:** Bidders to claim their Specific Goal Points for 80/20.

**Failure to claim Specific Goal Points as indicated by the closing date and time will forfeit your Specific Goals points.**

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

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

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

### 1. GENERAL CONDITIONS

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

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

1.2. **To be completed by the organ of state**  
*(delete whichever is not applicable for this tender)*

- a) ~~The applicable preference point system for this tender is the 90/10 preference point system.~~
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4. To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 PS = 80 \left(1 \frac{Pt - P_{min}}{P_{min}}\right) & \text{OR} & PS = 90 \left(1 \frac{Pt - P_{min}}{P_{min}}\right)
 \end{array}$$

Where

PS = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

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

#### 3.2.1 POINTS AWARDED FOR PRICE

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

$$PS = 80 \left(1 - \frac{Pt - P_{max}}{P_{max}}\right) \quad \text{OR} \quad PS = 90 \left(1 - \frac{Pt - P_{max}}{P_{max}}\right)$$

Where

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

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

**TABLE 1: THE TENDERER IS TO PICK ONLY ONE SPECIFIC GOAL**

<b>Status Level</b>	<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (90/10 system)  (To be completed by the organ of state)</b>	<b>Number of points allocated (80/20 system)  (To be completed by the organ of state)</b>	<b>Number of points claimed (90/10 system)  (To be completed by the tenderer)</b>	<b>Number of points claimed (80/20 system)  (To be completed by the tenderer)</b>
<b>LEVEL 1</b>	51% owned by Black Women Military veterans or  51% owned by Black Youth or  51% owned by Black people with disability		20		
<b>LEVEL 2</b>	51% owned by Black Male Military veterans or  51% owed by people with disability or  51% owned by Black Women EME's		18		
<b>LEVEL 3</b>	51% owned by Women Military veterans or  51% owned by Black Male EME's or  51% owned by Black Women EME's or  51% owned by Black Women QSE's		16		

Status Level	The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)  (To be completed by the organ of state)	Number of points allocated (80/20 system)  (To be completed by the organ of state)	Number of points claimed (90/10 system)  (To be completed by the tenderer)	Number of points claimed (80/20 system)  (To be completed by the tenderer)
<b>LEVEL 4</b>	51% owned by Male Military veterans or  51% owned by Youth or  51% owned by any other EME's or  51 owned by Black Male QSE's or  51% owned by Women QSE's		14		
<b>LEVEL 5</b>	51% owned by any other QSE's		12		
<b>LEVEL 6</b>	NOT APPLICABLE				
<b>LEVEL 7</b>	NOT APPLICABLE				
<b>LEVEL 8</b>	Non-compliant		0		

NOTE: Bidders Specific Goal Points claimed will be verified against the CSD Registration Report.

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number:.....

**4.5. TYPE OF COMPANY/FIRM**

- Partnership / Joint Venture / Consortium
  - One-Person business / sole propriety
  - Close Corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned company
- (TICK APPLICABLE BOX)

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) if the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have-
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellations;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

**NOTE:** The Department of Defence reserves the right to verify the truthfulness of the claims (par 4.6 iii).

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....  
.....  
.....  
.....



## **SWORN AFFIDAVIT:**

**Sworn Affidavit:** Bidders must submit the **Sworn Affidavit (Attached)**, signed by a legally recognised Commissioner of Oath to substantiate the Preference Points (Specific Goals) claimed as per completed and signed SBD 6.1

**Failure to submit this document as indicated by the closing date and time will forfeit your Specific Goals Points.**

**Appendix G**

## SWORN AFFIDAVIT – GENERAL

I, THE UNDERSIGNED,

<b>Full Name &amp; Surname</b>	
<b>Identity Number</b>	

**HEREBY DECLARE UNDER OATH AS FOLLOWS**

1. The content of this statement are to the best of my knowledge a true reflection of the facts.
  
2. I am a Member / Director / Owner (**Select One**) of the following enterprise and am duly authorized to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Vat Number (If Applicable):</b>	
<b>Enterprise Physical Address:</b>	..... ..... .....
<b>Type of Entity (CC; (Pty) Ltd; Sole Prop; etc):</b>	
<b>Nature of Business:</b>	

**SWORN AFFIDAVIT – GENERAL**

<p><b>Definition of “Black People”</b></p>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none"> <li>a) who are citizens of the Republic of South Africa by birth or descent; or</li> <li>b) who became citizens of the Republic of South Africa by naturalisation-             <ul style="list-style-type: none"> <li>i. before 27 April 1994; or</li> <li>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to the date,”</li> </ul> </li> </ul>
<p><b>Definition of “Black Designated Groups”</b></p>	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> <li>a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</li> <li>b) Black people who are youth as defined in the National Youth Commission Act of 1996;</li> <li>c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</li> <li>d) Black people living in rural and under developed areas;</li> <li>e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</li> </ul>

**“I HEREBY DECLARE UNDER OATH THAT I CLAIM ONE OF THE FOLLOWING GOALS”**

**NOTE: THE TENDERER TO PICK ONLY ONE SPECIFIC GOAL AND SUBSTANTIATE THE GOAL CLAIMED IN THE PRESENCE OF A COMMISSIONER OF OATH.**

**LEVEL 1 – 20 POINTS CLAIMED**

- The Enterprise is \_\_\_\_\_% Owned by Black Woman Military Veterans as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is \_\_\_\_\_% Owned by Black Youth as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is \_\_\_\_\_% Owned by Black People with Disability as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.

## **SWORN AFFIDAVIT – GENERAL**

### **LEVEL 2 – 18 POINTS CLAIMED**

- The Enterprise is \_\_\_\_\_% Owned by Black Male Military Veterans as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is \_\_\_\_\_% Owned by People with Disability as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is \_\_\_\_\_% Owned by Black Woman EMEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.

### **LEVEL 3 – 16 POINTS CLAIMED**

- The Enterprise is \_\_\_\_\_% Owned by Woman Military Veterans as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is \_\_\_\_\_% Owned by Black Male EMEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is \_\_\_\_\_% Owned by Woman EMEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is \_\_\_\_\_% Owned by Black Woman QSEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.

### **LEVEL 4 – 14 POINTS CLAIMED**

- The Enterprise is \_\_\_\_\_% Owned by Male Military Veterans as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is \_\_\_\_\_% Owned by Youth as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is \_\_\_\_\_% Owned by any other EMEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is \_\_\_\_\_% Owned by Black Male QSEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.

**SWORN AFFIDAVIT – GENERAL**

- The Enterprise is \_\_\_\_\_ % Owned by Woman QSEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.

**LEVEL 5 – 12 POINTS CLAIMED**

- The Enterprise is \_\_\_\_\_ % Owned by any other QSEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.

**LEVEL 8 – 0 POINTS CLAIMED**

- Non - Compliant

**‘I KNOW AND UNDERSTAND THE CONTENTS OF THIS AFFIDAVIT AN I HAVE NO OBJECTION TO TAKE THE PRESCRIBED OATH AND CONSIDER THE OATH BINDING ON MY CONSCIENCE AND ON THE OWNERS OF THE ENTERPRISE WHICH I REPRESENT IN THIS MATTER’**

\_\_\_\_\_  
**COMMISSIONER OF OATH SIGNATURE**

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

\_\_\_\_\_  
**DEPONENT SIGNATURE**

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



## **SBD 6.1: PREFERENCE POINTS CLAIM MILITARY VETERAN PROOF**

**SBD 6.1 -Preference Points Claim Military Veteran Proof:** Bidders who are claiming points for being a military Veteran must submit a Confirmation of Listing on the Military Veterans Database as proof with their SBD 6.1 Failure to submit this document as indicated by the closing date and time **will forfeit your Specific Goals points. Appendix H**

**Failure to complete the document as indicated by the closing date and time will forfeit your Specific Goals points. Appendix H**



## **COMPULSORY ENTERPRISE QUESTIONNAIRE ANNEX G**

**Compulsory Enterprise Questionnaire (Annex G):** The Enterprise Questionnaire must be fully completed. In the case of a Joint Venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Failure to submit this document as indicated by  
the closing date and time may invalidate this offer.**

## Annex G

### Compulsory Enterprise questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted			
<b>Section 1: Name of enterprise:</b>			
<b>Section 2: VAT registration number, if any:</b>			
<b>Section 3: CIDB registration number, if any:</b>			
<b>Section 4: CSD number:</b>			
<b>Section 5: Particulars of sole proprietors and partners in partnerships:</b>			
<b>Name*</b>	<b>Identity number*</b>	<b>Personal income tax number*</b>	
<i>*Complete only if sole proprietor or partnership and attached separate page if more than 3 partners</i>			
<b>Section 6: Particulars of companies and close corporations</b>			
Company registration number:			
Close corporation number:			
Tax reference number:			
<b>Section 7: SBD 4 issued by National Treasury must be completed for each tender and be attached as a tender requirement</b>			
<b>Section 8: SBD 6 issued by National Treasury must be completed for each tender and be attached as a tender requirement</b>			
The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:			
<ul style="list-style-type: none"> <li>i. Authorizes the employer to verify the tenderers clearance status from the South African Revenue Services that it is in order;</li> <li>ii. Confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;</li> <li>iii. Confirms that no partner, member, director or other person, who wholly or partly exercised, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;</li> <li>iv. Confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and</li> <li>v. Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.</li> </ul>			
<b>Signed</b>		<b>Date</b>	
<b>Name</b>		<b>Position</b>	
<b>Enterprise Name</b>			



## **\*NOTE\***

### **JOINT VENTURES (JV)**

**Joint Ventures (Jv):** The following documents must be submitted for all Joint Ventures (JV):

- i. Signed Joint Venture (JV) agreement (clearly defining roles, responsibilities and shareholding) **must** be submitted with Bid.
- ii. Proof of CSD Registration for all Joint Venture (JV) Partners.
- iii. All Joint Venture (JV) Partners **must** be Tax Compliant.
- iv. Joint Venture (JV) Partners must be registered for the commodity bidding for on CSD.

Joint Ventures (JV) must be incorporated.



## **Central Suppliers Database (CSD) Full Registration Report:**

**Central Suppliers Database (CSD) Full Registration Report:** From 1 April 2016 it is mandatory for the Department of Defence (DOD) to make use of Suppliers that are registered on the National Treasury Central Supplier Database (CSD). Only bidders that submit proof of Registration will be considered.

The CSD Full Registration Report (**Not older than Fourteen (14) days**) should be submitted. Bidders must comply to the following Minimum Criteria on the CSD Registration report:

- i. CSD Full Registration Report should not be older than 14 days
- ii. Tax Compliant
- iii. Successfully verified bank details
- iv. May not be a restricted supplier
- v. Physical Address type (must be a physical street address)
- vi. CSD Registration Report must reflect the Commodity or Service the company is bidding for:
  - a) **Segment Title:** Building and Facility Construction and Maintenance Services
  - b) **Family Title:** Building and Facility Maintenance and Repair Services
  - c) **Class Title:** Building maintenance and Repair Services

d) **Commodity Title:** Building Maintenance Service

Failure to submit the CSD full Registration Report not older than 14 days and adhere to the above mentioned minimum criteria by the closing date and time **will invalidate this offer.**

**Appendix J**



## **Construction Industry Development Board (CIDB) Requirements**

### **Construction Industry Development Board (CIDB) Requirements:**

Bidders must submit proof of Registration / Grading level from CIDB and ensure that they are active for the required Grading level GB 4 or Higher.

This will be verified on the CIDB Contractor Register.

**Failure to be registered for GB 4 or Higher and submit proof will invalidate this offer.**

**Appendix: K**



**Certificate of Compliance by Sub-Contractor/s Roofing & Waterproofing (SN) / (RIASA)**

**Certificate of Compliance by Sub-Contractor/s Roofing & Waterproofing (SN) / (RIASA):** The Bidder or Sub-contractor must be registered with CIDB for SN or The Roofing Industry Association of South Africa (RIASA).

*No grading is required for SN on CIDB as the main bidder is GB4 or higher, this is only required to ensure quality workmanship for roofing*

Failure to complete the document for the qualified sub-contractor where the main bidder is not registered and not submitting proof **will invalidate this offer.**

**Appendix L**



## **Certificate of Compliance by Sub-Contractor/s for Asbestos Removal:**

### **Certificate of Compliance by Sub-Contractor/s for Asbestos Removal:**

Bidder or Sub-contractor must submit valid and in date proof of being registered by the Department of Employment and Labour (DEL) under the Asbestos Abatement Regulations for type 2 Asbestos.

*Contractor to ensure Air Sample Certificate is obtained and Site cleared for contractors to continue on Site.*

**Failure to be registered at the he Department of Employment and Labour (DEL) for type 2 Asbestos removal and submit proof will invalidate this offer.**



**Certificate of Compliance by Sub-Contractor/s for Timber Buildings and Structures (SM) or Accredited Institution qualifications for Timber Buildings:**

**Certificate of Compliance by Sub-Contractor/s for Timber Buildings and Structures (SM) or Accredited Institution qualifications for Timber Buildings:** The Bidder or Sub-contractor must be registered with CIDB for SM or submit proof of qualifications from an accredited institution for Timber buildings.

*No grading is required for SM on CIDB as the main bidder is GB4 or higher, this is only required to ensure quality workmanship for timber work required.*

**Failure to complete the document for the qualified sub-contractor where the main bidder is not registered and not submitting proof will invalidate this offer.**

**Appendix N**



## **Compulsory Briefing Session Certificate:**

**Compulsory Briefing Session Certificate:** Suppliers/Contractors are advised to send a technically knowledgeable representative to the Briefing Session.

**Failure to attend the compulsory Briefing Session and submit the completed and signed Briefing Session certificate by the closing date and time will invalidate your offer.**

**Appendix O**



**logistics division**

Department:  
Defence  
REPUBLIC OF SOUTH AFRICA

**COMPULSORY BRIEFING SESSION CERTIFICATE**

**Briefing Session Date: 26 June 2026**

**Briefing Session Time: 11H00**

**Venue: SOUTH AFRICAN NAVAL COLLEGE, GORDONS BAY CENTRAL, CAPE TOWN**

**Bid Number: SPSC / B / 004 /2026**

**Closing Date: 09 July 2026**

**Closing Time: 11H00**

**Validity Period: 90 Calendar Days**

The Information Briefing Session is non-compulsory and the signed and stamped certificate must be submitted as Appendix O as part of the Bid document.

It is hereby confirmed that:

\_\_\_\_\_  
(Name of Company Representative)

Of

\_\_\_\_\_  
(Legal Name of Company)

Attended the official Compulsory Briefing Session and cognisance has been taken of the information as per the presentation, bid document, the brochure / hand-out and all relevant documentation.

\_\_\_\_\_  
**Signature of Company Representative**

\_\_\_\_\_  
**Simon's Town Procurement Service centre  
Representative**

\_\_\_\_\_  
**Official Date Stamp**

The time as stipulated in the Bid Document for the Compulsory Briefing Session and latecomers will under no circumstances be permitted to attend.

**Failure to attend the Compulsory Briefing Session and provide this completed certificate with the Bid Document by the closing date and time will not invalidate your Bid.**



## **Compulsory Site Viewing Certificate:**

**Compulsory Site Viewing Certificate:** Suppliers/Contractors are advised to send a technically knowledgeable representative to the Site Viewing to do measurements.

**Failure to attend the compulsory Site Viewing Session and submit the completed and signed Site Viewing certificate by the closing date and time will invalidate your offer.**

**Appendix P**



**logistics division**

Department:  
Defence  
REPUBLIC OF SOUTH AFRICA

## **SITE VIEWING CERTIFICATE**

**Site Viewing Date: 26 June 2026**

**Site Viewing Time: 11H00**

**Venue: SOUTH AFRICAN NAVAL COLLEGE, GORDONS BAY CENTRAL, CAPE TOWN  
7140**

**Bid Number: SPSC / B / 004 /2026**

**Closing Date: 09 July 2026**

**Closing Time: 11H00**

**Validity Period: 90 Calendar Days**

The Site Viewing Session is compulsory and the signed and stamped certificate must be submitted as Appendix P as part of the Bid document.

It is hereby confirmed that:

\_\_\_\_\_  
(Name of Company Representative)

Of

\_\_\_\_\_  
(Legal Name of Company)

Attended the official Site Viewing Session and cognisance has been taken of the information as per the presentation, bid document, the brochure / hand-out and all relevant documentation.

\_\_\_\_\_  
**Signature of Company Representative**

\_\_\_\_\_  
**Simon's Town Procurement Service centre  
Representative**

\_\_\_\_\_  
**Official Date Stamp**

The Briefing and Site Viewing is compulsory as stipulated in the Bid Document, latecomers will under no circumstances be permitted to attend.

**Failure to attend the Site Viewing Session and provide this completed certificate with the Bid Document by the closing date and time will invalidate your Bid.**



## **SBD 1: INVITATION TO BID**

**SBD 1 / Invitation to Bid:** This document to be fully completed.

**Failure to submit this document as indicated by the closing date and time may invalidate this offer.**

**Appendix Q**

## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SIMON'S TOWN PROCUREMENT SERVICE CENTRE					
BID NUMBER:	SPSC-B-004-2026	CLOSING DATE:	09 JULY 2026	CLOSING TIME:	11H00
DESCRIPTION	<b>THE REFURBISHMENT OF THE BOATHOUSE, FLAMMABLE STORE, LOCKER ROOM AND MARINE ACCESS STRUCTURES AT SA NAVY COLLEGE TRAINING FACILITIES IN GORDON'S BAY.</b>				
	<b>**ONLY THOSE TENDERS WHO ARE REGISTERED WITH THE CIDB, OR ARE CAPABLE OF BEING SO PRIOR TO THE EVALUATION OF SUBMISSIONS, IN GB4 OR HIGHER CLASS OF CONSTRUCTION WORK, ARE ELIGIBLE TO HAVE THEIR TENDERS EVALUATED</b>				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DOCUMENTS TO BE DEPOSITED AT THE ENTRANCE (GREEN BOX) SIMON'S TOWN PROCUREMENT SERVICE CENTRE, NO: 2 ARSENAL ROAD, SIMON'S TOWN OR HANDED IN AT THE BID RECEPTION SECTION, NO: 2 ARSENAL ROAD, SIMON'S TOWN (DIRECTIONS TO THE ABOVE ADDRESS AVAILABE WITH THE BID DOCUMENTS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Corporal N.Booyesen		CONTACT PERSON	Chief Petty Officer I. van der Westhuizen	
TELEPHONE NUMBER	021 787 5034		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:spscbidinvitation@dod.mil.za">spscbidinvitation@dod.mil.za</a> <a href="mailto:spscbidinvitation@gmail.com">spscbidinvitation@gmail.com</a>		E-MAIL ADDRESS	<a href="mailto:spsctechnical@dod.mil.za">spsctechnical@dod.mil.za</a>	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO  
**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
 (Proof of authority must be submitted e.g. company resolution)

DATE: .....



## **SPSC INDEMNITY AGREEMENT FORM**

**SPSC Indemnity Agreement Form:** This document to be fully completed. Failure to submit this document as indicated by the closing date and time may invalidate this offer. **Appendix R**

**Failure to submit this document as indicated by the closing date and time may invalidate this offer.**  
**Appendix R**



# logistics division

Department:  
Defence  
REPUBLIC OF SOUTH AFRICA

**RELEASE OF INDEMNITY AGREEMENT FROM BIDDER:** \_\_\_\_\_

**IN RESPECT OF SPSC / B / \_\_\_\_\_ / 2026**

## INDEMNITY

1. I agree that the Department of Defence, it's agents. Officers, employees, volunteers and representatives (hereafter referred to as "DOD") are indemnified from any claim that may arise from a third party and all costs or legal expenses in this regard, to such a claim for loss or damage resulting from the death, illness, injuries or disability of any such person(s), or the damage to the property of mine or any other person(s) that may result from or be related to the execution of this contract.

2. The DOD and its employees will not be held responsible for any claim or injury to my personnel or the personnel of my sub-contractors, if and when applicable, whilst on DOD property or in the execution of their tasks on DOD property.

## DAMAGE COMPENSATION

3. I will be held liable for any damage or theft that may be caused, to the premises or content by me or my employees or be due to our neglect whether in the normal execution of our duties or otherwise and a claim for indemnification can accordingly be imposed by the DOD against me.

4. In the case of damages to premises or content resulting from the work done, I undertake to rectify the damage immediately to the satisfaction of the DOD. If I fail to act immediately after notification, the DOD will rectify the damage at will and the cost thereof will be recovered from any monies outstanding to me.

## WAIVER

5. No waiver of any of the terms and conditions of the contract will be binding or effectual for any purpose unless expressed in writing and signed by the parties thereto, and any waiver will be effective only in specific instances and for the purpose given. No failure or delay on the part of either party in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of right, power or privilege.

## ACKNOWLEDGEMENT

I acknowledge that I have read and understood this agreement, that I have executed this agreement voluntarily and that this agreement is binding to myself. I accept that the DOD may reject the offer and/or act against me if I contravene this agreement.

\_\_\_\_\_  
**Full Name and Signature of Bidder's Duly Authorised Representative** **Date**

**Witness 1:** \_\_\_\_\_ **Witness 2:** \_\_\_\_\_

**Date:** \_\_\_\_\_





## **WRITTEN AGREEMENT WRT OCCUPATIONAL HEALTH AND SAFETY AGREEMENT (OHASA)**

**WRITTEN AGREEMENT WRT OCCUPATIONAL HEALTH AND SAFETY  
AGREEMENT (OHASA):** The OHASA agreement, signed amongst the DOD  
and bidder to be fully completed.

**Failure to submit this document as indicated by  
the closing date and time may invalidate this offer.  
Appendix S**



**WRITTEN AGREEMENT TO COMPLETE AN OCCUPATIONAL HEALTH AND SAFETY AGREEMENT FOR THE COMPLETION OF A CONTRACT ENTERED INTO BETWEEN**

**THE DEPARTMENT OF DEFENCE AND \_\_\_\_\_**

\_\_\_\_\_  
(Herein after referred to as the contractor)

AS ENVISAGED BY SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT NO 85 OF 1993 AS AMENDED

**WORKMAN COMPENSATION NUMBER:** \_\_\_\_\_

**1, I, (full names)** \_\_\_\_\_

**(Identity Number** \_\_\_\_\_ **)** being fully authorised to represent the Contractor, do hereby confirm that the supplier is an employer on its own right with duties as prescribed in the Occupational Health and Safety Act 85 of 1993 as amended and agree to ensure that all work will be performed or plant and machinery will be used in accordance with the provision of the said Act.

2. I hereby confirm that I will ensure that all our employees or Subcontractors workmen are covered in terms of the Compensation for Occupational Injuries and Diseases Act 1993, which cover shall remain in force whilst any such workmen are working with or on Department of Defence (DOD) property for the duration of the contract period.

3. I furthermore confirm that we and / or our Subcontractor(s) are in possession of a valid "Certificate of good standing" issued by the Workman Compensation Commissioner.

4. I furthermore confirm and agree that I and / or our Subcontractor(s) will sign a written agreement on occupational health and safety responsibilities for completion of a contract entered into between the Department of Defence **within 10 days** of the award of the contract should we be successful bidder. I acknowledge that should I fail to sign the OHAS agreement within this period; the contract will be terminated with immediate effect with no recourse on my behalf.

\_\_\_\_\_  
Signed By Contractors Authorised Representative

\_\_\_\_\_  
Full Name of Contractors Authorised Representative

Witnesses 1. \_\_\_\_\_

2. \_\_\_\_\_

Signed and entered into at \_\_\_\_\_ On \_\_\_\_\_ 2026



## **SPSC GROUP QUESTIONNAIRE**

**SPSC Group Questionnaire:** This document to be fully completed.

Failure to submit this document as indicated by the closing date and time may invalidate this offer. **Appendix T**

**Failure to submit this document as indicated by the closing date and time may invalidate this offer.  
Appendix T**

**SIMON'S TOWN PROCUREMENT SERVICE CENTRE**

**CLOSING DATE OF BID: 09 JULY 2026**  
**CLOSING TIME OF BID: 11H00**

**BID NUMBER: SPSC/B/004/2026**  
**VALIDITY: 90 CALENDAR DAYS**

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**GROUP QUESTIONNAIRE**

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Circle applicable response and delete not applicable response.

Service required for: **THE REFURBISHMENT OF THE BOATHOUSE, FLAMMABLE STORE, LOCKER ROOM AND MARINE ACCESS STRUCTURES AT SA NAVY COLLEGE TRAINING FACILITIES IN GORDONS BAY.**

1. Do you confirm compliance to 90 calendar day's validity period? **YES / NO**  
If not, state reason/s: \_\_\_\_\_

2. Is your price firm for the validity period of 90 calendar days? **YES / NO**  
If not, state reason/s: \_\_\_\_\_

3. Do you accept Government Orders? **YES / NO**

4. Lead Time/Delivery period required by supplier after receipt of order: days, weeks or months  
\_\_\_\_\_

5. Indicate the Brand Offered: \_\_\_\_\_

6. Copies of General Bid Conditions and General Conditions of Contract are available from the National Treasury Website ([www.treasury.gov.za](http://www.treasury.gov.za))

7. Do you confirm compliance to the Special Conditions of Contract, General Bid Conditions and General Conditions of Contract? **YES / NO**

8. Do you confirm that you may sign a SBD 7.1? **YES / NO**

General Information

9. Bid Documents: have you made/kept a copy of completed Bid documents for reference purposes: **YES / NO**

Clarification of Information: It has been noted and confirmed that the DOD may request clarification on any information regarding any aspect included in the bid document. The bidder is to supply the requested information within the requested time span. Failing may result in the bid being disqualified.

**ADMINISTRATION**

**Bidders are requested to number each page of the Bid Document submitted. Pages are to be numbered from the bottom page to the top page (top right hand corner)**

**NB: SPSC RESERVES THE RIGHT TO RECALL THE BIDDER/S TO COMPLY WITH THE ABOVE ADMINISTRATION INSTRUCTION**

**I/WE HEREBY CONFIRM THAT I/WE HAVE COMPLIED WITH ALL OF THE ABOVE REQUIREMENTS**

WITNESS 1: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS 2: \_\_\_\_\_ DATE: \_\_\_\_\_

BIDDER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Capacity under which this bid is signed \_\_\_\_\_



## **DEFENCE INTELLIGENCE QUESTIONNAIRE (D.I.)**

**Defence Intelligence Questionnaire (D.I.)** The DI Vetting form to be completed in full. Failure to submit the DI Vetting form and required documentation as indicated, by the closing date and time **may invalidate this offer.**

**Failure to submit the DI Vetting form and required documentation as indicated by the closing date and time may invalidate this offer.**

**Appendix U**

# DEPARTMENT OF DEFENCE INTELLIGENCE (DI) VETTING

TO DI SEC INSTR/01/2014

## QUESTIONNAIRE:

## MAIN CONTRACTOR

Company Name: .....

Company Registration Number: .....

DOD Supplier Code (if already registered with the DOD): .....

Personal particulars of Company Director(s) (Include copy of RSA Identification and passport document):

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

Personal particulars of Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation)

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Company Physical Address: .....

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Company Postal Address: .....

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Company Core Business: .....

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**SECTION B**

**SUB CONTRACTORS DETAILS**

Personal particulars of sub-contractors if any (Include copy of RSA Identification and passport documents):

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Personal particulars of Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation)

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**Sub Contractors Company Physical Address:**

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**Sub Contractors Company Postal Address:**

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**Sub Contractors Company Core Business:**

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**SECTION C**

**MAIN CONTRACTOR**

1. When did the company begin with its operations?

Answer: .....

2. Is the company registered with the Company and Intellectual Property Commission (CIPC)? If yes, provide the registration number and attach a certified copy of the registration certificate.

Answer: .....

3. List the services that will be rendered by the company to the SANDF?

Answer: .....

.....

.....

4. Which DOD installations/unit and specific area/section does the company required access to?

Answer: .....

.....

.....

5. Name list and copies of RSA ID's / passports of all employees entering the DOD installation.

Answer: .....

.....

.....

6. Does the company provide services to other RSA state departments? If yes, provide the names of the departments and the period/s during which service was provided.

Answer: .....

.....

.....

7. Does the company provide services to foreign governments and/or companies? If so, provide details.

Answer: .....  
.....  
.....

8. Has the company been implicated in any fraudulent activities? If yes, provide details.

Answer: .....  
.....  
.....

9. Has the company been implicated in any corrupt practices? If yes, provide details.

Answer: .....  
.....  
.....

10. Has the company been implicated in any other criminal activity? If yes, provide details.

Answer: .....  
.....  
.....

11. Is the company under investigation by any government security agency? If yes, provide details.

Answer: .....  
.....  
.....  
.....  
.....

12. What known factor could possibly prevent this company from entering into contract with the Department of Defence and Military Veterans or any component thereof and why?

Answer: .....

.....

.....

**Compiled by:**

**Name:** .....

**Identification Number:** .....

**Position in Company:** .....

**Signature:** .....

**Date:** .....

**NB: Important; The following documentation is Mandatory and is to be included in the DI vetting declaration**

- *The profiles of the Director(s) of the Main Contractor and Sub- Contractors as well as their RSA Identification and passport documents.*
- *The registration number and attach a certified copy of the registration certificate with the Company and Intellectual Property Commission (CIPC).*
- *Name list and RSA IDs of all personnel entering DOD premises except for Courier.*
- Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation).



## **NOTE**

**Bill of Quantity:** Bidders may be requested to submit a comprehensive Bill of Quantity according to the specification during the final stages of the Evaluation Process.

Failure to submit the Bill of Quantity as requested may exclude Bidders from the Bidding Process.

**Failure to submit this document as indicated by the closing date and time will invalidate this offer.**



## **SCOPE OF WORK**

**Scope of Work:** The bidder's compliance must be indicated with the word **comply/do not comply, each paragraph and sub-paragraph must be acknowledged.** No abbreviations will be accepted, for example, "c/nc for comply/not comply or y/n for yes/no, any form of emoji's (☺) or ticks (√) (x) etc". The most suitable suppliers will be awarded in accordance with compliance to Statement of Work and fit for purpose

A separate attached signed letterhead shall be used if space provided is inadequate for listing the deviations. It shall clearly list the relevant paragraphs and, in detail, the deviations from that stated/specified.

This Statement of Work shall not be used for any purpose other than tendering or manufacturing. No alterations shall be allowed without the consent of the Simon's Town Procurement Service Centre

**Failure to submit this document as indicated by the closing date and time will invalidate this offer**

**SCOPE OF WORK TO REFURBISH BOATHOUSE, FLAMMABLE STORE,  
LOCKER ROOM AND MARINE ACCESS STRUCTURES AT THE SA NAVAL  
COLLEGE TRAINING FACILITY,  
GORDON'S BAY**

1.	<b>SCOPE</b>	
	The successful contractor shall be responsible to refurbish boathouse, flammable store, locker room and marine access structures at the SA Naval training facility, Gordon's Bay. The requirement exists to ensure safety, durability and compliance with current standards.	
2.	<b>LOCATION</b>	
	South African Naval College, Gordon's Bay Central, Cape Town, 7140.	
3.	<b>LIAISON</b>	
3.1.	<b>Access to premises:</b> Warrant Officer S. Wantza Contact Number 079 949 1487	
3.2.	<b>Technical enquiries:</b> Mr M.G. Mbedzi Contact number 021 787 5249 082 946 5353	
	<b>REQUIREMENT</b>	<b>COMPLIANCE</b>
	<b>**NOTE**</b> <ul style="list-style-type: none"> <li>• <b>Successful Contractor to start with asbestos removal and disposal thereof.</b></li> </ul>	
	<b>**NOTE**</b> <ul style="list-style-type: none"> <li>• <b>Successful Contractor to supply an official Asbestos Clearance Certificate before commencing with the rest of the requirement.</b></li> </ul>	
	<b>**NOTE**</b> <ul style="list-style-type: none"> <li>• <b>Successful Contractor to submit an Asbestos Disposal Certificate ensuring asbestos was disposed of at a licensed hazardous waste facility.</b></li> </ul>	
4.	<b>BOATHOUSE</b>	
4.1.	Remove existing asbestos roof safely and dispose of in compliance with hazardous material regulations ( <b>140m<sup>2</sup></b> ).	
4.2.	Removal and disposal to be done by a Registered Asbestos Contractor (RAC) with an in-date validity.	
4.3.	Pressure wash brick walls and floor area ( <b>480m<sup>2</sup></b> ).	
4.4.	Replace roof rafters ( <b>50</b> ).	
4.5.	Replace steel roof stays ( <b>20</b> ).	
4.6.	Replace L-shape steel brackets ( <b>20</b> ).	

**SCOPE OF WORK TO REFURBISH BOATHOUSE, FLAMMABLE STORE,  
LOCKER ROOM AND MARINE ACCESS STRUCTURES AT THE SA NAVAL  
COLLEGE TRAINING FACILITY,  
GORDON'S BAY**

	REQUIREMENT	COMPLIANCE
4.	<b>BOATHOUSE</b>	
4.7.	Replace I-beam iron support (10).	
4.8.	Install new Nutec roofing (106m <sup>2</sup> ).	
4.9.	Install new ridging (6.2m).	
4.10.	Replace old fascia boards with Nutec fascia boards (30m).	
4.11.	Replace old barge boards with Nutec barge boards (30m).	
4.12.	Apply rubberised protective coat on Nutec roofing – min 2 coats (30.8m <sup>2</sup> ).	
4.13.	Thoroughly clean roof, prime roof with an alkali-resistant primer and paint roof with a high-quality, UV-resistant, 100% acrylic paint, forest green in colour (106m <sup>2</sup> ).	
4.14.	Install 12mm Nutec fibre cement sheeting on interior and exterior walls (402m <sup>2</sup> ).	
4.15.	Install white aluminium gutters matching existing drainage system (12.4m).	
4.16.	Install white aluminium downpipe matching existing drainage system (12m).	
4.17.	Replace existing attic decking with 18mm marine ply board (28m <sup>2</sup> ).	
4.18.	Sand down attic deck, prime attic deck with a high-quality exterior acrylic wood primer, sand down attic deck and paint attic deck with a marine-grade acrylic-latex exterior paint, cream in colour (28m <sup>2</sup> ).	
4.19.	Install 1,5m vapour-proof single phase LED light fittings, complete with lights, in attic (02).	
4.20.	Replace rope store plywood walls (30m <sup>2</sup> ).	
4.21.	Install 1,5m vapour-proof single phase LED light fittings, complete with lights, inside rope store (02).	
4.22.	Install 5mm Perspex windows in rope store overlooking attic (10m <sup>2</sup> ).	
4.23.	Replace existing rope store door with a white aluminium door and frame, complete with lockset (01).	
4.24.	Replace existing wooden 3-step staircase from rope store leading onto attic with stainless steel staircase fitted with treads to ensure surface stays dry and non-slip (01).	

**SCOPE OF WORK TO REFURBISH BOATHOUSE, FLAMMABLE STORE,  
LOCKER ROOM AND MARINE ACCESS STRUCTURES AT THE SA NAVAL  
COLLEGE TRAINING FACILITY,  
GORDON'S BAY**

	<b>REQUIREMENT</b>	<b>COMPLIANCE</b>
<b>4.</b>	<b>BOATHOUSE</b>	
4.25.	Degrease 3-step staircase, scuff the surface, wipe away all sanding dust, prime 3-step staircase with an epoxy metal primer and paint 3-step ladder with a highly-durable epoxy paint, yellow in colour (01).	
4.26.	Replace existing steel staircase leading up to rope store and attic with stainless steel staircase fitted with treads to ensure surface stays dry and non-slip (01).	
4.27.	Degrease staircase leading up to rope store and attic, scuff the surface, wipe away all sanding dust, prime staircase leading up to rope store and attic with an epoxy metal primer and paint staircase with a highly-durable epoxy paint, yellow in colour (01).	
4.28.	Replace wooden double office doors and replace with white aluminium double doors and frames, complete with and locksets (03).	
4.29.	Replace steel window frames with white aluminium frames and laminated safety glass (05).	
4.30.	Refurbish scuttle frame and glass (01).	
4.31.	Replace single phase industrial wall plug in office spaces (02).	
4.32.	Replace single phase industrial wall plugs in main office housing distribution box (03).	
4.33.	Install vapour-proof single phase LED light fittings, complete with lights, in office spaces (03).	
4.34.	Install 1.5m double vapour-proof single phase LED light fittings, complete with lights, in training area below decking (03).	
4.35.	Install single phase industrial two-lever switches for lights in training area below decking (02).	
4.36.	Replace 3-phase switch socket in training area (01).	
4.37.	Restore full electrical functionality.	
4.38.	Repair brick cracks/structural defects in wall/floor of three (03) office spaces – successful Contractor will be liable for any further damage to existing structure.	
4.39.	Skim ceilings of three (03) office spaces (30m <sup>2</sup> ).	
4.40.	Wipe down office ceilings, prime with a high-quality alkali-resistant water-based primer and paint office ceilings with an interior water-based acrylic ceiling matt paint, soft off-white in colour (30m <sup>2</sup> ).	

**SCOPE OF WORK TO REFURBISH BOATHOUSE, FLAMMABLE STORE,  
LOCKER ROOM AND MARINE ACCESS STRUCTURES AT THE SA NAVAL  
COLLEGE TRAINING FACILITY,  
GORDON'S BAY**

	<b>REQUIREMENT</b>	<b>COMPLIANCE</b>
<b>4.</b>	<b>BOATHOUSE</b>	
4.41.	Clean all wall surfaces, prime all walls with a high-quality alkali-resistant plaster primer and paint all walls with a high-quality 100% pure exterior acrylic paint, cream in colour (508m <sup>2</sup> ).	
4.42.	Waterproof existing concrete slab.	
4.43.	Install 20mm water taps (02).	
4.44.	Install 20mm showers (02).	
4.45.	Replace existing steel railings with stainless steel railings, front and back (40m).	
4.46.	Degrease stainless steel railings, scuff the surface, wipe away all sanding dust, prime stainless steel railings with an epoxy metal primer and paint stainless steel railings with a highly-durable epoxy paint, yellow in colour (40m).	
4.47.	Refurbish training area floor and apply three (03) coats of highly alkali-resistant, long-lasting and easy-to-clean paint. Application of silica sand required for slip-resistant floors. Colours to be iaw safety colours (30m <sup>2</sup> ).	
4.48.	Install aluminium fire locker doors on fire locker behind boathouse (01).	
4.49.	Clean fire locker doors, scuff the surfaces, prime the fire locker doors with a high-quality metal etching primer and paint with a durable weather-resistant epoxy paint, red in colour (02).	
4.50.	Replace existing 7m flag pole and base plate with stainless steel (01).	
4.51.	Degrease stainless steel flag pole and base plate, scuff the surface, wipe away all sanding dust, prime stainless steel flag pole and base plate with an epoxy metal primer and paint stainless steel flag pole and base plate with a highly-durable epoxy paint, white in colour (01).	
<b>5.</b>	<b>FLAMMABLE STORE</b>	
5.1.	Remove asbestos roof and replace with Nutec roof (25m <sup>2</sup> ).	
5.2.	Apply rubberised protective coat on Nutec roofing – min 2 coats (6m <sup>2</sup> ).	
5.3.	Thoroughly clean roof, prime roof with an alkali-resistant primer and paint roof with a high-quality, UV-resistant, 100% acrylic paint, forest green in colour (25m <sup>2</sup> ).	
5.4.	Install double vapour-proof single phase LED light fitting, complete with lights (01).	

**SCOPE OF WORK TO REFURBISH BOATHOUSE, FLAMMABLE STORE,  
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COLLEGE TRAINING FACILITY,  
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	<b>REQUIREMENT</b>	<b>COMPLIANCE</b>
<b>5.</b>	<b>FLAMMABLE STORE</b>	
5.5.	Install 4x4 flush single phase wall plug (01).	
5.6.	Install single phase light switch with cover (01).	
5.7.	Replace steel window frame with white aluminium frame and laminated safety glass (01).	
5.8.	Replace existing door with a white aluminium door and frame, complete with lockset (01).	
5.9.	Install aluminium fire locker lid on fire locker behind flammable store (01).	
5.10.	Clean fire locker lid, scuff the surface, prime the fire locker lid with a high-quality metal etching primer and paint with a durable weather-resistant epoxy paint, red in colour (01).	
<b>6.</b>	<b>LOCKER ROOM</b>	
6.1.	Replace structure with 12mm Nutec fibre cement sheeting on interior and exterior walls (100m <sup>2</sup> ).	
6.2.	Install new Nutec roofing (30m <sup>2</sup> ).	
6.3.	Apply rubberised protective coat on Nutec roofing – min 2 coats (8m <sup>2</sup> ).	
6.4.	Thoroughly clean roof, prime roof with an alkali-resistant primer and paint roof with a high-quality, UV-resistant, 100% acrylic paint, forest green in colour (30m <sup>2</sup> ).	
6.5.	Clean all wall surfaces, prime all walls with a high-quality alkali-resistant plaster primer and paint all walls with a high-quality 100% pure exterior acrylic paint, cream in colour (100m <sup>2</sup> ).	
6.6.	Install vapour-proof single phase LED light fitting, complete with lights (01).	
6.7.	Install single phase industrial wall plug (01).	
6.8.	Replace door with aluminium door and frame, complete with lockset (01).	
6.9.	Install white aluminium window frame and laminated safety glass (01).	
<b>7.</b>	<b>MARINE ACCESS STRUCTURES</b>	
7.1.	Refurbish jackstay, complete with zip lines and pulleys (01).	
7.2.	Ensure full operation of jackstay for training purposes.	

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	<b>REQUIREMENT</b>	<b>COMPLIANCE</b>
7.	<b>MARINE ACCESS STRUCTURES</b>	
7.3.	Replace existing stairs leading into the water with a stainless steel staircase fitted with treads to ensure surface stays non-slip (12).	
7.4.	Degrease staircase leading into the water, scuff the surface, wipe away all sanding dust, prime staircase leading into the water with an epoxy metal primer and paint staircase with a highly-durable epoxy paint, yellow in colour (12).	
7.5.	Refurbish H beams & L brackets and replace where necessary (10).	
7.6.	Degrease H beams & L brackets, scuff the surfaces, wipe away all sanding dust, prime H beams & L brackets with an epoxy metal primer and paint H beams & L brackets with a highly-durable epoxy paint, black in colour (10).	
7.7.	Refurbish floating jetty steel frame (10).	
7.8.	Replace floating jetty rubber buffers (10).	
7.9.	Replace floating jetty wood work with eco-friendly timber slats (10).	
7.10.	Refurbish bollards (17).	
7.11.	Degrease bollards, scuff the surfaces, wipe away all sanding dust, prime bollards with an epoxy metal primer and paint bollards with a highly-durable epoxy paint, yellow in colour (17).	
7.12.	Refurbish mooring rings (03).	
7.13.	Degrease mooring rings, scuff the surfaces, wipe away all sanding dust, prime mooring rings with an epoxy metal primer and paint mooring rings with a highly-durable epoxy paint, yellow in colour (03).	
7.14.	Refurbish cleats (10).	
7.15.	Degrease cleats, scuff the surfaces, wipe away all sanding dust, prime cleats with an epoxy metal primer and paint cleats with a highly-durable epoxy paint, yellow in colour (10).	
8.	<b>LABOUR, TOOLS AND MATERIAL</b>	
	<b>ONLY SABS APPROVED MATERIALS ARE TO BE USED IN THE REFURBISHMENT OF THE BOATHOUSE, FLAMMABLE STORE, LOCKER ROOM AND MARINE ACCESS STRUCTURES AT THE SA NAVAL COLLEGE TRAINING FACILITY.</b>	
8.1.	The Successful contractor will be responsible for providing the following:	

**SCOPE OF WORK TO REFURBISH BOATHOUSE, FLAMMABLE STORE,  
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8.	<b>LABOUR, TOOLS AND MATERIAL</b>	<b>COMPLIANCE</b>
8.1.1.	All materials required to execute the refurbishments, including consumable materials (i.e. rags, cleaning solvents, etc.).	
8.1.2.	All labour, tools, equipment, scaffolding and required personal protective equipment (PPE's) to execute the refurbishments.	
8.1.3.	All electrical equipment in a serviceable condition.	
8.1.4.	Lockable storage facility.	
8.1.5.	Messing facilities.	
8.1.6.	Ablution facilities.	
8.1.7.	Ensure electrical supply available for portable tools is sufficient.	
8.1.8.	Ensure that the water supply pressure and flow rates available are sufficient.	
8.2.	The Successful contractor shall <b><u>NOT</u></b> be allowed the following:	
8.2.1.	Supply equipment / chemicals that shall / may cause damage to the building, fittings, electronic equipment or harm the health of Defence personnel whilst utilising the facilities.	
8.2.2.	Store materials and chemicals on Department of Defence property, unless authorized to do so in writing by SA Naval College.	
8.3.	SA Naval College reserves the right to inspect any equipment, parts, consumable materials, spares and / or chemicals used in order to establish / determine if it conforms to SABS required standards.	
9.	<b>ON – SITE NOTES</b>	
9.1.	Contractors shall adhere to all Safety, Security and Military protocols as dictated by the client when entering, visiting, working and departing the Military Base.	
9.2.	Only documented foreign nationals will be allowed to enter the DOD facilities.	
9.3.	Documented Foreign nationals must at all times be in possession of passport and work permit.	
9.4.	The contractor and his/her staff are subject to security checks when entering and leaving the unit.	

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9.	ON – SITE NOTES	COMPLIANCE
9.5.	Working hours: Monday to Friday (08:05 to 16:00). No work shall take place over weekends and public holidays, unless previously arranged with the project liaisons.	
10.	CIDB GRADING	
10.1.	Contractors to be registered for CIDB GB 4 for specialist work.	
11.	QUALITY ASSURANCE The contractor must work in accordance with the following regulations as per LABOUR LAW	
11.1.	The Occupational Health and Safety Act, Act 85 of 1993, as amended.	
11.2.	National Building Regulations and Standards Act No. 103 of 1977, as amended.	
11.3.	Compensation for Occupational Injuries and Diseases (COID) Act, Act 130 of 1993, as amended.	
11.4.	National Water Act, Act 36 of 1998, as amended.	
11.5.	National Environmental Management Act (NEMA), Act 107 of 1998, as amended.	
11.6.	Atmospheric Pollution Prevention Act, Act 45 of 1965, as amended.	
11.7.	Environmental Conservation Act (ECA), Act 73 of 1989, as amended.	
11.8.	Environmental Conservation Act (ECA), Act 50 of 2003, as amended.	
11.9.	Hazardous Substances Act, Act 15 of 1973, as amended.	
11.10.	Asbestos Abatement Regulations, 2020.	
11.11.	Construction Regulations, 2003, Published under Government Gazette 25207 of 18 July 2003.	
11.12.	Electrical work must comply with SANS 10142-1 of 2009.	
11.13.	Water supply and drainage for buildings SANS codes 10252 (1) and 10252 (2).	
11.14.	The Local Municipality by-laws and regulations as well as the regulations of the local supply authority to be complied with.	
12.	LIABILITY	
12.1.	The Contractor must submit a safety file before any work commences.	

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12.	LIABILITY	COMPLIANCE
12.2.	The Contractor accepts full responsibility and accountability for any damages to state property and existing services, they will repair it at own cost without delay in service and progress of the project.	
12.3.	No additional work to take place without the authorization from SPSC.	
12.4.	A quality control inspection will be carried out on completion of the task to ensure that the performed services adhere to specifications and meet the requirements of the client.	
12.5.	The 24-month Defect Liability period of the Project will commence from the date of Final Acceptance.	
13.	ACCEPTANCE	COMPLIANCE
13.1.	The area where work is being conducted to be kept clean at all times.	
13.2.	The premises cleaned, as to be presented for inspection by the contact person / designated representative, on completion of refurbishment task.	
13.3.	Contractors / Sub-Contractors to provide safe disposal and clearance certificates for asbestos work.	
13.4.	Contractors / Sub-Contractors to provide certificate of compliance for electrical work.	
13.5.	Contractors / Sub-Contractors to provide certificate of compliance for plumbing work.	
13.6.	Contractors / Sub-Contractors to provide certificate of compliance for glazing work.	
13.	ACCEPTANCE	COMPLIANCE
13.8.	Manufacturer warranties and / guarantees shall be submitted with the Final Acceptance Documentation.	
14.	ENQUIRIES	COMPLIANCE
	For technical enquiries, contact Chief Petty Officer I.A. van der Westhuizen during office hours ( 07:30 - 16:00) on E-mail: <a href="mailto:spsctechnical@dod.mil.za">spsctechnical@dod.mil.za</a>	



**Roofing & Waterproofing CIDB (SN) / (RIASA) The Roofing Industry Association of South Africa (RIASA):**

**Roofing & Waterproofing CIDB (SN) / (RIASA) The Roofing Industry Association of South Africa (RIASA):** The Bidder or Appointed Contractor must submit proof of CIDB SN or proof of registration with The Roofing Industry Association of South Africa (RIASA) for Roofing & Waterproofing and must be active and not restricted.

**Failure to submit proof as mentioned above by the closing date and time will invalidate this offer.**

**Appendix W**



## **Asbestos Removal:**

**Asbestos Removal:** Bidder or Appointed Sub-contractor must submit valid and in date proof of being registered by the Department of Employment and Labour (DEL) under the Asbestos Abatement Regulations for type 2 Asbestos.

*Contractor to ensure Air Sample Certificate is obtained and Site cleared for contractors to continue on Site.*

**Failure to be registered at the he Department of Employment and Labour (DEL) for type 2 Asbestos removal and submit proof will invalidate this offer.**

**Appendix X**



**Timber Buildings and Structures (SM) or Accredited Institution qualifications for Timber Buildings:**

**Timber Buildings and Structures (SM) or Accredited Institution qualifications for Timber Buildings:** The Contractor or Sub-contractor must be registered with CIDB for SM or submit proof of qualifications from an accredited institution for Timber buildings.

*No grading is required for SM on CIDB as the main bidder is GB4 or higher, this is only required to ensure quality workmanship for timber work required.*

**Failure to submit proof as mentioned above by the closing date and time will invalidate this offer.**

**Appendix Y**

1.	<p style="text-align: center;"><b><u>NOTE:</u></b></p> <p>CIDB Required level GB 4 or higher, only bidders who are registered for GB 4 or higher by closing date and time will be considered.</p>
2.	<p style="text-align: center;"><b><u>NOTE:</u></b></p> <p style="text-align: center;"><b><i>THE CONTRACTOR SHALL SUBMIT ALL REQUIRED CERTIFICATES AND CERTIFICATE OF COMPLIANCE (COC) PRIOR TO THE HANDOVER OF THE BUILDING. FINAL PAYMENT WILL ONLY BE PROCESSED UPON RECEIPT AND ACCEPTANCE OF THESE DOCUMENTS.</i></b></p>
2.1	<p><b><u>Certificate of Compliance (CoC) for Plumbing:</u></b> The Bidder must submit a Plumbing Certificate of Compliance (CoC) issued by a registered, licensed plumber who is registered with the Plumbing Industry Registration Board (PIRB) upon completion of renovations.</p>
2.2	<p><b><u>Certificate of Compliance (CoC) for Electrical:</u></b> The Bidder must submit a CoC for Electrical work issued by a registered electrical contractor or a qualified electrician who holds a valid wireman's license and/or are registered by the Department of Employment and Labour, or Electrical Contractors Association of South Africa (ECASA) or the Electrical Conformance Board (ECB).</p>
2.3	<p><b><u>Certificate of Compliance for Glazing:</u></b> The Bidder must submit a CoC for Glazing issued by (South African Glass and Glazing Association) SAGGA.</p>
2.4	<p><b><u>Waste Disposal Certificate:</u></b> The Bidder must submit a certificate as proof that the Asbestos removed was disposed of at an accredited Asbestos Waste Disposal site.</p>
2.5	<p><b><u>Asbestos Clearance Certificate:</u></b> The Bidder must submit an Asbestos Clearance Certificate issued by an Independent Approved Asbestos Inspection Authority (AAIA) registered with the Department of Employment and Labour accredited by SANAS.</p>



# **GENERAL CONDITIONS OF CONTRACT**

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

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

**NOTES**

The purpose of this document is to:

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

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

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

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## General Conditions of Contract

### 1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

**2. Application**

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

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

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

**3. General**

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

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

**4. Standards**

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

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

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

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

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

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

**6. Patent rights**

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

**7. Performance security**

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

**8. Inspections, tests and analyses**

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

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

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

**9. Packing**

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

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

**10. Delivery and documents**

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

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

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

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

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

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

#### **14. Spare parts**

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

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

#### **15. Warranty**

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

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

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

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

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

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

**16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices**

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

**18. Contract amendments**

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

**19. Assignment**

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

**20. Subcontracts**

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

**21. Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

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

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

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

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

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

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

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

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

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

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

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

may be due to him

**25. Force Majeure**

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

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 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.

SECTION C



## **SPECIAL CONDITIONS OF CONTRACT (SCCs)**

**DEPARTMENT OF DEFENCE**

**SPECIAL CONDITIONS OF CONTRACT**  
**(SCCs)**

**TABLE OF CLAUSES**

1. Changed Requirement
2. Co-ordinated activities
3. Contractor's Personnel
4. Value Added Tax (VAT)
5. Damage Compensation
6. Waiver
7. Severability
8. Sub-contracting

## **SPECIAL CONDITIONS OF CONTRACT**

### **CHANGED REQUIREMENT**

1. If Department of Defence institutions participating in this contract are disbanded or relocated or for reasons unknown at the time of concluding the contract, the Department of Defence reserves the right to cancel the contract or parts thereof on written notice of 90 days sent to the contractor at the address appearing in the contract.

### **CO-ORDINATED ACTIVITIES**

2. Whilst on Department of Defence premises, personnel of the contractor will have access to all areas, subject to other stipulations in the relevant contract, to render the services. If the contractor's service is not rendered in a specific area at a given time, access to that area is forbidden.
3. The work to be executed must under no circumstances disrupt the routine activities taking place in the institution or on the premises where the service is to be provided.

### **CONTRACTOR'S PERSONNEL**

4. **Identification.** To identify the contractor's personnel on the premises of the Department of Defence, the personnel will comply with the following, with any costs for the account of the contractor:
  - a. Personnel will wear company identification cards with an employee photograph on it, conspicuously on his/her person at all times;
  - b. Personnel will wear identifiable uniforms whilst on duty.
5. **Attitude towards Safety, Health, Security and Service Delivery.** Without prejudice to the contractor's responsibility and right to select and appoint his/her own personnel, the Department of Defence will at all times have the right to identify personnel of the contractor whom are considered to be safety and/or health and/or security risk and/or personnel whom are undesirable. In such case the contractor will be requested not to utilise such person(s) any longer to honour his/her obligations in terms of this contract. The contractor will immediately comply with the request and he/she will not, as a result of such a request, be entitled to institute any claim against the Department of Defence for any loss or otherwise suffered as a result of such a request. The contractor therefore indemnifies the Department of Defence against any claim whatsoever from the employee concerned.
6. **Name List.** The contractor must submit a complete name list of all personnel to be employed on Department of Defence premises to provide the service according to the contract, to the Department of Defence official at the institution or on the premises where the service is to be provided, who will arrange for entry permits for the contractor. Any changes to the personnel must be communicated to the designated official without delay.
7. **Personnel on Site.** The contractor must ensure that the total number of personnel offered for the execution of this contract is on duty on a daily basis. Provision must therefore be

made for temporary or stand-in personnel for cases where personnel are on leave or sick leave.

#### **VALUE ADDED TAX (VAT)**

8. All monies paid in terms of this bid is subject to value added tax calculated at the appropriate tariff from time to time as provided for in the Value Added Tax Act, Act 89 of 1991, the schedules thereto and Rulings as issued by the South African Revenue Services in regard to value added tax.

#### **DAMAGE COMPENSATION**

9. The contractor herewith indemnifies the Department of Defence from any claim that may arise from a third party and all costs or legal expenses in this regard, to such a claim for loss or damage resulting from the death, injuries or disability of any such person(s), or the damage to property of the contractor or any other person(s) that may result from or be related to the execution of this contract.
10. The contractor will be held responsible for any damage or theft that may be caused, to the premises or content by him or his employees or be due to their neglect whether in the normal execution of their duties or otherwise and a claim for indemnification can accordingly be imposed by the Department of Defence against the contractor.
11. In the case of damages to premises or content resulting from the work done, the contractor will undertake to rectify the damage immediately to the satisfaction of the Department of Defence. If the contractor fails to act immediately after notification, the Department of Defence will rectify the damage at will and the cost thereof will be recovered from any moneys outstanding.
12. The Department of Defence and its employees will not be held responsible for any claim or injury to the contractor's personnel whilst on Department of Defence property or in the execution of their tasks on Department of Defence property.

#### **WAIVER**

13. No waiver of any of the terms and conditions of the contract will be binding or effectual for any purpose unless expressed in writing and signed by the parties thereto, and any such waiver will be effective only in specific instances and for the purpose given. No failure or delay on the part of either party in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

#### **SEVERABILITY**

14. Should any of the terms and conditions of the Contract be held to be invalid or unlawful, such terms and conditions will be severable from the remaining terms and conditions, which will continue to be valid and enforceable.

## SUB-CONTRACTING

15. In the event that sub-contractors are used to execute the contract or part thereof, the following shall apply:
- a. Prior Approval. Once the contract has been concluded, the contractor shall obtain prior approval from the Department of Defence before the appointment of any sub-contractor.
  - b. Payment. The contractor shall remain liable to reimburse the sub-contractors for goods delivered or services rendered to the Department of Defence.