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**INVITATION TO BID**

You are hereby invited to bid for requirements of the Western Cape Provincial Parliament

BID NUMBER: \_\_\_\_\_ WCPPT 01/2026

CLOSING DATE: \_\_\_\_\_ 21 October 2026

CLOSING TIME: \_\_\_\_\_ 11:00

VALIDITY PERIOD: \_\_\_\_\_ 90 DAYS (from closing date)

DESCRIPTION: \_\_\_\_\_ Internet and Firewall tender

**The successful bidder will be required to sign a written service level agreement.**

Kindly note that bids may either be posted (provided that such posted bid documents reach SC&AM before the deadline) or deposited in the bid box as follows:

**Postal Address**

Manager: SC&AM  
Western Cape Provincial Parliament  
PO Box 648  
CAPE TOWN  
8000

**OR**

in the bid box situated outside the Visitors' Centre, Ground Floor, 7 Wale Street, Provincial Legislature Building,  
CAPE TOWN

**Bid documents that are too bulky to be placed in the bid box may be delivered at SC&AM Section, 5<sup>th</sup> Floor, Provincial Legislature Building, 7 Wale Street, Cape Town.**

Bidders should ensure that bids are delivered timeously to the correct address. **If a bid is late, it will not be accepted for consideration.**

BIDDERS MUST MAKE USE OF THE OFFICIAL ATTACHED BID DOCUMENTS/ FORMS AND NO DOCUMENT/ FORM SHALL BE RETYPED. Photocopies of the documents/forms may however be used. A bid submitted in any other manner might invalidate the bid.

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

## CHECKLIST - GENERAL BID

### BID OFFERS WITHOUT THE FOLLOWING DOCUMENTS WILL NOT BE CONSIDERED:

| BID REQUIREMENT                                                                                                                                                                                                                                                                                                                                      | REFERENCE   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Please provide a tick (✓) in this instance. In the event of Yes/no option throughout this document please circle to select the appropriate option.                                                                                                                                                                                                   |             |
| <b>BID OFFERS WITHOUT THE FOLLOWING DOCUMENTS <u>WILL NOT BE CONSIDERED</u>:</b>                                                                                                                                                                                                                                                                     |             |
| Completed in full and signed WCPP 1 The Bid                                                                                                                                                                                                                                                                                                          | WCPP 1      |
| <b>Valid, original</b> SARS Tax Clearance Certificate in the name of the bidder, alternatively the bidders' SARS pin which will be verified for compliance. In the case of a Consortium, Joint Venture or Sub-Contracting arrangement all parties must submit a valid, original Tax Clearance Certificate, alternatively all the bidders' SARS pins. | WCPP 2      |
| In the case of a Consortium or Joint Venture a Memorandum of Understanding, outlining the roles and responsibilities of all parties to the Joint Venture or Consortium, must be <u>signed</u> by all parties.                                                                                                                                        |             |
| Completed in full WCPP 3.3 Pricing Schedule and Costing template.                                                                                                                                                                                                                                                                                    | WCPP 3.3    |
| A fully completed Consolidated Declaration of Interest and Declaration of bidders past Supply Chain Management Practices.<br><br>In the case of a Consortium or Joint Venture <u>both parties</u> must <u>complete and sign</u> the Declaration of Interest form.                                                                                    | WCPP 4      |
| <b>NON-ADHERENCE TO THE FOLLOWING WILL <u>NOT</u> INVALIDATE A BID:</b>                                                                                                                                                                                                                                                                              |             |
| Preference points claim form in terms of the Preferential Procurement Regulations 2022.                                                                                                                                                                                                                                                              | WCPP6.1 (a) |
| <p>I confirm that all documents requested are attached / not attached</p> <p>Comments:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Signature.....Print.....</p> <p>Date.....</p>                                                                                                                                                                   |             |
| <p><b>Each bid must be addressed in accordance with the directives in the bid documents and must be lodged in a separate sealed envelope with the name and address of the bidder, the bid number and the closing date indicated on the reverse side of the envelope.</b></p>                                                                         |             |

**WESTERN CAPE PROVINCIAL PARLIAMENT CHECKLIST – GENERAL BIDS**

| <b>BID REQUIREMENT</b>                                                                                                                                                                                                                                                          | <b>REFERENCE</b>              | <b>COMPLETED /<br/>ATTACHED</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------------|
| Please provide a tick (✓) in this instance. In the event of Yes/no option throughout this document please circle to select the appropriate option.                                                                                                                              |                               |                                 |
| Completed and signed WCPP 1 The Bid                                                                                                                                                                                                                                             | WCPP 1                        |                                 |
| <b>Valid and original SARS Tax Clearance Certificate (and or pin) in the name of the bidders</b> which will be verified for compliance.                                                                                                                                         | WCPP 2                        |                                 |
| Completed WCPP 3.3 Pricing Schedule and Costing template.                                                                                                                                                                                                                       | WCPP 3.3<br>and<br>Annexure A |                                 |
| Consolidated Declaration of Interest and Declaration of bidders past Supply Chain Management Practice.                                                                                                                                                                          | WCPP 4                        |                                 |
| Preference points claim form in terms of the Preferential Procurement Regulations 2022.                                                                                                                                                                                         | WCPP 6.1 (a)                  |                                 |
| General Conditions of Contract                                                                                                                                                                                                                                                  | Annexure B                    |                                 |
| The following must be submitted: <ul style="list-style-type: none"> <li>• Mandatory documents as required;</li> <li>• Detailed price schedule which will include VAT @ 15%;</li> <li>• Contactable references (at least 3);</li> <li>• electronic copy (flash drive)</li> </ul> |                               |                                 |
| I confirm that all documents requested are attached / not attached<br><br>Comments:<br>.....<br>.....<br><br>Signature.....Print.....<br>Date.....                                                                                                                              |                               |                                 |

|                                                                                                                                                                                                                                                                       |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Each bid must be addressed in accordance with the directives in the bid documents and must be lodged in a separate sealed envelope with the name and address of the bidder, the bid number and the closing date indicated on the reverse side of the envelope.</p> |  |
| <p><b>FOR OFFICIAL USE:</b></p> <p>.....</p> <p>.....</p> <p>Checked by .....                      Verified by .....</p> <p>Date: .....                              Date: .....</p>                                                                                  |  |

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

---

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

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

CELLPHONE NUMBER .....

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

VAT REGISTRATION NUMBER .....

HAS A VALID, ORIGINAL TAX CLEARANCE CERTIFICATE (OR PIN) BEEN SUBMITTED? YES/NO

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU?

YES/NO

(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER .....

DATE .....

CAPACITY UNDER WHICH THIS BID IS SIGNED

.....

## **IMPORTANT CONDITIONS**

1. Failure on the part of the bidder to sign this bid form (WCPP 1) and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the bid.
2. Bids should be submitted on the official forms and should not be qualified by the bidder's own conditions of bid. Failure to comply with these requirements or to renounce specifically the bidder's own conditions of bid, when called upon to do so, may invalidate the bid.
3. If any of the conditions on this bid form (WCPP 1) are in conflict with any special condition stipulations or provisions incorporated in the bid, such special conditions, stipulations or provisions shall apply.

## BID CONDITIONS AND INFORMATION TO SERVICE PROVIDER

### 1. DESCRIPTION OF ASSIGNMENT

The Western Cape Provincial Parliament hereby invites bids for Internet and Firewall services.

### 2. COMPULSORY INFORMATION SESSION

A compulsory information session will take place on 14 September 2026 at 10:00am, on MS Teams:

**Join on your computer, mobile app or room device -**

**Join:** <https://teams.microsoft.com/join/35325153473357?p=LyBzS8VkACxSXYcYRe>

**Meeting ID: 353 251 534 733 57**

**Passcode: FK724aw9**

### 3. DETAILS OF CONTACT PERSON

For further information, related to the technical specifications, please contact, Mr C Skriker – email [cskriker@wcpp.gov.za](mailto:cskriker@wcpp.gov.za) .

Telephonic request for clarification will not be considered. Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference or any other aspects concerning the bid is to be requested in writing via e-mail from the above contact person. The bid reference number should be mentioned in all correspondence.

### 4. FORMAT OF PROPOSAL

4.1 Bidders must complete and submit the following Bid documents:

- Bid – **WCPP1**;
- Valid, original Tax Clearance Certificates as per **WCPP 2**;
- Pricing schedule (Professional services) – **WCPP 3.3**;
- Declaration of interest – **WCPP 4**; and
- Preference points claim form in terms of the Preferential Procurement Regulations- **WCPP 6.1**.

### 5. VALIDITY

5.1 Proposals will be valid and open for acceptance for a period of 90 days from the closing date.

5.2 If the bid is withdrawn within this period, the prospective bidder renders himself liable for damage if a less advantageous bid has to be accepted.

5.3 In exceptional circumstances, the WCPP may solicit the bidder's consent to an extension of the period of the validity of the bid. The request and responses thereto shall be made in writing. A bidder that has been granted the request will neither be required nor permitted to modify the Proposal.

### 6. CLOSING DATE AND TIME

The deadline for the submission of the tender is 21 October 2026 at 11h00.

**No late submissions will be accepted for consideration.**

**Bidders are invited to be present at the opening, registering, and recording of the bids and is available for public inspection at the closing date and time of closure.**

## 7. EVALUATION CRITERIA

### 7.1 Bidder(s) must comply with the following minimum bidding criteria:

- a) Completion of **WCPP 3.3** Pricing schedule and costing template (Annexure A);
- b) Completion in full **WCPP 4** Declaration of interest form. This form must be certified by a Commissioner of Oaths. In the case of Joint Ventures and Consortia the respective parties must submit in full the WCPP 4 Declaration of interest form;
- c) Where applicable (Joint Ventures and Consortia) submission of a duly signed Memorandum of Understanding detailing the roles and responsibilities. In such cases all the parties must provide valid, original tax clearance certificates (and or pins in respect thereof); and
- d) In terms of regulation 8 of the Preferential Procurement Regulation (pending on threshold value) the 80/20 preference point system will be utilized (See Preference points claim form in terms of the Preferential Procurement Regulations 2022- **WCPP 6.1**).
- e) Preference form must form part of all bids/tenders invited. It contains general information and serves as a claim form for Historically Disadvantaged Individual (HDI) preference points as well as a summary for preference points claimed for attainment of other specified goals;

## 8. PRICE

All prices **must** be quoted in **ZAR** and be **VAT inclusive**.

**PREVIOUS EXPERIENCE****(Bid Conditions: Paragraph 4)**

1. Names and contact details of clients for which similar services were rendered

| Name of company | Name of contact person | Contact telephone number |
|-----------------|------------------------|--------------------------|
|                 |                        |                          |
|                 |                        |                          |
|                 |                        |                          |
|                 |                        |                          |

SIGNED: \_\_\_\_\_  
(for the bidder)

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

## TERMS OF REFERENCE

### A. TENDER DEFINITIONS

- a) "Contract" means the agreement that results from acceptance of a proposal.
- b) "Provincial Parliament" shall mean the Western Cape Provincial Parliament (WCPP).
- c) "Secretary" shall mean the Secretary to the Provincial Parliament.
- d) "Speaker" shall mean the Speaker of the Provincial Parliament.
- e) Words importing the singular shall include the plural and vice versa and words importing the masculine gender shall include females and words importing persons shall include partnerships and bodies corporate.
- f) Where in this document, reference is made to "the prior written approval of the Provincial Parliament be obtained" or words having a similar meaning, reference to the Provincial Parliament shall include reference to the Speaker or Secretary as the case may be.

### B. TENDER CONDITIONS

#### 1. TENDER ADJUDICATION PRINCIPLES

The tenders will be evaluated by the Bid Evaluation Committee and adjudicated by the Bid Adjudication Committees of the Western Cape Provincial Parliament taking into account terms and conditions of the tender and those set out in the Preference Certificate (In line with the PPPFA Regulations of 2022).

#### 2. COMPULSORY SITE VISIT

##### 2.1 A compulsory information session as follows:

Date : 14 September 2026  
Time : 10h00  
Venue : MS TEAMS

**Name of Contact Person: Messrs. N Diedericks or R Williams**

**Telephone No. : (021) 487-1736 and 487-1619**

- 2.2 The Western Cape Provincial Parliament will make use of this opportunity to discuss the general approach/benefits, which it wants to achieve through the contract for this service. Prospective tenderers are therefore urged to ensure their attendance thereof. Furthermore, the Western Cape Provincial Parliament will not accept any liability/responsibility to provide any information discussed at this information session to a prospective tenderer who failed to attend the said meeting.

### PAYMENT TERMS

The WCPP undertakes to pay valid tax invoices in full within thirty (30) days from statement date for services rendered;

All supporting documents for services rendered should be submitted together with the tax invoices; and Valid Tax Invoices for all services rendered are to be submitted to the Office of the Chief Financial Officer at the WCPP's Finance Section at the address on page 2 above.

## Glossary

| Term                                   | Definition                                                                                                                   |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Availability                           | The percentage of time that a service is operational and accessible to users within the agreed service period.               |
| Administrative Logs                    | Records capturing activities performed by administrators on systems, security devices, and management platforms.             |
| BGP (Border Gateway Protocol)          | A routing protocol used to exchange routing information between networks and support Internet and WAN failover.              |
| Bandwidth                              | The maximum data transfer capacity of a network connection, measured in Megabits per second (Mbps).                          |
| Backup Link                            | A secondary connectivity service that automatically or manually takes over if the primary connection fails.                  |
| Bidder                                 | An organisation submitting a proposal in response to this Request for Proposal (RFP).                                        |
| Business Continuity                    | The capability of an organisation to continue critical operations during and after a disruption.                             |
| Change Management                      | A controlled process for requesting, approving, implementing, testing and reviewing changes to services and infrastructure.  |
| Configuration Management               | The process of maintaining information about hardware, software, settings and configurations to ensure accuracy and control. |
| Contention Ratio                       | The ratio of users sharing available bandwidth. A 1:1 contention ratio indicates fully dedicated bandwidth.                  |
| Critical Infrastructure Protection Act | South African legislation regulating the protection and security of designated critical infrastructure facilities.           |
| Customer Edge Equipment (CE)           | Network devices such as routers installed at the customer site that connect to the service provider network.                 |
| Data Exfiltration                      | The unauthorised transfer or theft of data from an information system or network.                                            |
| DDoS (Distributed Denial of Service)   | A cyberattack intended to disrupt services by overwhelming systems or networks with excessive traffic.                       |

|                                                 |                                                                                                                                |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| DNS (Domain Name System)                        | A service that translates domain names into IP addresses used by network devices.                                              |
| DNS Continuity                                  | The ability of DNS services to continue operating during failures, disasters or connectivity interruptions.                    |
| DNS Redundancy                                  | The use of multiple DNS servers to ensure continuous name resolution should one server fail.                                   |
| DNSSEC (Domain Name System Security Extensions) | Security extensions that protect DNS records from tampering and spoofing.                                                      |
| Escalation Process                              | A documented procedure for increasing the priority or management attention of unresolved incidents or service issues.          |
| Ethernet LAN                                    | A wired local area network based on Ethernet standards.                                                                        |
| Failover                                        | Automatic or manual switching from a failed component or service to an alternate operational component or service.             |
| Fair Use Policy (FUP)                           | Usage restrictions imposed by service providers on bandwidth consumption. The RFP requires no Fair Use Policy.                 |
| Fibre Connectivity                              | High-speed network connectivity provided over optical fibre infrastructure.                                                    |
| Firewall                                        | A security device or service that monitors, filters and controls network traffic according to defined security rules.          |
| Firewall Rule                                   | A configuration setting that permits, denies or controls network traffic based on predefined criteria.                         |
| Go-Live                                         | The date upon which the implemented solution becomes operational in the production environment.                                |
| High Availability (HA)                          | A design approach aimed at minimising downtime through resilient architecture and redundancy.                                  |
| HSRP (Hot Standby Router Protocol)              | A Cisco protocol that provides router redundancy and gateway failover capabilities.                                            |
| Hybrid Environment                              | An environment where users access systems from both on-site and remote locations.                                              |
| ICASA                                           | The Independent Communications Authority of South Africa, responsible for regulating telecommunications and wireless services. |

|                                                      |                                                                                                                        |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Incident                                             | An unplanned interruption, degradation or security event affecting service delivery.                                   |
| Incident Response                                    | The structured process used to identify, contain, investigate, eradicate and recover from security incidents.          |
| Internet Breakout                                    | The point where an organisation's network traffic exits to the public Internet.                                        |
| IPS (Intrusion Prevention System)                    | A security capability that detects and actively blocks malicious network activity.                                     |
| IDS (Intrusion Detection System)                     | A security capability that monitors and identifies suspicious or malicious activity.                                   |
| ITIL (Information Technology Infrastructure Library) | A globally recognised framework for IT service management best practices.                                              |
| LAN (Local Area Network)                             | A network connecting devices within a limited physical location such as a building.                                    |
| Log Retention                                        | The practice of storing log records for a specified period for compliance, auditing and forensic purposes.             |
| Managed Service                                      | A service where operational management responsibilities are assigned to a third-party provider.                        |
| Master Service Agreement (MSA)                       | A contractual agreement governing the overall commercial and operational relationship between parties.                 |
| MFA (Multi-Factor Authentication)                    | An authentication method requiring two or more independent verification factors.                                       |
| Monitoring                                           | Continuous observation and analysis of systems, infrastructure and services to detect issues and maintain performance. |
| NIST Cybersecurity Framework                         | A cybersecurity framework consisting of the functions Identify, Protect, Detect, Respond and Recover.                  |
| NIST Functions                                       | The five cybersecurity lifecycle functions of Identify, Protect, Detect, Respond and Recover.                          |
| POP (Point of Presence)                              | A service provider location where customer connectivity is established with the provider network.                      |
| PAM (Privileged Access Management)                   | Security controls used to manage and monitor privileged user and administrator activities.                             |

|                                                  |                                                                                                                     |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Patch Management                                 | The process of deploying software updates to resolve vulnerabilities and improve security and performance.          |
| Priority Matrix                                  | A classification mechanism used to assign response and resolution targets based on incident severity.               |
| Project Manager                                  | The individual responsible for planning, coordinating, managing and reporting on project implementation activities. |
| QoS (Quality of Service)                         | Network traffic management mechanisms that prioritise important applications and services.                          |
| Recovery                                         | Actions taken to restore services and operations following a disruption or incident.                                |
| Release Management                               | The controlled planning, testing and deployment of software or infrastructure updates into production environments. |
| Remediation                                      | Corrective actions implemented to address vulnerabilities, incidents or identified risks.                           |
| Resiliency                                       | The ability of systems and services to withstand, recover from and continue operating during disruptions.           |
| Root Cause Analysis (RCA)                        | A structured investigation conducted to determine the underlying cause of an incident or problem.                   |
| Router                                           | A network device that directs traffic between networks.                                                             |
| Security Incident                                | An event that compromises or threatens the confidentiality, integrity or availability of information systems.       |
| Security Operations Centre (SOC)                 | A team or function responsible for monitoring, detecting, investigating and responding to cybersecurity events.     |
| Service Desk                                     | The primary point of contact for users requesting support or reporting incidents.                                   |
| Service Level Agreement (SLA)                    | A documented agreement defining measurable service standards, response times and performance commitments.           |
| Service Request                                  | A user request for information, access, assistance or a standard service action that is not an incident.            |
| SIEM (Security Information and Event Management) | A security platform that collects, correlates and analyses security events from multiple sources.                   |

|                                       |                                                                                                                                            |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| SOC 1                                 | An independent assurance report evaluating controls relevant to financial reporting.                                                       |
| SOC 2                                 | An independent assurance report evaluating controls relating to security, availability, processing integrity, confidentiality and privacy. |
| State Security Agency (SSA) Clearance | Security vetting and clearance required for personnel accessing designated critical infrastructure environments.                           |
| Threat Actor                          | An individual, group or entity responsible for malicious or unauthorised cyber activities.                                                 |
| Uptime                                | The percentage of time a service remains operational and available during a reporting period.                                              |
| Vulnerability                         | A weakness that may be exploited to compromise confidentiality, integrity or availability.                                                 |
| Vulnerability Management              | The ongoing identification, assessment, prioritisation, remediation and reporting of vulnerabilities.                                      |
| WAN (Wide Area Network)               | A network connecting geographically separated facilities or service provider infrastructure.                                               |
| WLAN (Wireless Local Area Network)    | A wireless network providing connectivity within a local area.                                                                             |
| WCPP                                  | Western Cape Provincial Parliament.                                                                                                        |

## 1. Introduction

The Western Cape Provincial Parliament (WCPP) is one of the nine provincial legislatures in South Africa. It is based in Cape Town and is constitutionally mandated to pass legislation, provide a forum for public debate, involve the public in the law-making process, and oversee the activities of the provincial executive.

The WCPP consists of 42 Members elected every five years on a proportional representation system. The Premier and members of the provincial Cabinet are appointed from these Members. The primary functions of Provincial Parliaments include law-making, holding the Executive to account and facilitating public involvement in parliamentary processes and work.

The key focus of the administration of the WCPP is to support Parliamentary Members, the House and Committees to fulfil their constitutional functions. The support functions consist of the Directorate: Public Engagement (PE), Directorate: Parliamentary Support Services (PSS), Directorate: Institutional Enablement (IE), Directorate: Strategy & Institutional Oversight (SIO) and Directorate: Financial Management (FM). The administration employs just over 100 staff members to provide these support functions.

## 2. Purpose

The purpose of this RFP is to describe the terms of reference for WCPP's infrastructure requirements with respect to connectivity, Internet bandwidth, managed firewall, Public DNS and related service management requirements.

## 3. Desired Outcome

- A fully managed service for a period of 60 months.
- Managed firewall (IDS/IPS) services aligned to NIST functions: Identify, Protect, Detect, Respond and Recover.
- Managed, secure and resilient enterprise grade Internet connectivity services.
- Internet Failover using a licensed wireless spectrum compliant with ICASA regulations.
- Hosted Primary and secondary Public DNS services.
- Service management, monthly reporting, service review meetings and defined escalation processes.
- Implementation and transition of current infrastructure through a dedicated project manager, competent technical team and detailed project plan.
- Bidder align to ITIL Service Management practices
- Bidder operations align to SOC 1 and SOC 2 controls
- Bidders operations align with the provisions of South African Cybersecurity best practices and NIST framework.
- References given by the client CIO or ICT Manager or ICT Infrastructure Manager is beneficial.

## 4. Special Conditions

Comply with the following non-negotiable requirements, the bidders must submit bids with assurance that the requirements below can and will be met. Failure to comply with the criteria below will mean the bid will be deemed non responsive.

**Note:** Non-negotiable items in Section D of the evaluation criteria.

| Condition                       | Description                                                                                                                                                                                         |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| State Security Agency Clearance | At the time of submitting the bid, the Bidder must have applied to the SSA an application for security clearance to perform onsite work at the precinct.<br><br>Submit evidence as part of the bid. |
| Service Readiness               | The Bidder must provide written confirmation that enterprise-grade connectivity is available and can be provisioned at the stipulated location                                                      |

|                         |                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | <p>The successful Bidder shall be responsible for conducting all site verification activities, including infrastructure availability and service feasibility assessments, prior to submitting the Bid.</p> <p>No claims relating to unavailable infrastructure, insufficient coverage, or site-related feasibility constraints will be accepted after the bid submission.</p> |
| Implementation dates    | <p>Solution to be Deployed considering implementation dates specified below, with contingency for Landlord and other 3<sup>rd</sup> Party constraints.</p> <p>Start Implementation by 30 April 2027 and Go live by no later than 15 June 2027 and Final DNS switch over by 25 June 2027.</p>                                                                                  |
| Functional Requirements | <p>Integration with WCPP Sentinel SIEM.</p> <p>Bidder Firewall Team response handling with the WCPP SOC Team fully Described and aligned on a 24 x 7 x 365 basis.</p> <p>12 Month Log File Retention and timeous Forensic Access when requested by WCPP Addressed.</p> <p>ICASA compliant licensed spectrum Wireless failover confirmed.</p>                                  |

## 5. Current Environment

| Environment Component | Current Description      |          |
|-----------------------|--------------------------|----------|
| Location              | 7 Wale Street, Cape Town |          |
|                       | Longitude                | Latitude |

|               |                                                                                            |           |
|---------------|--------------------------------------------------------------------------------------------|-----------|
|               | 18.418750000000045                                                                         | -33.92422 |
| User base     | Approximately 150 users                                                                    |           |
| Devices       | Fewer than 300 end-user devices including PCs, laptops, printers, tablets and cell phones. |           |
| Remote sites  | No remote sites                                                                            |           |
| Network       | Ethernet LAN/WLAN across four floors                                                       |           |
| Remote access | Hybrid environment. Remote access is critical                                              |           |

## 6. Corporate Internet Services

### 6.1.1 Primary and Secondary Connectivity

6.1.1.1 Primary 250 Mbps Fibre connection to the provider's closest POP in Cape Town.

6.1.1.2 Secondary Wireless: 250 Mbps licensed band wireless backup link compliant with ICASA regulations.

6.1.1.3 Implement failover: BGP and HSRP, or equivalent, to facilitate failover between primary and secondary links in the event of router or line failure.

6.1.1.4 Provide Quality of Service on both links to ensure application priority according to WCPP's business requirements.

6.1.1.5 Provide fully outsourced customer edge equipment and router management to ensure reliability, security, reachability and availability.

6.1.1.6 Provide at least 99.9% uptime for connectivity.

### 6.1.2 Internet Breakout

6.1.2.1 250 Mbps bandwidth.

6.1.2.2 Synchronous service with 1:1 contention required.

6.1.2.3 Uncapped Internet breakout.

6.1.2.4 No fair use policy.

6.1.2.5 No broadband allowed for the Corporate Internet breakout.

6.1.2.6 At least 99.9 % uptime.

### 6.1.3 Solution Architecture Compliance

Bidders must clearly state how the proposed architecture satisfies the specified bandwidth, contention, uptime, failover, QoS and no-fair-use requirements.

## 7. Managed Next Generation Firewall (IDS/IPS)

### 7.1 Minimum Security Service Scope

- Provide Managed Firewall and IDS/IPS service.
- Provide services compliant with the NIST functions: Identify, Protect, Detect, Respond and Recover.

- Detect and block data exfiltration attempts.
- Implement rules as per WCPP security policy and in compliance with industry best practices and mitigation against known cyber threats.
- Provide performance and high availability.
- Provide evidence of operational monitoring.
- Provide monthly security management reports detailing the source of threats, bad actors, mitigations and responses to incidents.
- Provide expert-level support by certified security professionals responsible for management of firewall infrastructure to ensure reliability, security, reachability and availability.
- Integrate with the existing WCPP Microsoft Sentinel SIEM.
- Enable WCPP's SOC team to monitor independently.
- Retain administrative and security logs for at least 12 months.
- Integrate and comply with PAM to monitor administrator activities.
- Include PAM Reporting on a monthly basis.
- Provide full firewall vulnerability management as a managed service.
- Provide bug management, release management and configuration management.
- Apply ITIL-compliant change management.
- Provide backup and recovery, including monthly evidence of configuration and ruleset backups.
- Propose a draft incident response policy in case of an incident and/or breach.
- Provide at least 99.9% uptime.

## **7.2 Firewall Rule Management**

The successful bidder must manage firewall rules in accordance with WCPP-approved change management, security policy and authorised requests. The bidder must provide a controlled, auditable and documented process for firewall rule creation, amendment, review and retirement.

- Bidder must distinguish between operational service requests and security incidents.
- All changes must be traceable to an approved request or authorised incident response action.
- Firewall rules must be reviewed four times per year in accordance with agreed review dates and documented in the monthly report.
- Evidence of ruleset backup must be provided monthly.

## **7.3 Monitoring and Incident Response**

The bidder must provide monitoring and response capabilities and must integrate with WCPP's existing Microsoft Sentinel SIEM.

- WCPP's SOC team will facilitate independent monitoring.
- Incidents will be classified, reported and responded to through the agreed SLA priority matrix.
- Root cause analysis must be provided within three days of an incident or event.

## 7.4 Firewall Vulnerability Management

| Requirement                      | Minimum Standard         |
|----------------------------------|--------------------------|
| Critical Vulnerabilities         | Remediate within 7 days  |
| High Vulnerabilities             | Remediate within 14 days |
| Medium Vulnerabilities           | Remediate within 30 days |
| Patch Reporting                  | Monthly                  |
| Security Advisories and Zero day | As released, take action |

## 8. Public DNS Services

Provide a web-based secure control panel for configuration.

| Requirement                                    | Mandatory                                             |
|------------------------------------------------|-------------------------------------------------------|
| <b>Primary DNS</b>                             | Yes                                                   |
| <b>Secondary DNS</b>                           | Outside Western Cape Region                           |
| <b>DNS Redundancy</b>                          | Yes                                                   |
| <b>DNSSEC</b>                                  | Required                                              |
| <b>DDoS Protection</b>                         | Required                                              |
| <b>Secure Management Portal /Control Panel</b> | Required with MFA and management by WCPP admin staff. |
| <b>Availability</b>                            | 99.9%                                                 |
| <b>Real-Time Monitoring</b>                    | Required                                              |

Bidders must explain how DNS continuity will be maintained if the Cape Town environment or Provincial Internet service is unavailable.

## 9. Service Management Requirements

### 9.1 Account Management

- The bidder must provide a service escalation model and contact details to be used during service implementation and service operations.
- Provide escalation protocols for the WCPP SOC Team to respond to incidents and remediation.
- The bidder must distinguish between service requests and security incidents.

## 9.2 Monthly Report Pack

The bidder must provide a monthly report pack

| Section            | Minimum Information Required                                                                 |
|--------------------|----------------------------------------------------------------------------------------------|
| Executive summary  | Overall service status, key issues, risks and decisions required.                            |
| Incidents          | Incident volumes, priority 1 and 2 details, root cause analysis status and breached tickets. |
| Service requests   | Requests received, completed, open and carried over by category. Breached tickets            |
| Security incidents | Security events, incidents, mitigations, bad actors and responses. Breached tickets          |
| Changes            | Service improvements, ownership and target dates.                                            |
| IDS/IPS            | Summary of IPS and IDS activity and trends.                                                  |
| Firewall rules     | Rule changes, quarterly rule review status and exceptions.                                   |
| Backup evidence    | Configuration and ruleset backup evidence.                                                   |
| Vulnerability/Risk | Posture, Remediations , Risk Assessment and Statuses                                         |
| Lifecycle          | OS lifecycle.                                                                                |

## 9.3 Monthly Service Review Meetings

- Present the monthly report pack
- The successful bidder must participate in virtual monthly meetings with WCPP to discuss service performance, service risks, continuous improvement and corrective actions.

## 10. Project Management, Implementation and Transition

- A dedicated project manager must be specifically identified.
- A detailed project plan with indicative timelines must be submitted.
- The bidder must demonstrate a mature project methodology.
- The project plan must include implementation phases, milestones, dependencies, risks and acceptance criteria.
- The bidder must provide a transition approach that minimises service disruption to WCPP. Running parallel and go live decisions.

## 10.1 Minimum Project Phases

| Phase                                        | Minimum Expected Deliverables                                                                                                   |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Phase 1: Initiation and Discovery            | Kick-off meeting; confirmation of scope; validation of current environment; risk register; implementation governance structure. |
| Phase 2: Design and Planning                 | High-level and low-level design; implementation schedule; change plan; rollback approach; test plan.                            |
| Phase 3: Implementation and Migration        | Provisioning of connectivity, firewall, IDS/IPS, DNS and monitoring integration; configuration backups; service desk readiness. |
| Phase 4: Testing, Handover and Stabilisation | Failover testing; security monitoring validation; reporting pack; operational handover; acceptance sign-off.                    |

## 11. Incident Response Priority Matrix

Bidders must provide an incident response priority matrix that consider outages and security incidents.

| Priority           | Description                       | Response Time | Resolution Time |
|--------------------|-----------------------------------|---------------|-----------------|
| <b>P1 Critical</b> | Security breach or service outage | 15 Minutes    | 4 Hours         |
| <b>P2 High</b>     | Major degradation                 | 30 Minutes    | 8 Hours         |
| <b>P3 Medium</b>   | Partial impact                    | 2 Hours       | 24 Hours        |
| <b>P4 Low</b>      | Service request                   | 8 Hours       | 5 Business Days |

### 11.1 SLA Measurement Clarifications

- Bidders must define how uptime is measured for each service component.
- Bidders must define maintenance windows and explain how planned maintenance is excluded or included in availability calculations.
- Bidders must specify escalation arrangements for high priority incidents, security incidents and connectivity outages.

## 12. Security, Compliance and Critical Infrastructure Requirements

### 12.1 Critical Infrastructure Protection Act

It is expected of the bidder to have or to have obtained, taking application timeframes into account, State Security Agency clearance to be able to work at a site declared as critical infrastructure in terms of the Critical Infrastructure Protection Act, Act 8 of 2019.

The bidder must provide evidence of existing clearance or at the time of submitting the bid, the Bidder must have submitted to the SSA an application for security clearance to perform onsite work at the precinct.

### 12.2 Security Governance

- Bidders must describe how services will comply with WCPP security policy requirements.
- Bidders must describe how known cyber threats will be mitigated through firewall, IDS/IPS, monitoring and reporting capabilities.
- Bidders must describe how administrator activities will be monitored through PAM.
- Bidders must describe how logs will be retained for at least 12 months.
- Bidders must describe how their support personnel are certified and qualified to provide expert-level security support.
- Bidder must describe how firewall team will respond and integrate with the WCPP SOC Team

## 13. Bidder Response Requirements

Bidders must respond clearly and comprehensively to every requirement. Responses must include page references where indicated in the compliance schedules. Generic marketing material will not be sufficient unless it clearly demonstrates compliance with a specific requirement. **It is recommended that bidders consult the evaluation criteria (Section 16) to ensure their bids are compliant and assist them with self-scoring of the bid.**

| Response Area          | Required Bidder Submission                                                                                    |
|------------------------|---------------------------------------------------------------------------------------------------------------|
| Executive summary      | Overview of the bidder's proposed solution and service model.                                                 |
| Technical architecture | Description of proposed Internet, connectivity, firewall, IDS/IPS, DNS, monitoring and failover architecture. |
| Compliant response     | Completed compliance tables sections 14 and 18, with page references.                                         |
| Security services      | Description of NIST-aligned firewall and monitoring services and interfacing with the WCPP SOC Team           |
| Sentinel integration   | Explanation of how the service will integrate with WCPP Microsoft Sentinel SIEM.                              |
| Service management     | Proposed account manager, escalation model, reporting pack and meeting cadence.                               |

|                         |                                                                                                                       |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Project management      | Project manager CV summary, project plan, methodology, milestones and risk approach.                                  |
| References              | Written signed reference letters on official letterhead for similar services.                                         |
| SLA and MSA             | SLA and alignment to the proposed WCPP MSA and SLA                                                                    |
| Critical infrastructure | Evidence of SSA clearance or submission for SSA clearance to work at the Precinct (Critical Infrastructure Precinct). |

## 14. Bid Specification Compliance Schedules

The bidder must complete the tables below by indicating the page reference in the proposal where the bidder confirms that it will meet the specified deliverable.

### 14.1 Connectivity / WAN IAAS Compliance

| Item   | Description                                                                                                                                                          | Bidder Page Ref |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 14.1.1 | Primary Fibre: 250 Mbps Fibre connection to the provider's closest POP.                                                                                              |                 |
| 14.1.2 | Secondary Wireless: 250 Mbps wireless backup link compliant with ICASA regulations.                                                                                  |                 |
| 14.1.3 | Implement BGP and HSRP protocols, or equivalent, to facilitate failover between primary and secondary links in case of router or line failure, inbound and outbound. |                 |
| 14.1.4 | Quality of Service on both links to ensure application priority according to WCPP's business requirements.                                                           |                 |
| 14.1.5 | At least 99.9% uptime.                                                                                                                                               |                 |
| 14.1.6 | Fully outsourced customer edge equipment and router management; management of router infrastructure to ensure reliability, security, reachability and availability.  |                 |
| 14.1.7 | No fair usage policy.                                                                                                                                                |                 |

### 14.2 Internet Services Compliance

| Item   | Description                 | Bidder Page Ref |
|--------|-----------------------------|-----------------|
| 14.2.1 | Uncapped Internet breakout. |                 |
| 14.2.2 | 250 Mbps bandwidth.         |                 |

|        |                                      |  |
|--------|--------------------------------------|--|
| 14.2.3 | Synchronous contention required 1:1. |  |
| 14.2.4 | At least 99.9% uptime.               |  |
| 14.2.5 | No fair use policy.                  |  |
| 14.2.6 | No broadband.                        |  |
| 14.2.7 | Wireless Failover                    |  |

### 14.3 Managed Firewall, IDS/IPS IAAS Compliance

| Item    | Description                                                                                                                         | Bidder Page Ref |
|---------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 14.3.1  | Implement rules as per WCPP security policy and compliance with industry best practices and mitigation against known cyber threats. |                 |
| 14.3.2  | Performance and availability management.                                                                                            |                 |
| 14.3.3  | Real-time threat response with WCPP SOC Team                                                                                        |                 |
| 14.3.4  | On-demand security and compliance reporting.                                                                                        |                 |
| 14.3.5  | Expert support and management of firewall infrastructure to ensure reliability, security, reachability and availability.            |                 |
| 14.3.6  | At least 99.9% uptime.                                                                                                              |                 |
| 14.3.7  | Change management.                                                                                                                  |                 |
| 14.3.8  | Backup and recovery.                                                                                                                |                 |
| 14.3.9  | Services compliant with NIST functions.                                                                                             |                 |
| 14.3.10 | Evidence of real-time operational monitoring.                                                                                       |                 |
| 14.3.11 | Quarterly security management reports detailing sources of threats, bad actors, mitigations and responses.                          |                 |
| 14.3.12 | Root cause analysis report relating to all incidents within three days of the event.                                                |                 |
| 14.3.13 | Integration with existing WCPP Microsoft Sentinel SIEM.                                                                             |                 |
| 14.3.14 | WCPP SOC team must be able to monitor independently.                                                                                |                 |
| 14.3.15 | Administrative and security logs retained for at least 12 months.                                                                   |                 |
| 14.3.16 | PAM to monitor administrator activities.                                                                                            |                 |

|         |                                                                                  |  |
|---------|----------------------------------------------------------------------------------|--|
| 14.3.17 | Firewall vulnerability management as a managed service.                          |  |
| 14.3.18 | Patch, bug, release and configuration management.                                |  |
| 14.3.19 | ITIL-compliant change management policy.                                         |  |
| 14.3.20 | Review of firewall rules four times per year according to agreed specific dates. |  |
| 14.3.21 | Monthly evidence of configuration and ruleset backups.                           |  |
| 14.3.23 | Draft incident response policy.                                                  |  |

#### 14.4 Public DNS SAAS Compliance

| Item   | Description                                                                                                                                                         | Bidder Page Ref |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 14.4.1 | Primary DNS server.                                                                                                                                                 |                 |
| 14.4.2 | Secondary DNS server hosted outside the core Cape Town environment to ensure continuity of name resolution in case of local disaster or provincial Internet outage. |                 |
| 14.4.3 | DNSEC required                                                                                                                                                      |                 |
| 14.4.4 | DDoS                                                                                                                                                                |                 |
| 14.4.5 | At least 99.9% uptime.                                                                                                                                              |                 |
| 14.4.6 | Web-based secure control panel for configuration.                                                                                                                   |                 |
| 14.4.7 | MFA                                                                                                                                                                 |                 |

#### 15. Bidder Response Checklist

| No.  | Checklist Item                                                        | Compliant?<br>Yes / No | Page Ref |
|------|-----------------------------------------------------------------------|------------------------|----------|
| 15.1 | Proposal includes executive summary.                                  |                        |          |
| 15.2 | Proposal includes completed compliance schedules.                     |                        |          |
| 15.3 | Proposal includes technical architecture.                             |                        |          |
| 15.4 | Proposal confirms 36-month managed service offering and go live date. |                        |          |

|       |                                                                                        |  |  |
|-------|----------------------------------------------------------------------------------------|--|--|
| 15.5  | Proposal addresses Bandwidth and Contention                                            |  |  |
| 15.6  | Proposal addresses primary fibre and secondary wireless connectivity.                  |  |  |
| 15.7  | Proposal addresses BGP / HSRP or equivalent failover.                                  |  |  |
| 15.8  | Proposal addresses QoS.                                                                |  |  |
| 15.9  | Proposal confirms no fair usage policy where specified.                                |  |  |
| 15.10 | Proposal addresses Managed Firewall and IDS/IPS requirements.                          |  |  |
| 15.11 | Proposal addresses NIST Identify, Protect, Detect, Respond and Recover functions.      |  |  |
| 15.12 | Proposal addresses Microsoft Sentinel SIEM integration.                                |  |  |
| 15.13 | Proposal addresses PAM                                                                 |  |  |
| 15.14 | Proposal addresses 12-month log retention.                                             |  |  |
| 15.15 | Proposal addresses vulnerability, patch, bug, release and configuration management.    |  |  |
| 15.16 | Proposal addresses ITIL-compliant change management.                                   |  |  |
| 15.17 | Proposal includes rule review approach four times per year.                            |  |  |
| 15.18 | Proposal includes backup and recovery evidence approach.                               |  |  |
| 15.19 | Proposal includes Public DNS requirements.                                             |  |  |
| 15.20 | Proposal includes dedicated project manager and project plan.                          |  |  |
| 15.21 | Proposal includes key account manager and summarised CV.                               |  |  |
| 15.22 | Proposal includes monthly report pack approach.                                        |  |  |
| 15.23 | Proposal includes completed SLA matrix.                                                |  |  |
| 15.24 | Proposal includes signed reference letters on official client letterhead.              |  |  |
| 15.25 | Proposal addresses Critical Infrastructure Protection Act / SSA clearance requirement. |  |  |

## 16. Evaluation Criteria

**\* EVALUATE SECTION D FIRST (D1-D7)**

**\*\* FULL SCORE OF 20 IS REQUIRED IN SECTION D**

**\*\*\* IF THE SECTION D SCORE IS BELOW 20 THEN CANCEL THE BID**

|                  | Criteria                     | Evidence Required                                                                                           | Full Points<br>Or Zero | Bidder Page Ref |
|------------------|------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------|-----------------|
| <b>SECTION A</b> |                              |                                                                                                             |                        |                 |
| A1               | Company Experience           | Less than 5 years                                                                                           | 1                      |                 |
|                  |                              | 5 –10 years                                                                                                 | 3                      |                 |
|                  |                              | 10 -15 years                                                                                                | 5                      |                 |
|                  |                              | More than 15 years                                                                                          | 8                      |                 |
| A2               | Public Sector Experience     | Three or more similar Public Sector Projects                                                                | 2                      |                 |
| A3               | Security Certification       | Current valid certification or audited evidence of:<br>SOC 1 and SOC 2 compliance<br>Or ISO 27001 certified | 3                      |                 |
| A4               | Quality Certification        | Current valid certification<br>ISO 9001 Certified                                                           | 2                      |                 |
| Subtotal         |                              |                                                                                                             | <b>Max 15</b>          |                 |
| <b>SECTION B</b> |                              |                                                                                                             |                        |                 |
| B1               | Technical Lead Qualification | Relevant network/security certification - any one (CCIE, CCNP, NSE, PCNSE or equivalent)                    | 1                      |                 |
| B2               | Technical Lead Experience    | Minimum 5 years experience managing similar environments                                                    | 1                      |                 |
| B3               | Support Team Capability      | DNS specialist identified                                                                                   | 1                      |                 |
| B4               |                              | Security/firewall specialist identified                                                                     | 1                      |                 |

|           |                                                   |                                                                                                                                            |        |  |
|-----------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------|--|
| B5        |                                                   | Service management/account management resource identified                                                                                  | 1      |  |
| Subtotal  |                                                   |                                                                                                                                            | Max 5  |  |
| SECTION C |                                                   |                                                                                                                                            |        |  |
| C1        | Project Management                                | Qualified Project Manager identified aligned to any practice standard (copy of PRINCE2, PMBOK, PMP certification)                          | 2      |  |
| C2        | Project Plan                                      | Detailed project schedule submitted                                                                                                        | 1      |  |
| C3        |                                                   | Milestones defined                                                                                                                         | 1      |  |
| C4        |                                                   | Project Methodology                                                                                                                        | 1      |  |
| Subtotal  |                                                   |                                                                                                                                            | Max 5  |  |
| SECTION D |                                                   |                                                                                                                                            |        |  |
| D1        | SPECIAL CONDITIONS<br><br>Non-Negotiable Criteria | SSA Clearance or Submission to SSA for clearance.                                                                                          | 4      |  |
| D2        |                                                   | Fibre infrastructure and service availability confirmed at WCPP site.                                                                      | 4      |  |
| D3        |                                                   | ICASA compliant Wireless failover availability confirmed in the licensed band.                                                             | 2      |  |
| D4        |                                                   | Commitment to the required implementation and go live dates                                                                                | 5      |  |
| D5        |                                                   | Bidder Firewall Team Response Handling Process and integration with the WCPP SOC Team fully Described and aligned on a 24 x 7 x 365 basis. | 2      |  |
| D6        |                                                   | 12 Month Log File Retention and timeous Forensic Access when requested by WCPP Addressed.                                                  | 2      |  |
| D7        |                                                   | WCPP SIEM: Technical integration with Sentinel.                                                                                            | 1      |  |
| Subtotal  |                                                   |                                                                                                                                            | Max 20 |  |
| SECTION E |                                                   |                                                                                                                                            |        |  |

|           |                    |                                                                                                                                                |        |  |
|-----------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------|--|
| E1        | Client References  | Three valid client reference letters, not older than 1 month from bid closure date.                                                            | 1      |  |
| E2        |                    | Given by the client CIO or ICT Manager or ICT Infrastructure Manager.                                                                          | 1      |  |
| E3        |                    | Must contain contactable client details and are signed and dated on official letterhead.                                                       | 1      |  |
| E2        |                    | All references relates to similar firewall security and internet connectivity projects. (Not mandatory to have both services for each client). | 2      |  |
| Subtotal  |                    |                                                                                                                                                | Max 5  |  |
| SECTION F |                    |                                                                                                                                                |        |  |
| F1        | Services Agreement | SLA Priority matrix Defined                                                                                                                    | 1      |  |
| F2        |                    | Internet and DNS Services Incident Response & Resolution times linked to matrix                                                                | 1      |  |
| F3        |                    | Firewall Security Incident Response & Resolution times linked to matrix                                                                        | 1      |  |
| F4        |                    | Service Request Response and Resolution Times Defined                                                                                          | 1      |  |
| F5        |                    | All Contracted Services Referenced in SLA                                                                                                      | 1      |  |
| F6        | Service Management | Account management model provided                                                                                                              | 1      |  |
| F7        |                    | Escalation model provided                                                                                                                      | 1      |  |
| F8        |                    | Monthly reporting model provided                                                                                                               | 1      |  |
| F9        |                    | Monthly service review approach provided                                                                                                       | 1      |  |
| F10       |                    | Service performance management approach provided                                                                                               | 1      |  |
| Subtotal  |                    |                                                                                                                                                | Max 10 |  |
| SECTION G |                    |                                                                                                                                                |        |  |
| G1        | Master Agreement   | WCPP Master Agreement terms and conditions reviewed and accepted as-is.                                                                        | 5      |  |

|                  |                                |                                                                                                                                                  |              |  |
|------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--|
| G2               |                                | Or, WCPP MSA amended with commercial/legal exceptions or disagreement clearly identified and marked up for review by WCPP.                       | 1            |  |
| G3               |                                | And, Commitment to negotiate in good faith with respect to G2 and respond within 5 working days on all approved amendments or changes requested. | 2            |  |
| Subtotal         |                                |                                                                                                                                                  | <b>Max 5</b> |  |
| <b>SECTION H</b> |                                |                                                                                                                                                  |              |  |
| H1               | Internet Connectivity Solution | Primary fibre architecture compliant with specification                                                                                          | 2            |  |
| H2               |                                | Secondary wireless architecture compliant with specification                                                                                     | 2            |  |
| H3               |                                | BGP/HSRP or equivalent failover architecture                                                                                                     | 2            |  |
| H4               |                                | Quality of Service approach demonstrated                                                                                                         | 1            |  |
| H5               |                                | 1:1 contention ratio demonstrated                                                                                                                | 1            |  |
| H6               |                                | No Fair Usage Policy confirmed                                                                                                                   | 1            |  |
| H7               |                                | Monitoring and reporting capability demonstrated                                                                                                 | 1            |  |
| H8               | Firewall & Security Services   | NIST Identify, Protect, Detect, Respond and Recover alignment demonstrated                                                                       | 2            |  |
| H9               |                                | Managed IDS/IPS capability demonstrated                                                                                                          | 2            |  |
| H10              |                                | Microsoft Sentinel integration fully explained                                                                                                   | 1            |  |
| H11              |                                | WCPP SOC integration with Bidder support Team fully explained on a 24x7 x365 basis                                                               | 2            |  |
| H12              |                                | Log retention capability demonstrated                                                                                                            | 1            |  |
| H13              |                                | PAM capability demonstrated                                                                                                                      | 1            |  |
| H14              |                                | Vulnerability management service demonstrated                                                                                                    | 1            |  |

|                                                    |                       |                                                                                     |     |  |
|----------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------|-----|--|
| H15                                                |                       | Change management process demonstrated                                              | 1   |  |
| H16                                                |                       | Backup and recovery capability demonstrated                                         | 1   |  |
| H17                                                |                       | Incident response during Cyber attack like Ransomware and DDoS clearly articulated. | 3   |  |
| H18                                                | DNS Services          | Primary and secondary DNS architecture demonstrated                                 | 2   |  |
| H19                                                |                       | DNSSEC demonstrated                                                                 | 1   |  |
| H20                                                |                       | DDoS protection demonstrated                                                        | 1   |  |
| H21                                                |                       | MFA-enabled management portal demonstrated                                          | 1   |  |
| H22                                                | Operational Readiness | Transition plan provided                                                            | 1   |  |
| H23                                                |                       | Risk management approach provided                                                   | 1   |  |
| H24                                                |                       | Testing approach provided                                                           | 1   |  |
| H25                                                |                       | Acceptance criteria provided                                                        | 1   |  |
| H26                                                |                       | Operational handover approach provided                                              | 1   |  |
| Subtotal                                           |                       |                                                                                     | 35  |  |
| TOTAL                                              |                       |                                                                                     | 100 |  |
| MINIMUM QUALIFYING THRESHOLD: 80 OUT OF 100 POINTS |                       |                                                                                     |     |  |

**TAX CLEARANCE REQUIREMENTS**

IT IS A CONDITION OF THAT: -

1. The taxes of the successful bidder **MUST** be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations – refer to the **PPPFA (Act 5 of 2000)** and **FMPPLA (Act 10 of 2009) Section 40 (e)**.
2. The attached form “Application for Tax Clearance Certificate (in respect of bidders)” must be completed in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. The Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate (or a PIN) that will be valid for a period of twelve (12) months from date of issue. The Tax Clearance Certificate must be submitted in the original together with the bid. Failure to submit the valid original Tax Clearance Certificate at the closing time of the bid will invalidate the bid.
3. In bids where Consortia/Joint Ventures/Sub-contractors are involved each party must submit a separate valid, original Tax Clearance Certificate. Copies of the application for Tax Clearance Certificate are available at any Receiver’s Office.

## APPLICATION FOR TAX CLEARANCE CERTIFICATE (IN RESPECT OF BIDDERS)

|                                                                         |                           |
|-------------------------------------------------------------------------|---------------------------|
| 1.NAME OF TAXPAYER / BIDDER: _____                                      |                           |
| 2.TRADENAME:_____                                                       |                           |
| 3. IDENTIFICATION NO: (If applicable)                                   | / / / / / / / / / / / / / |
| 4. COMPANY / CLOSE CORPORATION REGISTRATION NO.                         | / / / / / / / / / / /     |
| 5. INCOME TAX REFERENCE NO:                                             | / / / / / / / / / / /     |
| 6. VAT REGISTRATION NO: (If applicable)                                 | / / / / / / / / / / /     |
| 7. PAYE EMPLOYER’S REGISTRATION NO: (If applicable)                     | / / / / / / / / / / /     |
| Signature of contact<br>person requiring Tax :<br>Clearance Certificate |                           |
| Name                                                                    | :                         |
| Telephone Number                                                        | :                         |
| Address                                                                 | :                         |
| Date                                                                    | :                         |

PLEASE NOTE THAT THE COMMISSIONER FOR THE SOUTH AFRICAN REVENUE SERVICES (SARS) WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND/OR ADDITIONAL TAX LEVIABLE DUE TO THE LATE- OR UNDERPAYMENT OF TAXES, DUTIES OR LEVIES OR THE RENDITION RETURNS BY ANYPERSON AS A RESULT OF ANY SYSTEM NOT BEING YEAR 2000 COMPLAINT.

|                                                                                                                                                                                                                                        |                                                                                |   |     |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|---|-----|----|
| <b>NB: USE ONLY BLACK OR RED INK OR BLACK OR RED TYPEWRITER RIBBON TO FILL IN THIS FORM</b>                                                                                                                                            |                                                                                |   |     |    |
| <p>(IMPORTANT: This form must be completed in full. *Delete which is not applicable.)</p> <p>CLOSING TIME <b>11:00 ON 21 October 2026</b></p> <p>NAME OF TENDERER:</p> <p>VALIDITY: 90 DAYS (from closing date)</p>                    | <p style="text-align: center;"><b>TENDER NO. WCPPT 01/2026</b></p> <hr/> <hr/> |   |     |    |
| <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p><b>1. Internet &amp; Firewall Services</b></p> </div> <div style="width: 35%;"> <p><b>R</b> _____</p> </div> </div> |                                                                                |   |     |    |
| Has a representative of your organisation attended the compulsory information session held on _____ (see paragraph 2 under tender conditions of the attached specification)?                                                           | A                                                                              | * | YES | NO |
| Name of representative who attended the information session.                                                                                                                                                                           | B                                                                              |   |     |    |
| Are you registered in terms of section 23(1) or 23(3) of the Value Added Tax Act, 1991 (Act No. 89 of 1991), and if so state your VAT registration number?                                                                             | C                                                                              | * | YES | NO |
| Is a similar service presently rendered which may be inspected (preferably in Cape Town)?                                                                                                                                              | D                                                                              | * | YES | NO |
| Contact person and telephone number should any further information be required.                                                                                                                                                        | E                                                                              |   |     |    |
|                                                                                                                                                                                                                                        |                                                                                |   |     |    |

## DECLARATION OF INTERESTS, BIDDERS PAST SC&AM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of FMPPA (Act 10 of 2009) Section 46 (b) with specific reference to the Western Cape Provincial Parliament, the Western Cape Procurement (Business Interest of Employees) Act No 8 of 2010, Practice Note 4 of 2006 Declaration of Bidders Past SC&AM Practices(WCPP 4), Instruction note Enhancing Compliance Monitoring and Improving Transparency and Accountability in Supply Chain Management WCPP 4 Declaration of Interest, Practice Note 2010 Prohibition of Restrictive practices, Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.

2. All prospective bidders intending to do business with the Institution must be registered on the central supplier database or IPS (ARIBA).

### 3. Definitions

**“a person in the employ of the state”** means

- (a) a member of the board of directors of any municipal entity;
- (b) an official of any municipality or municipal entity;
- (c) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act;
- (d) a member of the accounting authority of any national or provincial public entity; or (e) an employee of Parliament or a provincial legislature

**“Bid”** includes a price quotation, advertised competitive bid, limited bid or proposal

**“Bid rigging (or collusive bidding)”** occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors

**“business interest”** means —

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, and includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

**“Consortium or Joint Venture”** 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;

**“entity”** means any —

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or (b) sole proprietorship;

**“entity conducting business with the Institution”** means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province

**“Family member”** means a person’s —

- (a) spouse; or
- (b) child, parent, brother or sister, whether such a relationship results from birth, marriage or adoption;

**“intermediary”** means a person through whom an interest is acquired, and includes—

- (a) a person to whom is granted or from whom is received a general power of attorney; and (b) a representative or agent;

**“Institution”** means —

Western Cape Provincial Parliament (WCPP)

Western Cape Provincial Parliament (WCPP) means - the legislature of the Western Cape

**“spouse”** means a person’s —

- (a) partner in marriage;
- (b) partner in a customary union according to indigenous law; or
- (c) partner in a relationship in which the parties live together in a manner resembling a marital partnership or customary union;

4. Any legal person, including persons employed by the Institution, or their family members, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the PG, or to their family member, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the Institution; and/or

5. The bid of any bidder may be disregarded if that bidder or any of its directors have abused the institution’s supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.

6. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

7. Communication between partners in a joint venture or consortium will not be construed as collusive bidding

8. 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.

| SECTION A: DETAILS OF THE ENTITY                                                                                                                                                                                                                            |                                                                               |                 |                            |                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------|----------------------------|-----------------------------------|
| <b>A1.</b>                                                                                                                                                                                                                                                  | <i>Name of the Entity</i>                                                     |                 |                            |                                   |
| <b>A2.</b>                                                                                                                                                                                                                                                  | <i>Entity registration Number (where applicable)</i>                          |                 |                            |                                   |
| <b>A3.</b>                                                                                                                                                                                                                                                  | <i>Entity Type</i>                                                            |                 |                            |                                   |
| <b>A4.</b>                                                                                                                                                                                                                                                  | <i>Tax Reference Number</i>                                                   |                 |                            |                                   |
| <p><b>A5.</b> Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons with a right or entitlement to share in profits, revenue or assets of an entity, of the entity should be disclosed in the Table A below.</p> |                                                                               |                 |                            |                                   |
| <b>TABLE A</b>                                                                                                                                                                                                                                              |                                                                               |                 |                            |                                   |
| FULL NAME                                                                                                                                                                                                                                                   | DESIGNATION<br>(Where a director is a shareholder, both should be confirmed.) | IDENTITY NUMBER | PERSONAL TAX REFERENCE NO. | PERCENTAGE INTEREST IN THE ENTITY |
|                                                                                                                                                                                                                                                             |                                                                               |                 |                            |                                   |
|                                                                                                                                                                                                                                                             |                                                                               |                 |                            |                                   |
|                                                                                                                                                                                                                                                             |                                                                               |                 |                            |                                   |

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#### SECTION B: DECLARATION OF THE BIDDER'S INTEREST

*To disclose relationships between the bidding entity and persons listed in Table A and any employees of the Institution; and to restrict business interest of Institution employees' in terms of FMPLA regulation Section 46 (d), bidding entity must give the following details. An Institution employee not involved in the bidding process as per Section 46 (d), taking remunerative work outside the WCPP, should first obtain necessary approval in terms of the **WCPP code of conduct paragraph 7**, failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.*

|            |                                                                                                                               |    |     |
|------------|-------------------------------------------------------------------------------------------------------------------------------|----|-----|
| <b>B1.</b> | Are any persons listed in Table A employees of the Institution? <i>(If yes, complete Table B and attach "Private work")</i>   | NO | YES |
| <b>B2.</b> | Are any employees of the entity also employees of the Institution? <i>(If yes complete Table B and attach "Private work")</i> | NO | YES |
| <b>B3.</b> | Are any family members of the persons listed in Table A employees of the Institution? <i>(If yes complete Table B)</i>        | NO | YES |

*Details of persons connected with the bidder who are employees of the Institution as defined should be disclosed in Table B below.*

**SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**  
*To enable the prospective bidder to provide evidence of past and current performance with the Institution.*

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

## C2. Table C

Complete the below table to the maximum of the last 5 contracts.

| NAME OF CONTRACTOR | PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY | TYPE OF SERVICES OR COMMODITY | CONTRACT / ORDER NUMBER | PERIOD OF CONTRACT | VALUE OF CONTRACT |
|--------------------|--------------------------------------------|-------------------------------|-------------------------|--------------------|-------------------|
|                    |                                            |                               |                         |                    |                   |
|                    |                                            |                               |                         |                    |                   |
|                    |                                            |                               |                         |                    |                   |
|                    |                                            |                               |                         |                    |                   |
|                    |                                            |                               |                         |                    |                   |

C3.

Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector in line with **FMPPLA Regulation 5 (5) (b)**?

NO YES

C4.

Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004) and further read with **FMPPLA Regulation 5 (5) (b)**?

NO YES

(To access this Register enter the National Treasury's website, [www.treasury.gov.za](http://www.treasury.gov.za), click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.)

C5.

If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?

NO YES

C6.

Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?

NO YES

## SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT

The form should be signed by a duly authorised representative of the entity before a commissioner of oaths.

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>I, ..... hereby swear/affirm;</p> <p>i. that the information disclosed above is true and accurate;</p> <p>ii. that I understand the content of the document; iii. the entity undertakes to independently arrive at any offer at any time to the Institution without</p>                                                                                                                                                                                                                                                                                                                                                                |
|  | <p>any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to the Institution.</p> <p>iv. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract.</p> <p>_____</p> <p>DULY AUTHORISED REPRESENTATIVE'S<br/>SIGNATURE</p> |

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

1.1 Do you know and understand the contents of the declaration?

ANSWER: .....

1.2 Do you have any objection to taking the prescribed oath?

ANSWER: .....

1.3 Do you consider the prescribed oath to be binding on your conscience?

ANSWER: .....

1.4 Do you want to make an affirmation?

ANSWER: .....

2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed before me and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....

SIGNATURE

FULL NAMES

Commissioner of Oaths

Designation (rank) .....ex officio: Republic of South Africa

Date: .....Place .....

Business Address: .....

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

This preference form must form part of all bids/tenders invited. It contains general information and serves as a claim form for Historically Disadvantaged Individual (HDI) preference points as well as a summary for preference points claimed for attainment of other specified goals

**NB: BEFORE COMPLETING THIS FORM, BIDDERS/TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDIs), AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000.

1.2 Preference points for this bid/tender shall be awarded for:

- (a) Price; and
- (b) Specific contract participation goals, as specified in the attached forms.

1.3.1 The points for this bid/tender are allocated as follows:

|                      |               |
|----------------------|---------------|
| <b>1.3.1.1 PRICE</b> | <b>POINTS</b> |
|                      | 80            |

### 1.3.1.2 SPECIFIC CONTRACT PARTICIPATION GOALS

#### (a) Historically Disadvantaged Individuals:

- |                                                                                       |   |
|---------------------------------------------------------------------------------------|---|
| (i) who had no franchise in national elections before the 1983 and 1993 Constitutions | 4 |
| (ii) who is a female                                                                  | 3 |
| (iii) who has a disability                                                            | 3 |

#### (b) Other specific goals (goals of the RDP- plus local manufacture)

- |                                                                                                                      |   |
|----------------------------------------------------------------------------------------------------------------------|---|
| (i) the promotion of South African owned businesses                                                                  | 2 |
| (ii) the promotion of SMME's                                                                                         | 2 |
| (iii) the promotion of enterprises in a specific region for work or services to be rendered in the region            | 2 |
| (iv) The promotion of enterprises in a specific municipality for work or services to be rendered in the municipality | 2 |
| (v) The promotion of enterprises located in rural areas.                                                             | 2 |

|                                                          |            |
|----------------------------------------------------------|------------|
| <b>Total points for Price, HDIs and other RDP- GOALS</b> | <b>100</b> |
|----------------------------------------------------------|------------|

**NB:** if bidders do not complete information or submit evidence required for same they will not be awarded any specific goals points.

All evidence MUST be submitted at bid closure and MUST be valid at the close of bid for point's allocation purposes.

In order to obtain specific goal/s points in terms of the provisions of Regulations 4(2) or 5(2) of the Preferential Procurement Regulations, 2022, the bidder must submit proof of specific goal/s claimed.

- 1.4 Failure on the part of a bidder/tenderer to fill in and/or to sign this form may be interpreted to mean that preference points are not claimed.
- 1.5. The purchaser reserves the right to require of a bidder/tenderer, either before a bid/tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## **2. GENERAL DEFINITIONS**

- 2.1 **“Acceptable bid/tender”** means any bid/tender which, in all respects, complies with the specifications and conditions of bid/tender as set out in the bid/tender document.
- 2.2 **“Bid/Tender”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods, works or services.
- 2.3 **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.
- 2.4 **“Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- 2.5 **“Contract”** means the agreement that results from the acceptance of a bid/tender by an organ of state.
- 2.6 **“Specific contract participation goals”** means the goals as stipulated in the Preferential Procurement Regulations 2001.
- 2.6.1 In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.
- 2.7 **“Control”** means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.
- 2.8 **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- 2.9 **“Equity Ownership”** means the percentage ownership and control, exercised by individuals within an enterprise.
- 2.10 **“Historically Disadvantaged Individual (HDI)”** means a South African citizen
- (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) (“the interim Constitution”); and/or
  - (2) who is a female; and/or
  - (3) who has a disability:
- provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI;
- 2.11 **“Management”** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
- 2.12 **“Owned”** means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as

demonstrated by an examination of the substance, rather than the form of ownership arrangements.

- 2.13 **“Person”** includes reference to a juristic person.
- 2.14 **“Rand value”** means the total estimated value of a contract in Rand denomination that is calculated at the time of bid/tender invitations and includes all applicable taxes and excise duties.
- 2.15 **“Small, Medium and Micro Enterprises (SMMEs)”** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
- 2.16 **“Sub-contracting”** means the primary contractor’s assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 2.17 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
- 2.18 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### **3. ESTABLISHMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE**

- 3.1 Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as HDIs, or in the case of a company, the percentage shares that are owned by individuals classified as HDIs, who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.
- 3.2 Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

### **4. ADJUDICATION USING A POINT SYSTEM**

- 4.1 The bidder/tenderer obtaining the highest number of points will be awarded the contract.
- 4.2 Preference points shall be calculated after prices have been brought to a comparative basis.
- 4.3 Points scored will be rounded off to 2 decimal places.
- 4.4 In the event of equal points scored, the bid/tender will be awarded to the bidder/tenderer scoring the highest number of points for specified goals.

## **5. POINTS AWARDED FOR PRICE**

### **5.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

Ps = Points scored for price of bid/tender under consideration

Pt = Rand value of bid/tender under consideration

Pmin = Rand value of lowest acceptable bid/tender

## 6. Points awarded for historically disadvantaged individuals

- 6.1 In terms of Regulation 13 (2) preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed in Regulation 13 (5) (c):

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity ownership by an HDI in that specific category

EP = The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

- 6.2 Equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the trust.
- 6.3 Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.
- 6.4 Listed companies and tertiary institutions do not qualify for HDI preference points.
- 6.5 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI-members, be entitled to preference points in respect of an HDI.
- 6.6 A person awarded a contract as a result of preference for contracting with, or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for the same number or more preference for equity ownership.

## 7. BID/TENDER DECLARATION

- 7.1 Bidders who claim points in respect of equity ownership must complete the Bid/Tender Declaration at the end of this form.

## 8. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 2.10 ABOVE. POINTS TO BE CALCULATED FROM INFORMATION FURNISHED IN PARAGRAPH 9.8.

|     | Ownership                                                                         | Percentage owned | Points claimed |
|-----|-----------------------------------------------------------------------------------|------------------|----------------|
| 8.1 | Equity ownership <b>by persons who</b> had no franchise in the national elections | %                | .....          |
| 8.2 | Equity ownership <b>by women</b>                                                  | %                | .....          |
| 8.3 | Equity ownership <b>by disabled persons*</b>                                      | %                | .....          |

\*If points are claimed for disabled persons, indicate nature of impairment (see paragraph 2.8 above)

.....

## 9 DECLARATION WITH REGARD TO EQUITY

9.1 Name of firm : .....

9.2 VAT registration number : .....

9.3 Company registration number : .....

### 9.4 TYPE OF FIRM

- ☐ Partnership
- ☐ One person business/sole trader
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

### 9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

### 9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS? .....

9.8 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 8.

| Name | Date/Position occupied in Enterprise | ID Number | Date RSA Citizenship obtained | * HDI Status                    |       |          | % of business / enterprise owned |
|------|--------------------------------------|-----------|-------------------------------|---------------------------------|-------|----------|----------------------------------|
|      |                                      |           |                               | No franchise prior to elections | Women | Disabled |                                  |
|      |                                      |           |                               |                                 |       |          |                                  |
|      |                                      |           |                               |                                 |       |          |                                  |
|      |                                      |           |                               |                                 |       |          |                                  |
|      |                                      |           |                               |                                 |       |          |                                  |
|      |                                      |           |                               |                                 |       |          |                                  |
|      |                                      |           |                               |                                 |       |          |                                  |
|      |                                      |           |                               |                                 |       |          |                                  |

\*Indicate YES or NO

## 9.9 Consortium / Joint Venture

- 9.9.1 In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member:

| Name of HDI member (to be consistent with paragraph 9.8) | Percentage (%) of the contract value managed or executed by the HDI member |
|----------------------------------------------------------|----------------------------------------------------------------------------|
|                                                          |                                                                            |
|                                                          |                                                                            |
|                                                          |                                                                            |
|                                                          |                                                                            |
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|                                                          |                                                                            |
|                                                          |                                                                            |

9.10 I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The Equity ownership claimed is in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of points claimed, the contractor must furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have -
  - (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (c) impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the bid/tender; and

**WITNESSES:**

1. ....

.....  
SIGNATURE(S) OF BIDDER/TENDERER(S)

2. ....

DATE:.....

ADDRESS:.....

.....

.....

.....

## WESTERN CAPE PROVINCIAL PARLIAMENT (WCPP)

### GENERAL CONDITIONS OF CONTRACT

#### NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to WCPP 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 WCPP.

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

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

## TABLE OF CLAUSES

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

## 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 Invitations to bid are published in the media.

### **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 Western Cape Provincial Parliament or an organization acting on behalf of the Western Cape Provincial Parliament.
- 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, startup, 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.

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

- 24.1 When, after the date of bid, provisional payments are required, or antidumping 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 Western Cape Provincial Parliament 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.