

SASSA:17-26-GA-KZN

INVITATION TO BID

SASSA:17-26-GA-KZN: INVITATION TO BID FOR THE APPOINTMENT OF A PANEL OF HEALTH PRACTITIONERS REGISTERED WITH HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA (HPCSA) TO CONDUCT MEDICAL ASSESSMENTS FOR SASSA KWAZULU-NATAL FOR THE PERIOD OF THIRTY-SIX (36) MONTHS

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

: SASSA KwaZulu Natal Regional Office
Reception Area (Ground Floor)
No. 1 Bank Street
Pietermaritzburg
3201

PUBLICATION DATE : 16 October 2026
CLOSING DATE : 09 November 2026
TIME : 11:00am
TECHNICAL ENQUIRIES : Ms B.W Mofokeng
CONTACT NUMBER : 033 846 3329
EMAIL ADDRESS : BawinileM@sassa.gov.za

SUPPLY CHAIN MANANAGEMENT ENQUIRIES CAN BE DIRECTED TO:

CONTACT PERSON : Mr LG Shandu
CONTACT NUMBER : 033 846 9532
EMAIL ADDRESS : LuckyGS@sassa.gov.za

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South African Social Security Agency
KwaZulu-Natal Region

SASSA House • 1 Bank Street
• Private Bag X9146 • Pietermaritzburg 3300
Tel: +27 33 846 3300 • Fax: +27 846 9595/8
www.sassa.gov.za

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	SASSA:17-26-GA-KZN	CLOSING DATE:	09 NOVEMBER 2026	CLOSING TIME:	11:00am
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SASSA:17-26-GA-KZN: INVITATION TO BID FOR THE APPOINTMENT OF A PANEL OF HEALTH PRACTITIONERS REGISTERED WITH HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA (HPCSA) TO CONDUCT MEDICAL ASSESSMENTS FOR SASSA KWAZULU-NATAL FOR THE PERIOD OF THIRTY-SIX (36) MONTHS

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON **Mr Lucky G Shandu**

TELEPHONE NUMBER **033 846 9532**

FACSIMILE NUMBER **N/A**

E-MAIL ADDRESS LuckyGS@sassa.gov.za

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON **Ms B.W Mofokeng**

TELEPHONE NUMBER **033 846 3329**

FACSIMILE NUMBER **N/A**

E-MAIL ADDRESS BawinileM@sassa.gov.za

SUPPLIER INFORMATION

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

CODE

NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER

CODE

NUMBER

E-MAIL ADDRESS

VAT REGISTRATION
NUMBER

SUPPLIER
COMPLIANCE
STATUS

TAX
COMPLIANCE
SYSTEM PIN:

OR

CENTRAL
SUPPLIER
DATABASE
No:

MAAA

B-BBEE STATUS
LEVEL VERIFICATION
CERTIFICATE

TICK APPLICABLE BOX]

☐ Yes

☐ No

B-BBEE STATUS LEVEL SWORN
AFFIDAVIT

[TICK APPLICABLE BOX]

☐ Yes

☐ No

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

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

☐ Yes

☐ No

[IF YES ENCLOSE PROOF]

ARE YOU A FOREIGN BASED
SUPPLIER FOR THE GOODS
/SERVICES /WORKS OFFERED?

☐ Yes

☐ No

[IF YES, ANSWER PART B:3]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.: **SASSA:17-26-GA-KZN**

CLOSING TIME 11:00

CLOSING DATE **09 November 2026**

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	VAT Inclusive R177.15	☐
		VAT Exclusive R154.04	☐
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----N/A-----	-----N/A-----
	-----	R-----N/A-----	-----N/A-----
	-----	R-----N/A-----	-----N/A-----
	-----	R-----N/A-----	-----N/A-----
	-----	R-----N/A-----	-----N/A-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	---N/A-----	R-----N/A-----	-----N/A----- days
	---N/A-----	R-----N/A-----	-----N/A----- days
	---N/A-----	R-----N/A-----	-----N/A----- days
	---N/A-----	R-----N/A-----	-----N/A----- days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
	Rate/km and total km -----	Government Rate	1..... R.....N/A.....
	Toll Fees -----	KZN Toll fees.....	R.....N/A.....
	-----		R.....
	-----		R.....

Name of Bidder:

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
N/A	N/A	N/A	R.....N/A.....
			R.....
			R.....
			R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid 36 Months.....
7. Estimated man-days for completion of project N/A.....
8. Are the rates quoted firm for the full period of contract? *YES/NO✓
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. consumer price index
-
-
-

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1** Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2** Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES / NO**

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

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



STANDARD BIDDING DOCUMENT (SBD) 4

[illegible]

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Call 0800 60 10 11 / 0800 701 701

STANDARD BIDDING DOCUMENT (SBD) 4

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

2.2.1 If so, furnish particulars:

.....

.....

.....

.....

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

.....

.....

.....

3. DECLARATION

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

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

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

STANDARD BIDDING DOCUMENT (SBD) 4

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

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

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

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

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

STANDARD BIDDING DOCUMENT (SBD) 4

investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 90/10 preference point system.

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	
B-BBEE Status Level 1 - 2 contributor	7	
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	
B-BBEE Status Level 3 - 4 contributor	3	
B-BBEE Status Level 5 - 8 contributor	2	
Others (Non-Compliant)	0	
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.		

Returnable documents to claim points		Please tick below for the attached document
1	B-BBEE Certificate	
2	Sworn Affidavit (EME or QSE)	
3	CSD registration number	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

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

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF HEALTH PRACTITIONERS (MEDICAL PRACTITIONERS, OCCUPATIONAL THERAPISTS, PHYSIOTHERAPISTS, AUDIOLOGISTS, CLINICAL ASSOCIATES, OPTOMETRISTS, SPEECH THERAPISTS, AND PSYCHOLOGISTS) REGISTERED WITH HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA (HPCSA) TO CONDUCT MEDICAL ASSESSMENTS FOR SASSA KWAZULU-NATAL FOR THE PERIOD OF THIRTY-SIX (36) MONTHS.

**South African Social Security Agency
KwaZulu-Natal Region**

1 Bank Street •
Pietermaritzburg 3201 Private Bag
X9146 • Pietermaritzburg 3201 Tel:
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9595/8



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at the right time and place. N!ALO!*]

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ANCRONYMS

B-BBEE	:	Broad Based Black Economic Empowerment
CIPC	:	Companies and Intellectual Property Commission
CSD	:	Central Supplier Database
EME	:	Emerging Micro Enterprise
KZN	:	KwaZulu-Natal
SANAS	:	South African National Accreditation System
SAQA	:	South African Qualification Authority
SASSA	:	South African Social Security Agency
SBD	:	Standard Bidding Documents
GCC	:	General Conditions of Contract
SMME	:	Small Micro Medium Enterprise
HPCSA	:	Health Professionals Council of South Africa
RAF	:	Road Accident Fund
DG	:	Disability Grant
CDG	:	Care Dependency Grant
GIA	:	Grant-In-Aid
CPI	:	Consumer Price Index
VAT	:	Value Added Tax



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KwaZulu-Natal Region

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1. DEFINITIONS

1.1. "Assessment" means-

- (a) The medical or activity limitation examination performed in the ordinary course of practice by a medical officer;
- (b) The evaluation of information in a medical or activity limitation report by a medical officer in the absence of the applicant or beneficiary; or
- (c) The evaluation of further reports should additional information be required by the assessing medical officer in the absence of the applicant or beneficiary where the information contained in the medical or activity limitation report is inconclusive or inadequate;

1.2. "Medical Officer" means a medical practitioner or a health practitioner in the service of the State, or a person appointed under a contract to perform the functions or render the services of a medical officer on behalf of the State.

1.3. "Health practitioner" means a health practitioner as defined in section 1 of the Health Professions Act, 1974 (Act No. 56 of 1974) and may include the following professionals:

- Medical Officers;
- Occupational Therapists;
- Physiotherapists;
- Audiologists;
- Clinical Associates;
- Optometrists,
- Speech Therapists; and
- Psychologists.



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2. BACKGROUND/ INTRODUCTION

- 2.1.** The South African Social Security Agency ("SASSA") is a statutory body that is mandated to ensure effective and efficient delivery of services of high quality with regards to the management and administration of social grants. Further, SASSA is mandated to ensure the entire processes and systems from application to payment of social grants is performed in a manner that is sensitive, caring and restores the dignity of beneficiaries as well as the integrity of the social security system.
- 2.2.** SASSA was established in terms of the South African Social Security Agency Act 9 of 2004 as a Schedule 3A public entity under the Public Finance Management Act 1 of 1999. The principal aim of the South African Social Security Agency Act 9 of 2004 is to provide for the effective management, administration and payment of social assistance through the establishment of the South African Social Security Agency.
- 2.3.** This advertisement invites health practitioners to submit their proposal in contracting with SASSA to ensure that disability assessments are conducted on clients wishing to apply for disability related grants (Disability Grant, Care Dependency Grant and Grant in Aid).
- 2.3.1.** A disability grant as a form of Social Assistance is for any person who is, owing to a physical or mental disability, unfit to obtain by virtue of any service, employment or profession the means needed to enable him or her to provide for his or her maintenance." This grant can be awarded on a permanent or temporary basis. On a temporary basis, the grant is for a period of between 6 and 12 months, after which the grant is lapsed. Permanently awarded disability grants are those in which the disability is expected to last for longer than 12 consecutive months and may be reviewed after (5) years or at any time the Agency deems fit.
- 2.3.2.** Care dependency grant: "A person is, subject to section 5 of the Social Assistance Act 13 of 2004, eligible for a care dependency grant if he or she is a parent, primary care giver or foster parent of a child who requires and receives permanent care or support service due to his or her physical or mental disability". Care dependency can be reviewed as the Agency deems fit.
- 2.3.3.** Grant in Aid: "A person is, subject to section 5 of the Social Assistance Act 13 of 2004, eligible for a grant-in-aid if that person requires regular attendance by another person", due to their mental or physical condition.



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3. THE OBJECTIVES OF THE REQUEST FOR PROPOSAL

- 3.1.1. This bid seeks to appoint a broad panel of suitably qualified Health Practitioners to conduct disability assessments for SASSA as required.
- 3.1.2. Improve access to disability-related grants.
- 3.1.3. Improve the quality of conducting medical assessments.

4. SCOPE AND EXTENT OF WORK

4.1. The role of the Health Practitioners is to assist the South African Social Security Agency to implement a comprehensive solution to resolve the current problems being experienced by the SASSA regarding inadequate access to disability related grants. Successful bidders will be expected to perform the following duties:

- 4.1.1. Attend compulsory training conducted by SASSA at their own cost.
- 4.1.2. Conduct a medical examination or functional evaluation on booked applicants at the designated assessment site at agreed date.
- 4.1.3. Medical assessments will start at 08h00 in the morning until 16h00 in the afternoon.
- 4.1.4. Health Practitioners' allocation to the assessment site will be done in writing by the office in charge.
- 4.1.5. Health Practitioners must acknowledge the appointment in writing.
- 4.1.6. Interrogate completed medical referral forms or medical records of the Client.
- 4.1.7. The Health Practitioner cannot assess clients that were referred by themselves or from their own practice.
- 4.1.8. Immediately return completed online/manual assessment forms to a designated SASSA official servicing the assessment site.
- 4.1.9. Refer clients for additional required services, e.g. at the Department of Health for treatment optimization, etc.
- 4.1.10. Invoice the Agency within 7 days of the following month for all completed medical assessments.
- 4.1.11. Maintain confidentiality over Client's information.
- 4.1.12. From time to time, Health Practitioners will be expected to do home visits at the cost of the agency to assess applicants who are bed-ridden and unable to visit SASSA's offices.



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4.2. Every Health Practitioner will maintain a full register of all applicants and/or beneficiaries examined and assessed – the following minimal information will be required:

- Full names and surnames of beneficiary/client
- ID number
- Date, time and place of examination.

4.3. Submit a copy of the register which will be used to compare against the time sheet of the Medical Practitioner.

5. PERFORMANCE MEASURES

5.1. The performance of the contracted Health Practitioners will be closely supported and monitored by SASSA through the following measures:

5.1.1. Profiling of the Health Practitioners' assessments with respect to number of assessments conducted, diagnoses made, etc.

5.1.2. Quality assuring of completed medical assessment forms by SASSA.

5.1.3. Provision of training or retraining whenever required. Compulsory training will be provided by SASSA from time to time, and all Health Practitioners are compelled to attend.

5.1.4. Manage and ensure Health Practitioners adhere to the agreed time frames as set by SASSA.

5.1.5. In case a Health Practitioner scheduled cannot honour their appointment, they should alert the office concerned a day before the actual assessment date for them to get an alternative deployed to the site.

5.2. Implement measures that will monitor quality of work done by Health Practitioners.

These may include random samplings of completed medical assessments to evaluate if assessments are properly completed, assessing the statistics of the various Health Practitioners, and any other quality assurance measure deemed fit to preserve high-quality outcome assessments

6. REPORTING

6.1. The contracted parties will report to their respective local office Managers who may delegate this responsibility to a relevant and capable official.

6.2. Meetings between SASSA and Health Practitioners will be held as and when required through digital or physical platform to address any issues of interest.



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7. CONDITIONS OF CONTRACTING

- 7.1. Contracted Health Practitioners must arrange and provide their own transport to assessment sites. Eligible travel costs may be claimed only in accordance with the requirements and limitations set out in section 8.
- 7.2. Contracted Health Practitioners must provide their own medical equipment, e.g. ENT set, stethoscope, etc.
- 7.3. All information, documents and reports must be treated as confidential and may not be disclosed to any unauthorised person or institution without the Agency's written consent. All personal information must be processed in accordance with the Protection of Personal Information Act, 2013 (Act 4 of 2013).
- 7.4. Contracted Health Practitioners are entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Agency.
- 7.5. Contracted Health Practitioners will be expected to formally hand over completed task/work to the relevant official of the Agency.
- 7.6. The Agency will become the owner of all information, tools, equipment, including documents, programmes, advice and reports collected and compiled by the contracted Health Practitioners in the execution of this agreement.
- 7.7. The copyright of all documents, programmes, and reports compiled by the Health Practitioners will vest in the Agency and may not be reproduced or distributed or made available in any other way without the written consent of the Agency.
- 7.8. The Agency will furnish the Contracted Health Practitioners the necessary infrastructure (Sites) and relevant available information that might be necessary for execution of the contract.
- 7.9. The maximum number of beneficiaries to be assessed should not exceed 40 per day per Health Practitioner unless special authorisation is provided, which should not exceed a total of 80 per day per Health Practitioner.
- 7.10. The Contracted Health Practitioners must be a legal entity or sole proprietor. The Agency will enter into a single contract with a legal entity or sole proprietor for the delivery of the work set out in these Terms of Reference.
- 7.11. The Agency reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Agency decide not to proceed with the project.
- 7.12. The Agency reserves the right to appoint any other person to undertake any part of the tasks. Should the contract between the Agency and the Contracted Health Practitioners be terminated by either party due to reasons not attributed to the Contracted Health Practitioners, the Contracted Health Practitioners will be remunerated for work completed.



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- 7.13. The Health Practitioner cannot assess clients that were referred by themselves or from their own practice.
- 7.14. The costs of preparing proposals and negotiating the contract will not be reimbursed.
- 7.15. Late bid proposals will not be accepted.

8. FEES AND PAYMENT TERM

- 8.1.1. SASSA shall pay all valid and fully substantiated claims within 30 (thirty) days of receipt, provided that the services have been completed to SASSA's satisfaction. Where a claim is incomplete, inaccurate or unsupported, or where any required work or information remains outstanding, payment may be withheld until the Health Practitioner has remedied the deficiency and submitted all required supporting information.
- 8.1.2. Health Practitioners shall be remunerated at the fixed assessment rate applicable during the first 12 (twelve) months of the contract. The prescribed rate is R177.15, inclusive of VAT, for VAT-registered service providers, and R154.04 for service providers that are not registered for VAT. Thereafter, the assessment rate may be adjusted annually in line with the Consumer Price Index (CPI), where applicable and subject to SASSA's written approval.
- 8.1.3. A Health Practitioner may claim authorised transport costs for travel undertaken solely to conduct medical assessments. Such costs shall be calculated in accordance with the applicable public-sector transport tariff, as amended from time to time, for the approved return journey between the Health Practitioner's declared residential address and the designated assessment site. Reasonable and substantiated toll and parking fees may also be claimed.
- 8.1.4. The reimbursable transport rate shall not exceed the applicable rate for a motor vehicle with an engine capacity of 2,000 cc, irrespective of the vehicle actually used.
- 8.1.5. Each transport claim must be supported by an accurate route record generated using Google Maps, or another mapping tool approved by SASSA, showing the point of departure, destination and kilometres travelled. Proof of toll and parking expenses must be submitted where such costs are claimed.



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9. BID EVALUATION CRITERIA

9.1. Bids will be evaluated in terms of the below-mentioned criteria:

STAGE ONE

Phase 1: Administrative compliance;

Phase 2: Functionality Criteria

STAGE TWO

Phase 1: Price and preference points system (90/10)

10. STAGE ONE FOR BID EVALUATION CRITERIA

10.1. Phase 1: Administrative compliance

Bidders who fail to comply with the requirements below may be disqualified.

Administrative Compliance requirements
Tax compliant status (Tax Pin Letter/CSD MAAA)
Valid Proof of registration with the Health Professions Council of South Africa (HPCSA)
Valid work permit for non-South African
Proof of Registration on the Central Supplier Database (CSD) with National Treasury (CSD Registration Report)
Health practitioners must not be permanently employed by any State Entity. Proof of sessional work that they are not in a permanent establishment of the State must be submitted on official departmental letterhead
Must not have been excluded or suspended from conducting medical evaluations for SASSA/ Department of Health/ Department of Transport (RAF)/ Correctional Services and Department of Labour or any other Government Departments. (Bidders must provide SWORN Affidavit confirming that the Health Practitioner was never excluded or suspended (Annexure A).
Letter of good standing from the Health Professions Council of South Africa (HPCSA)



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Certified copy of original Identity Document of each director as per (CIPC) / sole proprietor (certified within 6 months). NB: (A copy of a certified copy will not be accepted).

Certified copies of all qualifications (certified within 6 months). NB: (A copy of a certified copy will not be accepted).

Fully completed and signed Standard Bidding Document Forms (SBDs).

- SBD 1
- SBD 3.3
- SBD 4
- SBD 6.1

10.2. Phase 2: Functionality Criteria

Prospective bidders must score at least 60 out of 100 points in the functionality evaluation. Bidders that score fewer than 60 points will be disqualified and will not proceed to the next evaluation stage or be included in the panel of appointed Health Practitioners.

Values: 1- Poor 2-Average 3-Good 4- Very Good 5-Excellent

Criteria for Functionality			Points
Current registration with the Health Professions Council of South Africa (HPCSA) as an independent Health practitioner			40
(i)	2 to 3 years	1 point	
(ii)	3 years 1 month to 4 years	2 points	
(iii)	4 years 1 month to 5 years	3 points	
(vi)	5 years 1 month to 6 years	4 points	
(v)	above 6 years	5 points	



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Clinical experience as an independent Health Practitioner. Bidders must attach a detailed Curriculum Vitae (CV) that includes client contact details for SASSA's compulsory reference checks. References that cannot be contacted will not be considered.

60

(i)	2 to 3 years	1 point
(ii)	3 years 1 month to 4 years	2 points
(iii)	4 years 1 month to 5 years	3 points
(vi)	5 years 1 month to 6 years	4 points
(v)	above 6 years	5 points

NB: All Service Providers who meet the functionality criteria will proceed to the next stage.

11. STAGE TWO FOR BID EVALUATION

Phase 1 - Price and Preference Points System (90/10)

- 11.1. The medical assessment fee payable per completed assessment is fixed by SASSA and is not subject to price competition. The prescribed rate is R177.15, inclusive of VAT, for VAT-registered service providers and R154.04 for service providers that are not registered for VAT. These rates represent the same underlying medical assessment fee, with the difference arising solely from the applicable VAT treatment. Accordingly, all qualifying bidders that accept the prescribed rate applicable to their VAT-registration status will be treated as offering an equivalent price for evaluation purposes.
- 11.2. Bidders must indicate their VAT-registration status and accept the prescribed rate applicable to that status. For evaluation purposes, bidders will be regarded as offering an equivalent price and will receive equal points for price, provided that they accept the applicable prescribed rate and qualify for further evaluation. VAT-registration status will not confer an evaluation advantage or disadvantage.
- 11.3. Points for specific goals will be awarded in accordance with SASSA's approved Preferential Procurement Policy and SBD 6.1. Bidders must comply with all mandatory requirements and achieve the minimum functionality threshold before proceeding to the preference-point evaluation. SASSA intends to appoint all bidders that satisfy these requirements and accept the prescribed assessment rate. Specific-goal information will be used to classify qualifying businesses according to ownership, and work will be allocated on a rotational basis.



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Points awarded for B-BBEE Status Level of Contribution (specific goal)

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

Price and Preference Points	100
Price	90
BBBEE Status Level of Contribution (specific goal)	10

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)	Number of points claimed (90/10 system) (To be completed by the tenderer)
B-BBEE Status Level 1-2 contributor with at least 51% black women ownership	10	
B-BBEE Status Level 3-4 contributor with at least 51% women ownership	9	
B-BBEE Status Level 1-2 contributor with at least 51% black youth or disable ownership	8	
B-BBEE Status Level 1-2 contributor	7	
B-BBEE Status Level 3-8 contributor with at least 51% youth or disable ownership	5	
B-BBEE Status Level 3-4 contributor	3	
B-BBEE Status Level 5-8 contributor	2	



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Others (Non-Compliant)	0	
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Returnable documents to claim points		Please tick below for the attached document
1	B-BBEE Certificate	
2	Sworn Affidavit (EME or QSE)	
3	CSD registration number	

NB: Bidders must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Sworn Affidavit signed by Emerging Micro Enterprise (EME) representative and attested by the Commissioner of Oaths, or CIPC BBBEE Certificate.

Failure to submit a certificate from accredited verification agency or sworn affidavit or CIPC BBBEE Certificate substantiating the BBBEE status level of contribution or is a non-compliant contributor, such bidder shall score 0 points out of the allocated maximum points for B-BBEE.

12. ENQUIRIES

12.1. Interested parties may ask for clarification of these Terms of Reference up to close of business hours before the deadline for the submission of the bid proposal. Any request for clarification must be submitted by e-mail or telephonically to the following officials:

Contact Persons	Telephone	Email address	Location
Ms B.W. Mofokeng	033 846 3329	Bawinilem@sassa.gov.za	KZN Regional Office
Ms N.C.Ntshangase	036 638 6303	NtombifuthiCN@sassa.gov.za	KZN Regional Office
Mr LG Shandu	033 846 9532	LuckyGS@sassa.gov.za	KZN Regional Office



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ANNEXURE A

SWORN AFFIDAVIT

I, _____,

ID number, _____, do hereby declare that I have not been excluded or suspended from conducting medical evaluations for SASSA/ Department of Health/ Department of Transport (RAF)/ Correctional Services, Department of Labour or any other government department.

Signed at _____ on this the _____ day of _____ 2026

Health Practitioners signature (deponent) _____

HPCSA Number: _____

Practice Number: _____

Commissioner of Oaths

Name: _____

Rank: _____

Signature _____

Date: _____



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Annexure A

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

1. Definitions
2. Application
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5. Use of contract documents and information; inspection
6. Patent rights
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8. Inspections, tests and analysis
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27. Settlement of disputes
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31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)

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.

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| 2. Application | <p>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.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p> |
| 3. General | <p>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.</p> <p>3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za</p> |
| 4. Standards | <p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p> |
| 5. Use of contract documents and information; inspection. | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |
| 6. Patent rights | <p>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.</p> |
| 7. Performance security | <p>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.</p> |

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

**8. Inspections,
tests and
analyses**

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

supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard

the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security,

damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination
for insolvency**

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

**27. Settlement of
Disputes**

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

**28. Limitation of
liability**

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

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.