



AGRICULTURAL RESEARCH COUNCIL

REQUEST TO TENDER FOR: ARC/46/10/2025

**REQUEST FOR PROPOSALS TO APPOINT A PANEL OF SERVICE PROVIDERS TO
RENDER A SECURITY GUARDING SERVICES FOR A PERIOD OF THREE YEARS.**

One (1) Compulsory Briefing session on 07 November 2025 at 11:00 am. Bidders must arrive at 09:00 am to sign the register. Bidders must attend the compulsory briefing session that is close to their offices on 07 November 2025 at 11:00 am: Bidders who are fifteen (15) minutes late will not be allowed to enter the ARC Campuses (11:15 am late).

Gauteng Province: Pretoria (OVR Campus, 100 Old Soutpan Road, Onderstepoort, Pretoria), Western Cape Province: Stellenbosch (Helshoogte Street, Stellenbosch), Mpumalanga Province: Rivier Street, Nelspruit, North West Province: 114 Chris Hani Road, Potchefstroom and Free State Province: Blyskap, Bethlehem District. Bidders are requested to familiarise themselves with the ARC addresses before they attend the compulsory briefing session. The ARC will not be held accountable for bidders who are lost and cannot arrive on time for the compulsory briefing session. Closing Date: 05 December 2025 at 11:00 am

Name of the bidder:.....

CSD Number:

THE DETAILS AND CONTENTS OF THIS DOCUMENT ARE CONFIDENTIAL AND
FOR CONSIDERATION AND RESPONSE BY THE RECORDED RECIPIENTS ONLY



OVERVIEW

The Agricultural Research Council (ARC) is a Research Science and Technology institution of excellence in South Africa, which operates within the National System of Innovation. The ARC has a mandate for innovative and creative agricultural research, technology development and transfer aimed at the advancement of South African agriculture. Its operations are overseen by the ARC Council which is appointed by and accountable to the Minister for Agriculture, Forestry and Fisheries.

The Agricultural Research Council (ARC) invites suitably qualified and experienced service providers to assist with the Security Guarding Services for a period of three years.

TENDER SUBMISSION

Completed and sealed tender submissions reflecting **“ARC/46/10/2025 and the name of the tenderer”** must be deposited into the Tender Box located at **1134 Park Street, Hatfield, Pretoria** for the attention of: “The Senior Supply Chain Manager”, **by no later than 11:00 (eleven o’clock)** on 05 December 2025 .

Tender documents submitted after the closing time and date specified will not be considered. ***No submissions sent by email or facsimile will be accepted.***

Tenderers are requested to submit two (2) complete documents into the tender box (one original functionality proposal and one original for financial proposal) and prepare **three (3) copies of the functionality proposal**. **A soft copy of the functionality and a soft copy of the financial proposal should also be submitted.** The “two envelope system” will be used for this tender. One envelope shall be clearly marked “Functionality Proposal” and another be clearly marked “Financial Proposal”. The name of the tenderer and the tender number should reflect on the “sealed” envelopes.

All enquires are to be directed to Supply Chain Management Office at the following contact details; Email: zondomp@arc.agric.za/scmrequests@arc.agric.za

Closing Date: 05 December 2025

Closing Time: 11h00 am

1. BACKGROUND

The objective of this bid is to appoint a panel of service providers to perform the security service for the ARC for a period of three years. The agricultural Research Council is seeking a panel of service providers that will assist with the security guarding services for a period of three years.

2. TERMS OF REFERENCES

- 2.1 Contractors shall provide to the ARC (accompanying the bid document on the closing date/time) with the following information as listed in the below format

EVALUATION PHASE 1: COMPULSORY REQUIREMENTS

- (a) A list on a company letterhead containing information on the name, physical and postal address, telephone and email address of their regional offices and headquarters.
- (b) Consent letter on the company letterhead that the financial institutions may answer the company financial enquiries and supply statements on request by the ARC.
- (c) Letter from bank where the business account is held confirming good standing.
- (d) CIPC Documents that detail the names, identity numbers and street addresses of all partners, shareholders of their companies and/or members of their partnerships, companies or close corporations respectively and as applicable.
- (e) **Valid** at the time of tender closing: section 13 A Compliance letter from the Security Provident Fund (month to month validation or compliance letter) issued by the Private Security Industry Provident Fund. The certificate should be **valid and remain valid for the duration of the three-year contract.**
- (f) **Valid** letter of good standing with Compensation Fund.
- (g) Submit a copy of proof of registration with UIF, Proof of latest contributions not older than 3 months and SARS Monthly Employer Return (EMP201) NOT OLDER THAN 3 MONTHS (Three documents for UIF).
- (h) **Valid** certified copy of PSIRA Company Registration at the time of tendering.
- (i) **Valid** (letter must be valid on or before the closing date of bid) letter of good standing of the service provider from Private Security Industry Regulatory Authority (PSIRA).

- (j) **Valid** letter of good standing from National Bargaining Council for the Private Security Sector.
- (k) **Valid** certified copies of PSIRA certificate(s) of all Directors/Owners.
- (k) List of all registered security officers issued by PSIRA (name list).
- (l) The Service Provider must submit the existing cover for **PUBLIC LIABILITY** insurance policy from any registered insurance company or submit documentary proof/letter of intent/quotation from registered insurers. The Public Liability cover must be for a minimum value of R20 000 000 (R20 million) for the duration of the contract and still be valid.
NB: If Service Providers opt to submit a comprehensive insurance cover, it MUST include **PUBLIC LIABILITY** to the value of R 20 000 000 (R20 million), if the comprehensive insurance cover does not explicitly indicate PUBLIC LIABILITY it will render the bid proposal to be non-responsive.
- (m) Official letter from South African Police Services Central Firearm Registry showing proof of firearm registration.
- (n) Blacklisted service provider/s who are on the National Treasury website will be disqualified.
- (o) Sub-Contractors and Joint Venture bidders must all complete our administrative and compulsory requirements. Joint Venture companies must all attend the compulsory briefing session on 07 November 2025.

Administrative Requirements:

- (p) **Valid** Tax PIN number from SARS for all the bidders including the Sub-Contractors and Joint Venture Bidders.
- (q) Complete and Sign all the Standard Bidding Documents (SBD forms). Sub-contracting bidders and Joint Venture bidders must all complete the Standard Bidding Documents.
- (r) Central Supplier Database report (CSD report) showing a tax compliant status for the duration of the bidding process for all the bidders including the Sub-Contractors and Joint Venture bidders. Government Employees and Blacklisted Directors will also be checked and will be disqualified. Foreign Directors and Foreign Companies must provide proof of ensuring that they are not Government Employees and they are not Blacklisted.

Note: Failure to submit the above-mentioned compulsory and administrative required information together with the bid document on the closing date will result in the contractor's bid not to be evaluated.

- 2.2.2** Prospective bidders must attend **one (1)** compulsory briefing session at any of the following Campuses. The compulsory briefing session will start at **11:00 am**. Bidders who are fifteen (15) minutes late will not be allowed to enter the ARC Premises (11:15 am).

Bidders must attend the compulsory briefing session that is close to their offices.

Gauteng: Pretoria (OVR Campus, 100 Old Soutpan Road, Onderstepoort, Pretoria)

Western Cape, Stellenbosch: Helshoogte Street 1, Stellenbosch, 7600

Mpumalanga: Rivier Street, Nelspruit, 1201

North West: 114 Chris Hani Road, Potchefstroom, 2520

Free State: Blyskap, Bethlehem District.

Bidders must arrive **at 09:00 am** to sign the attendance register. ARC will refer to the attendance register of the Briefing Sessions to confirm if a bidder attended the compulsory briefing session.

Please note that failure to attend the compulsory briefing session will result in the contractor's bid being disqualified and not evaluated further.

Bidders may attend **optional** site inspections within a Cluster that they intend to tender for and state the Cluster (See the attached Annexure). **Annexure A is the list of the site inspections.**

Pricing Schedule

Suppliers who quote lower than the PSIRA contract-pricing schedule will be disqualified during stage 4 of the evaluation process. **Itemised quotation should be submitted that show the full breakdown of costs for guards and security equipment. Failure to submit the itemised amount will lead to disqualification.**

Annexure B is the Pricing Schedule.

Conditions of the tender

- A minimum of three (03) signed reference letters indicating the value, type of service rendered and the duration/period of the contracts. All reference letters should be for projects that have been completed. Letters of Award, Purchase Orders and Extension of services will not be accepted.

- Company profile.
- Bidders are **not allowed** to choose sites within clusters (if bidders are choosing sites, that will lead to disqualification). One/single service provider cannot be contracted to provide the services in all the clusters (in all the provinces-maximum two clusters). However, the ARC reserves the right to contract the service provider for more than two clusters.

2.2.3 Operational conditions

2.2.3.1 Service required

The rendering of a Security Guarding Service for a period of 36 months at the following premises situated in various Provinces:

Cluster A / Gauteng Province • ARC – Central Office - Hatfield • ARC – Institute for Soil, Climate and Water - Arcadia • ARC – Institute for Agricultural Engineering – Silverton
Cluster B/ Gauteng Province ARC – Animal Production Institute – Irene
Cluster C/ Gauteng Province • ARC – Plant Protection Research Institute – Roodeplaat • ARC – Vegetable and Ornamental Plant Institute – Roodeplaat • ARC- Animal Production Institute – Roodeplaat
Cluster D / Gauteng Province • ARC – Onderstepoort Veterinary Institute - Onderstepoort • ARC - Trans Boundary Animal Diseases - Onderstepoort • ARC - Kaalplaas- Onderstepoort
Cluster E / Northwest Province • ARC – Institute for Industrial Crops-Rustenburg • ARC - Brits Experimental Farm-Brits Cluster F/Northwest Province ARC - Grain Crops Institute-Potchefstroom
Cluster G / Western Cape Province • ARC - Infruitec Nietvoorbij-Stellenbosch • ARC - Infruitec South Campus-Stellenbosch • ARC - Infruitec-North Campus- Stellenbosch • ARC - (PPRI) Vredenburg-Stellenbosch • Bien Donne-Stellenbosch • Elsenburg-Stellenbosch Cluster H/ Eastern Cape Province

- Ncera Farm-East London
- ARC - Addo Research Station (Port Elizabeth –Eastern Cape)

ARC-Umthiza Experimental farm (East London-Eastern Cape)

Cluster I / Mpumalanga/Limpopo Province

- ARC - Institute for Tropical and Sub-Tropical Crops-Nelspruit
- ARC - Friedenheim Research Farm
- ARC - Burgershall Research Farm – Hazyview
- ARC – Levubu Research Farm

Cluster J /KZN Province

- ARC-Hluhluwe Research Farm

Cluster K-Free State

- ARC-SG Bethlehem

2.3.1.1 Security Requirements per Site

Item	Number			
• ARC – Central Office – Hatfield Security Officer – Grade C Day Shift: 06:00 - 18:00 - Monday to Sunday Night Shift: 18:00 – 06:00 – Monday to Sunday	3C 2C			
• ARC – Institute for Soil, Climate and Water – Arcadia (ISCW) Security Officer – Grade C Day Shift: 06:00 - 18:00 - Monday to Sunday Night Shift: 18:00 – 06:00 – Monday to Sunday	3C 3C			
• ARC – Institute for Agricultural Engineering-Silverton (IAE) Security Officer – Grade C Day Shift: 06:00 - 18:00 - Monday to Sunday Night Shift: 18:00 – 06:00 – Monday to Sunday	3C 3C			
• ARC-Brits Experimental Farm-Brits Security Officer – Grade C Day Shift: 06:00 - 18:00 - Monday to Sunday Night Shift: 18:00 – 06:00 – Monday to Sunday	2C 3C			
• ARC – Plant Health and Protection Research, Roodeplaat (PPRI) Security Officer – Grade C Day Shift: 06:00 - 18:00 - Monday to Sunday Night Shift: 18:00 – 06:00 – Monday to Sunday	2C 2C			

Item	Number			
ARC – Levubu Research Farm Security Officer – Grade C Day Shift: 06:00 - 18:00 – Monday-Sunday Night Shift: 18:00 – 06:00 – Monday to Sunday Quad Bike for day and night shift ARC – Hluhluwe Research Security Officer – Grade C Day Shift: 06:00 - 18:00 – Monday-Sunday Night Shift: 18:00 – 06:00 – Monday to Sunday Quad Bike for day and night ARC – Small Grain Research Security Officer – Grade C Day Shift: 06:00 - 18:00 – Monday-Sunday Night Shift: 18:00 – 06:00 – Monday to Sunday Quad Bike for day and night	2C 2C 1 2C 2C 1 3C 3C 1 2C additional guards for seasonal guarding for day shift and night shift			

Note: For ARC - Onderstepoort Veterinary Institute and TAD only:

- Each contract will require its own application for registration as a NKP Security Service Provider. (Registration will only be granted for the NKP with which the contract has been granted).
- A Security Service Provider will not be allowed to provide a security service to a NKP that has not been registered for by the NKP.
- All applications will only be registered if there is confirmation of a contract, if there is no contract then a letter will be forwarded to the Security Service Provider. This letter can be used for the purpose of tendering for a contract and after this process if the provider has been awarded the contract and it has been forwarded to NKP, the provider will be registered if it still meets all the requirements.
- Once the service provider has been registered, it must strictly comply with the NKP Act, Regulations and Directives. Failure to comply will result in the de-registration of the provider.

2.3.2 General Security Aids				
a) Portable handheld two-way radios (to be programmed to Contractor's frequency) with base station at control room.	1 per Security Officer (SO)			
b) Whistle	1 per SO			
c) Handheld LED spotlight (with rechargeable batteries).	1 per SO			
d) Occurrence book will only be written in black and red.	1 per site			
e) Pocket books and pens (black and red)	1 per SO			
f) Cell phones (Where applicable).	1 per site			
g) Panic button linked with armed response paid for by the services provider	1 per site			
h) Clocking system to conduct hourly patrols (paid for by the service provider). The ARC reserves the right to increase or decrease. Reports should be made available.	1 System per site			
i) Baton and handcuffs.	1 per SO			
j) Stun gun and pepper spray	1 per SO			
k) At sites where there is no guard hut provided, the service provider will provide its own temporary guard hut.	1 per site or as needed			
l) Entry control forms for visitors and vehicles	1 per entrance			
m) Firearms-9mm , Bullet Proof	1 per SO			
2.3.3 Private Security Industry Regulatory Authority (PSIRA)				
a) The contractor must be registered in terms of the Private Security Industry Regulatory Act (Act 56 of 2001).				
b) All Security Officers that the contractor supplies to render the service must be registered as Security Officers in terms of The Private Security Industry Regulatory Act (Act 56 of 2001).				
c) A copy of the registration certificates in respect of all the Security Officers must be provided on requested.				
d) Consolidated files with qualifications and registration certificates to be provided to client within 30 days after the commencement of service.				
e) The contractor shall, in order to ensure the continuity of the service to be rendered, in case of strike, allocate specific				

supervisor / team leader to the specific site for the duration of this contract. A list of supervisors / team leaders shall be supplied to the ARC. f) All security officers supplied to render the service must be trained to the standard set by the Private Security Industry Regulatory Authority (PSIRA), and from the accredited centre. g) The Security Officers must understand and be able to implement the Control of Access to Public Premises and Vehicle Act No. 53 of 1985, and all relevant legislations.			
2.3.4 Control Room a) This Control Room must preferably not be further than 50 kilometres away from the Client premises. The service provider must be able to replace security officers within 60 minutes of being notified of shortages. The service provider must be able to react from the Control Room and report at the Client site by vehicle within 15 minutes of being notified of an emergency b) The infrastructure of the Control Room should be a fixed structure built of brick and mortar erected, in place and in operation during application for the tender, i.e. well established and equipped 24-hour security control room. There should be fixed telephones (landline) as well. The Control Room must be manned 24 hours a day (Proof in this regard will be required during Phase 3 such as duty lists and completed occurrence book etc.)			
2.3.5 Minimum wages			
1. It is expected that the contractor shall pay his/her employees at least the minimum monthly basic wage, as prescribed by the Sectoral Determination and any other law. NB. The ARC shall pay the contractor and within 30 days upon submitting of correct invoice after completion of the monthly service.			
2. It should be noted that the payment of salaries for security officers would not be dependable on the payment of invoices submitted to the ARC. The ARC will require proof of monthly salary payment from the successful bidder.			
2.3.6 Assumption of duty The successful contractor must be in a position to supply services within one month after the date of formal contract i.e. from the date			

of receipt of an official appointment letter and purchase order.			
2.3.7 Provision of personnel in crises situations Contractors must, in consultation with the ARC Security Manager, undertake to provide certain and reasonable number of staff as required for the rendering of service at the site during crises. Failure to consult with ARC Security Manager will result in this matter being regarded as been unauthorised and may lead to termination of the contract. If there are any additional costs incurred, the service provide should engage/negotiate with the ARC.			
2.3.8 Security Service a) The norm/quality of the service to be rendered must be in accordance with PSIRA, the acceptable standard of the trade concerned.			
b) It is the responsibility of the successful contractor to see that personnel in his service and especially those employed for the rendering of this service, meet the requirements at all times. Failure to meet any of these requirements may result in the termination of the contract. All possible steps shall be taken by the contractor to ensure that the intended execution of this agreement takes place. These steps include, <i>inter alia</i> , the following: The protection of ARC officials against injuries, death or any other offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977 as amended);			
The protection of ARC property at the intended sites and the protection of said property against theft, robberies ,vandalism and fire etc;			
The Protection of Information			
The service provider will be obliged to comply with the ARC policies.			
2.3.9 Security personnel compliance a) All security officers must be South African Citizens.			
b) Security officers must be able to communicate, read and write in English. The ARC is a Research Institute therefore basic education is crucial, a minimum of grade 10 and matric certificate will be an added advantage.			
c) Security Officers must not be younger than 18 years of age.			

d) The Security Officers supplied to render the service, must at least have a minimum of (5) five years security experience for Grade C and minimum of (10) ten years for Supervisors at Grade B.			
e) The ARC holds the right to screen (and/or interview) the Security Officers supplied to render the service within (7) seven days after commencement of their respective service and to verbally request an immediate replacement should the Security Officer not meet the criteria or perform to the accepted standard. Replacement of guards remains the prerogative of the client and it can happen any time during the duration of the contract if deemed necessary.			
f) On commencement the successful contractor must submit recent SAPS Criminal Record Centre clearance certificates, (at his/her own expense) within 30 days after the award of the tender to the ARC Security Manager in respect of all personnel he/she supplies to render the service.			
g) The ARC reserves the right to change/vary the number of security guards required per sites at its discretion and in accordance with operational requirements, before and after the awarding of the tender.			
2.3.10 Oath of secrecy and vetting			
a) All security personnel as well as all personnel and management involved with the Security Services of the ARC shall at the commencement of this agreement sign an "Oath of Secrecy" declaration and submit the declaration to the ARC Security Manager.			
b) The Supervisor and Security officers must sign an undertaking in which they declare that they will refrain from any action, which might be to the detriment of the ARC in general.			
c) The Supervisor and Security Officers are prohibited from reading documents or records in offices or the unnecessary handling thereof.			
d) The Contractor or any of his/her may furnish employees no information concerning the ARC activities to the public or media.			

e) All security personnel, directors and the Company itself shall be subjected to vetting prior to the commencement of the services and as when deemed necessary for the duration of the contract.			
f) For all NKP sites, vetting of all employees will take place as per the relevant legislations and regulations.			
2.3.11 General requirements for security personnel The following general requirements apply:			
a) At all times Security Officers must present an acceptable image and appearance which implies, <i>inter alia</i> , that they may not sit, lounge about, sleep, smoke, eat or drink while attending to third parties or the public.			
b) The Supervisors and Security Officers must at all times present a professional dedicated attitude. A professional dedicated attitude approach shall imply, <i>inter alia</i> , that there shall be no unnecessary arguments with visitors/staff or discourteous behaviour towards them.			
c) The Supervisors and Security Officers must be physically healthy and medically fit for the execution of their duties. The successful bidder should present the medical fitness certificates for their employees.			
d) The ARC reserves the right to ascertain from the Private Security Industry Regulatory Authority as to whether the supervisors and Security Officers are in good standing with the PSIRA at any given time during the contract period.			
e) Improper behaviour when addressing the public will not be allowed.			
2.3.12 Uniforms and identification The Contractor shall undertake to ensure that each member of his/her security personnel will at all times when on duty have:			
a) A neat and clearly identifiable uniform (<i>not something like</i>) of the company, which will include matching raincoats and overcoats for personnel performing duties outside the building.			
b) For Security Officers performing duties at duty point's specific and clear identification is required.			
c) A clear identification card of the company with the member's photo, identification, staff number and designation on it, worn conspicuously on his/her person at all times.			
d) The valid identification card issued by the Private Security			

Industry	Regulatory Authority must be worn at all times.			
e)	Personal Protective Equipment (PPE)			
2.3.13	Maximum shift hours No security personnel may be allowed to work a daily shift longer than (12) twelve hours. Double shift will be penalized according to penalty clause in the Service Level Agreement (SLA)			
2.3.14	Inspections a) A thorough inspection of the service shall be performed by ARC security officials as well as the Contractor himself/herself at least every (3) three months.			
	b) The ARC reserves the right to inspect the service rendered by the Contractor at any time, in order to ensure that the service is rendered is in accordance with the conditions of the contract and the site specifications and procedures.			
2.3.15	General a) The Contractor's personnel must at all-time refrain from littering and they must keep the grounds/building/work area occupied by them clean, hygienic and neat.			
	b) Under no circumstances will any security personnel be allowed to trade on the premises.			
	c) The Contractor shall not erect or display any sign, printed material, painting, nameplates, advertisement, and article or object of any nature whatsoever, in, or to the ARC's buildings, sites, or any part thereof without written consent. The Contractor shall not publicly display at any site any article or object which might be regarded as objectionable or undesirable.			
	d) Any signs, pictures of ARC properties and infrastructure, printed material, painting, nameplates, advertisements, article or object displayed without written consent or which is regarded as objectionable or undesirable will immediately be removed. The Contractor shall be held responsible for the costs of such removal and the damages incurred because of such removal.			
2.3.16	Duties of Security Officers a) To act as an authorised official in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).			
	b) To perform access control duties as prescribed, patrol premises, and execute functions required by the ARC (including the safeguarding of personnel, property and information).			
	c) To record events/incidents in the prescribed Occurrence Book			

and report it to the shift supervisor and Contractor.			
2.3.17 Additional requirements			
a) The Contractor Roving Supervisor or his representative in compliance regulations must inspect once per day (weekends and public holidays included) and twice per night shift security Officers.			
b) A direct line of communication must be established between the security officers and/or ARC armed response unit and the control room of the Contractor.			
c) The contract is valid for a period of (36 months) 3 three years and the ARC reserves the right to terminate the contract with immediate effect if the ARC is unsatisfied with the services rendered by the Contractor. This will be done in line with the legislation, policies of the ARC and SLA conditions. Should the circumstances change, the ARC shall amend the requirements of the contract in consultation with the contractor.			

2.3.18. PENALTY PROVISIONS			
a) Failure to comply with Requirements will result in the penalty, which is provided for in the service level agreement (SLA).			
b) Failure to render a satisfactory service will result in the termination of agreement or the contract.			
c) Failure to provide the agreed upon number of security officers: Penalty in the amount equivalent to the hourly rate/salary of a particular grade of security officer that was supposed to have been provided.			
2.4 CONTRACTOR'S RESPONSIBILITIES			
2.4.1 Oversees all security activities performed by security personnel.			
2.4.2 Handles all problems experienced by security personnel on site.			
2.4.3 Attends all problems regarding payment and family problems of Security Officers.			
2.4.4 Ensures that the equipment required according to the specification is on site and reported to client if they are in for repairs.			
2.4.5 Be involved in any security operations and manage special events from the Contractor's point of view.			
2.4.6 Ensures that Security Officers are given continuous training at least once a year.			

2.4.7	Shortage of security personnel should be recorded in the occurrence book by the supervisor. ARC shall be informed (within two hours) and also keep their own record with regard to shortages of Security Officers.			
2.4.8	Ensures that the Contractor's security officers are familiar and knowledgeable on how to handle emergency situations.			
2.4.9	Ensures that registers are clean, neat, legible and updated at all times.			
2.4.10	Ensures that the Security Officers are always in uniform and display their registration cards.			
2.4.11	The Contractor's Managing Director must hold quarterly meetings with the ARC – Central Office and Operational Managers to hold monthly meetings at Institute level.			
2.4.12	Ensures that all security staff understands the needs and expectation of the secondary clients (visitors) and primary clients (employees) of the ARC.			
2.4.13	The Contractor must provide adequate security personnel as required by the ARC for the successful rendering of security service at all times throughout the contract.			
2.4.14	Ensure that security personnel present themselves well to the staff members and to the public.			
2.4.15	The Contractor will be held liable for any damages or loss suffered by the ARC, as a result of the Contractor's own or his employees' negligence or intent, which originated on site due to but not limited to labour actions by the employees and/or sub-contractors' employees under control of the Contractor.			
2.4.16	The ARC shall not be held liable for any loss or damage of any nature to any of the Contractor's properties or any items kept at the ARC sites, even in cases where the loss originated as a result of negligence or intent on the part of the ARC.			
2.4.17	The ARC is indemnified against any loss, expense or damage which may be sustained by any third party, as well as any claim or legal proceedings and legal expenses, including attorney and client costs, that may be instituted against or incurred by the Contractor, and which arise from or are the result of any act or omission by the Contractor or an employee or agent of the Contractor in connection with the execution of the services in terms of this contract which may result in the following cases:			
2.4.17.1	Loss of life or injuries which may be sustained by the security			

personnel during the execution of their duties.			
2.4.17.2 Damages to or destruction of any equipment or property of the Contractor during the execution of their duties.			
2.4.17.3 Any claims and legal costs which may ensue from the failure by or acts committed by security personnel against third persons, which acts include:			
2.4.17.4 Illicit frisking, arrests and other illicit or wrongful deeds.			
2.4.17.5 The Contractor shall be notified in writing of the particulars of each claim he/she is liable for.			
2.4.18 The Contractor must, at his own expense, take out sufficient insurance cover against any claims, costs, loss and/or damage ensuing from his obligations and he/she must ensure that such insurance remains operative for the duration of this contract.			
2.4.19 A copy of such insurance contract shall be handed to the ARC representative on commencement of the service.			
2.4.20 The Contractor may not use any of the ARC's equipment, aids and/or property, for purposes of compliance with the conditions, which equipment, aids and/or property include, <i>inter alia</i> , vehicles, stationery, firearms, houses, rooms and furniture.			
2.4.21 The Contractor is responsible for the training of his/her personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.			
2.4.22 The Contractor's personnel must at all times refrain from littering and must at all times keep the grounds occupied by them clean, hygienic and neat. The Contractor shall, at the end of each shift, remove any littering caused by the dogs and/or security personnel of the contractor.			
2.4.23 The Contractor shall provide a duty roster for the coming week at the site.			
2.4.24 Incidents should be reported promptly to the ARC management.			
2.4.25 The Contractor shall inform the ARC of date of payment of officers.			
2.4.26 The Contractor must abide by all relevant OHS legislation and will accept responsibility for his own staff and actions.			
2.4.27 The Contractor and/or its employees may not conduct, convene or attend meetings or gatherings with personnel, staff organisations, unions or any other third parties, on the premises of the ARC without the prior written consent from the ARC.			
2.4.28 The Contractor must at all times ensure sufficient staff is available to relieve absent personnel during their absenteeism.			

2.4.29	The Contractor must inform the ARC of any existing and/or pending recognition agreements with labour unions, and the names of shop stewards and officials representing the Contractor's personnel.			
2.4.30	The Contractor must at all times ensure compliance with all bargaining council agreements and or negotiated agreements with other labour organisations.			

2.5 SECURITY OFFICERS RESPONSIBILITIES/IDENTIFICATION				
2.5.1	Practice Access Control procedures in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).			
2.5.2	The Security Officers shall be responsible for the protection of ARC property on the site, and the protection of the said property against theft, fire and vandalism.			
2.5.3	The protection of the ARC officials against any injuries, threat of any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act (Act 51 of 1977).			
2.5.4	Protect ARC information against any espionage and/or leakage to third parties.			
2.5.5	Controlling or reporting on the movement of persons or vehicles through checkpoints or gates.			
2.5.6	Conduct searches in terms of the Control of Access to Public Premises and Vehicle Act (Act 53 of 1985).			
2.5.7	Patrol the premises and all buildings of ARC, physically and electronically.			
2.5.8	React to emergency situations.			
2.5.9	Ensure that security registers are up to date and kept legible and neat at all times.			
2.5.10	Escort employees, visitors, contractors where necessary.			
2.5.11	Security Officers are prohibited to bring to work any facilities other than those required for execution of their duties.			
2.5.12	Security Officers shall report on duty on time as requested by the ARC.			
2.5.13	Security Officers found guilty of any offence stipulated in this agreement shall be removed from site immediately.			
2.5.14	Security Officers should avoid any conflicts with the staff members or members of the public.			
2.5.15	Security Officers shall report any lost and found articles and goods to supervisors.			

2.5.16	Security Officers who are under the influence of any intoxicated substance cannot be allowed on site.			
2.5.17	Act as an emergency officer during emergency situation until the arrival of ARC staff members and emergency services.			
2.6	CODE OF CONDUCT FOR SECURITY SERVICE PROVIDERS AND RESTRICTIONS OF SECURITY PERSONNEL			
2.6.1	All security service providers Compliance to the CODE OF CONDUCT FOR SECURITY SERVICE PROVIDERS, 2003			

3. EVALUATION CRITERIA

Criteria linked to numeric values

- The table below will be applied in order to evaluate each bid.
- Criteria to be considered in evaluating the bid – 90/10 in terms of the Preferential Procurement Policy Framework Act is applicable

Phase 2 - Technical Evaluation:

NB: Only bidders who obtain at least **60% (48 points)** under technical evaluation will be considered for further evaluation.

CRITERIA	WEIGHT
Company Experience in conducting similar project/service to security guarding services. The bidder must provide a minimum of three (03) signed reference letters on their clients' letterhead. The bidder must demonstrate the following on the reference letter: • The project is successfully completed • To reflects the provision of security guarding services in either the private or public sector. • Must be signed by a duly authorised person and contains the details of the person providing the reference. • The value of the contract • The duration/ period of the contracts. All reference letters should be for projects that have been completed.	40

Letters of Award, Purchase Orders and Extension of services will not be accepted.	
Experience of the Team The bidder must demonstrate the combined experience and competency of the Management Team with relevant experience in the security industry. The bidder must submit the most recent curriculum vitae of the following competent staff for the project:- • Operations Manager (one personnel), • Regional Manager/Training Manager (one personnel) and • the Supervisors (three personnel). <i>The combined work experience will be calculated as follows: Total number of years of work experience in providing security services of all assigned team members.</i> <i>A team member for whom a CV is not submitted with a clear reflection of years of experience in the field of security services will not be counted.</i>	15 (Managers) 5 (Supervisor)
Qualifications of the Team The proposed team members qualifications will be assessed as follows: Managers Bidder must submit Matric Or any other qualifications related to security services, such as Security Certificate (NQF 5)) Security Diploma (NQF 6), degree (NQF 7) qualifications And a valid grade B or A PSIRA GRADING for each of the Managers below. • Operations Manager (one personnel) • Regional Manager/Training Manager (one personnel) Supervisors Bidder must submit Matric Or higher qualifications such as Security Certificate (NQF 5)) Security Diploma (NQF 6), degree (NQF 7) qualifications	15 (Managers) 5 (Supervisor)

related to security services And a valid grade B or A PSIRA GRADING for each of the three (3) supervisors. <i>If any of the team members does not submit a qualification and PSIRA grading as indicated above, the team will not be considered for evaluation.</i> <i>A qualification submitted for personnel that is not part of the proposed team would not be evaluated.</i>	
Total	100

1. Experience	ARC Score	SCM Evaluation
1 point: 0- less than 3 years security services	1=	Poor
2 points: 3-5 years security services	2=	Acceptable
3 points: 6-8 years security services	3=	Good
4 points: 9-10 years security services.	4=	Very good
5 points: More than 10 years security services.	5=	Excellent

2. Competent Managers and Supervisors	ARC Score	SCM Evaluation
1 point: 0-2 years combined work experience in security services for managers and supervisors	1=	Poor
2 points: 3-5 years combined work experience in security services for managers and supervisors.	2=	Acceptable
3 points: 6-8 years combined work experience in security services for managers and supervisors	3=	Good
4 points: 9-10 years combined work experience in security services for managers and supervisors	4=	Very good
5 points: More than 10 years combined work experience in security services for managers and supervisors	5=	Excellent

3. Qualifications of the personnel	ARC Score	SCM Evaluation
1 point: no qualifications at all.	1=	Poor
2 points: Matric and Grade B or Higher PSIRA grading	2=	Acceptable
3 points: Any Security training certificates and Grade B or higher PSIRA Grading.	3=	Good
4 points: NQF Level 5 qualification and Grade B or higher PSIRA grading	4=	Very good
5 points: NQF level 6 or higher and Grade A or B PSIRA grading.	5=	Excellent

Phase three (3) – Infrastructure of the service provider: 20 points

INFRASTRUCTURE ASSESSMENT

Only bidders who obtain at least **50%** under infrastructure will be considered for further evaluation.

A compulsory site inspection will be conducted at the regional offices which will be able to service the local ARC sites.

Physical Evaluation at Bidders Premises

CRITERIA	WEIGHT
Firearm storage facility which complies with firearm control act.	5
Availability of 24-hour control room with communication and security equipment.	5
Transport availability (At least a minimum of five vehicles)	5
Business continuity plan that covers shortages, strike, disasters. Etc	5

Evaluation Sub-Criteria

Item	Weight	Method of Scoring	Points Scored
Firearm storage facility which complies with firearm control act. i. Firearm registers ii. Firearm safes -compliant SABS-approved safe iii. Business Firearm Licence Certificate iv. Availability of all three types of firearms (pistol, rifle, shotgun) v. Bullet catcher All criteria items as listed above is available -Excellent (5) Any four of criteria items listed are available – Very good (4) Any three criteria items are available – Good (3) Any two criteria items are available- Average (2) No firearm storage available - Average (1)	5	Excellent Very Good Good Average Poor	5 4 3 2 1
2. Availability of 24-hour control room with all required communication and security equipment	5	Excellent	5

Communication systems: i. Landline / cell phone ii. Printers iii. Internet access iv. Base radio or PTT with Radio licence v. Firearm safe vi. All related Security Registers All communication systems and security equipment as listed above is available and fully functioning and additional communication systems available (e.g. live vehicle tracking, live foot patrol monitoring, electronic OB etc)–excellent (5) Critical communication systems and security equipment available and in working condition (i-vi) – Very good (4) Basic communication systems and security equipment as stated in i-vi is available and in working condition – Good (3) Not all communication systems and security equipment available and/or not all functioning effectively (in working condition) - Average (2) No communication systems and security equipment available - Average (1)		Very Good Good Average Poor	4 3 2 1
3. Transport Availability • More than 5 branded vehicles to transport security officers/undertake supervisory visits/act during emergencies and operational needs. <u>Bidders should submit the list of the vehicles registration.</u> Yes – (excellent)-5 • More than 5 <u>branded</u> vehicles Yes – (Very good)-4 • Four <u>branded</u> vehicles Three <u>branded</u> vehicles	5	Excellent Very Good Good Average Poor	5 4 3 2 1

Yes – (Good)-3 - Less than two <u>branded</u> vehicles Yes – (Average)-2 - Vehicle/s <u>not branded</u> (even if you have five vehicles or more) Yes – (Poor)-1			
4. Business Continuity Plan a) Availability of written (contingency) plan to address personnel shortages b) Availability of policy and/or (contingency) plan to address crisis situations such as during the strike of security officers c) Availability of policy and/or (contingency) plan to address incidents/situations during work and after hours at clients premises d) Proof of Security officer duty lists (of last 7 days) e) Proof of Security supervisor duty lists visits (of last 7 days) f) Proof of roving Supervisory visits via vehicles during work and after hours at client's premises of last 7 days - Contingency Plan and all points from a-f (Excellent)-5 - Contingency Plan with any five points from a-f (very good)-4 - Contingency Plan with any four points from a-f (good)-3 - Contingency Plan with any three points from either a-f (Average)-2 - No Contingency Plan (Poor)-1	5	Excellent Very Good Good Average Poor	5 4 3 2 1
Total Points (Weights) – Items 1 to 4	20		

Phase 4 - Price and Specific Goals:

CRITERIA	WEIGHT
Project cost/Price	90
Specific Goals	10

NB: Suppliers are not allowed to quote their prices lower than the PSIRA contract pricing structure. Failure to adhere to this condition will lead to disqualification.

Phase Four (4) Compulsory Requirements.

All pricing should be in line with PSIRA Sectorial Determination. Service providers are required to make provision for the **statutory increases** in the pricing structure for the duration of the contract. Breakdown of budget according to increase per year to be attached. Attached to this document is the ARC pricing template for your reference as ***Annexure B***. Suppliers who quoted lower than the PSIRA contract-pricing schedule will be disqualified. **Itemised quotation should be submitted that show the full breakdown of costs for guards and security equipment. Failure to submit the itemised amount will lead to disqualification.**

Specific Goals	Percentage Ownership (1%)	Points (20)	Points (10)
Ownership by HDIs	51%+	6	3
Ownership by Women	51%+	4	2
Ownership by Youth	51%+	4	2
Ownership by PwD	51%+	2	1
BEE Status	Level 1 - 4	2	1
RDP Goals	RDP Goals The promotion of enterprise located in rural areas.	2	1
TOTAL POINTS		20	10

4. LODGING OF SUBMISSIONS

Tenderers are requested to submit two (2) complete documents into the tender box (one original functionality proposal and **prepare three (3) copies of the functionality** proposal.) A soft copy of the functionality and financial proposal should also be submitted. Tenderer's name and tender number to: **The Agricultural Research Council, ATTENTION: The Senior Supply Chain Manager, ARC 1134 Park Street PRETORIA**, by no later than **11:00 (eleven o'clock) on 05 December 2025**.

Submissions not received on time and date specified will not be considered. Any entities/companies that are submitting their proposals as joint ventures are not allowed to submit their own proposals separately from the joint venture. Submitting a second separate proposal from the joint venture will lead to disqualification.

5. COMPLIANCE WITH GENERAL CONDITIONS OF CONTRACT

No alteration, variation or amendment of the Contract (of which this Tender represents the offer) shall be permitted unless otherwise agreed to in writing. Should the prospective provider, in the case of non-compliance, wish to make any amendments to the conditions stipulated by the ARC in this Tender, which shall form the offer element of a Contract and if it is accepted by the ARC, then such proposed amendments shall be clearly stipulated by the prospective provider and where possible stating the increase or decrease in the cost involved by such proposals. The ARC reserves the right to reject such submissions.

Misrepresentation of facts will result in disqualification and cancellation of the Contract.

6. ARC LIABILITY

The ARC does not bind itself to accept the lowest or any tender proposal, nor to assign any reason for the rejection of a tender proposal, nor shall it be responsible for or pay any expenses or losses that may be incurred by the prospective provider in the preparation and delivery of its submission.

7. SUBMISSION ACCEPTANCE

No submission shall be deemed to have been accepted, unless and until a formal appointment letter is issued to the successful tenderer. Submissions shall remain open for acceptance by the ARC for a period of 150 (one hundred and fifty) days from the date on which they are returnable in terms of this Tender.

8. PRICES

Tenderers shall indicate the basis on which the services will be charged. In this regard the following information shall be provided:

- Where a Tenderer lacks in-house expertise and may have to outsource certain services, the detail and basis of charges of any such service that may be required must be outlined.
- The tenderer shall reflect service discounts that they will offer throughout the contract duration.

- Tenderers submissions must reflect the detailed breakdown of the tender price as per the costing structure or bill of quantities
- Prices must include VAT, if it is applicable and all other costs related to the execution of the required services.
- The tenderer agrees not to change the price with VAT or any other Tax subsequent to submitting the tender. This includes subsequent VAT registration.
- All prices quoted are to be in SA Rand and inclusive of Value Added Tax (VAT).
- No change in the prices submitted shall be considered after receipt of response to the Tender submission within the validity period of the tender.
- Bidders shall ensure that the bid price is for the duration of the project, **including escalations.**

9. TERMS OF ENGAGEMENT

- The successful bidder shall not take more than three (3) months from date of Bid award unless otherwise indicated and agreed between the successful Bidder and the ARC.
- The Service Provider shall be available for consultation with the ARC representative.
- The Service Provider shall manage as confidential all data, information and insights gained in execution of work for the ARC.
- ARC retains the right to negotiate with the successful Bidder for partial execution of the proposal.
- ARC retains the right to enter into non-exclusive agreements with Service Providers that do not restrict procurement of goods and services from other Service Providers.
- ARC retains the right to require the Service Provider to obtain permission in writing from the ARC prior to replacement of individuals proposed for execution of this Bid.
- Service Providers to accept professional liability for services rendered, including those rendered under sub-contract to the service provider

10. CONTENTS OF SUBMISSION

Proposals shall include all relevant information about the Bidder, which is thought appropriate to assist the ARC to assess its capabilities, capacity, outputs, value adding abilities, competitive advantage, etc.

The proposals presented are to be comprehensive and should describe the methodology to be followed in doing the following:

- The Breakdown of the complete specification with associated costs.
- All SBD (Standard Bidding Documents) must be completed and signed.

The proposals presented are to be as comprehensive as possible and ARC reserves the right to request the Bidder to provide more details.

Bidders shall adhere to the conditions stipulated in the General Conditions of Contract as prescribed by the National Treasury.

Bidders must ensure that the complete bid document is submitted with all additional required information and any other documents that the bidder wishes to supply to substantiate or clarify specific aspects in the proposal.

Failure to submit all the signed and completed Standard Bidding documents and / or any required documentation will result in disqualification.

11. APPROACH AND METHODOLOGY

Bidders should propose a comprehensive approach and methodology regarding the security services. **Bidders should also indicate proactive good will services expected to be provided to ARC.**

12. TRACK RECORD

Bidders shall provide a list of companies for which similar services have been rendered/ provided for (attach at least five reference letters)

13. BROADBASED BLACK ECONOMIC EMPOWERMENT (BBBEE)

In terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2017, the 90 / 10 principle shall be applicable to this bid and points shall be allocated as indicated under functionality. Sound evidence for points claimed must be attached so that points can be allocated.

BBBEE status level points will be awarded to service providers who will submit certified copy of BBBEE certificates or original BBBEE certificates from SANAS accredited agencies and IRBA registered auditors or BBBEE letters from an auditor or accountant.

Joint Ventures / Consortium / Partnerships must submit a BBBEE document as indicated above for that particular entity e.g JV or Consortium otherwise no BBBEE points shall be awarded.

No BBBEE points shall be awarded to a tenderer who fails to comply with the above.

14. AMPLIFICATION OF SUBMISSIONS

The ARC may, after the opening of submissions, call on the prospective Bidder to amplify in writing any matter which is not clear in the prospective Bidder's submission and such amplification shall form part of the original submission. In the event of the prospective Bidder failing to supply such information, the submission will be liable to rejection.

15. COST OF PROPOSAL

Bidders shall bear all costs associated with the preparation and submission of their proposals, the ARC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

16. BID DOCUMENTS

This document in its entirety serves as the complete Bid document. Proposals offering only part of the requirements will be rejected. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in this document. Failure to comply with these

documents will be at the Bidder's risk and may affect the evaluation of their proposal.

17. DOCUMENTS COMPRISING THE PROPOSAL

In preparing the technical and price components of the submissions all references to descriptive material and brochures should be included in the appropriate response paragraph, although material documents themselves may be provided as annexes to the proposal / response. Bidders are requested to focus on the provision of relevant information and to limit the amount of marketing and "boilerplate" material. The successful Bidder's proposal may be incorporated in whole or in part in the final contract. Any information that the Bidder considers proprietary should be marked as such.

18. INFORMATION

Information that the Bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will be treated as such accordingly.

19. PERIOD OF VALIDITY

Proposals shall remain valid for three hundred (300) days after the date of proposal submission. A proposal valid for a shorter period may be rejected by the ARC on the grounds that it is non-responsive.

In exceptional circumstances, the ARC may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

20. FORMAT AND SIGNING OF PROPOSALS

The Bidder shall prepare four copies of the proposal, clearly marking one "Original Proposal" and three "Copies of Proposal" as appropriate. In the event of any discrepancies between them, the original shall govern. The four proposals shall be signed by the Bidder or a person or persons duly authorised to bind the Bidder to the contract.

21. INTERLINEATIONS

A proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the proposal.

22. PAYMENT

The successful Bidder shall be paid upon submission of an invoice for each transaction of satisfactory work detailed in the scope.

23. DUE DILIGENCE EXERCISE

The ARC reserves the right to perform due diligence exercise for the purpose of appointing a credible tenderer.

24. PRICE AND PRICING STRUCTURE

(To be inserted or deposited into the Financial Proposal Envelope)

- Bidders shall indicate the basis on which the services will be charged.
- Where a Bidder lacks in-house expertise and may have to outsource certain services, the detail and basis of charges of any such service that may be required must be outlined.

- The Bidder shall reflect service discounts that they will offer throughout the contract duration.
- Bidders submissions must reflect the detailed breakdown of the bid price as follows:
- Prices must be for the entire period of the tender including price escalation.
 - Prices must include VAT, if it is applicable and all other costs related to the execution of the required services.

25. CANCELLATION OF THE BID

The ARC reserves the right to cancel the bid at any time of the process should the recommended service provider/s fail to meet the requirements of the bid.

26. SITE INSPECTION

The ARC reserves the right to conduct a site inspection to the premises of the recommended service provider and/or the recommended service provider's clients at any given time.

27. SIGNING OF THE SERVICE LEVEL AGREEMENT

The successful service provider will be expected to sign the service level agreement within ten (10) working days after receiving the appointment letter from the ARC Supply Chain Management Unit.

The Agricultural Research Council will then send the letter of award to the preferred bidder with two copies of the completed version of the said contract specimen and the preferred bidder will be firmly obliged to duly sign, initial and properly date both copies of the same and return them to the Agricultural Research Council for its signature within 10 (Ten) working days of their receipt of the said documents, failing which the Agricultural Research Council will be entitled, in its sole and total discretion and without further notice to such preferred bidder to write to such preferred bidder, summarily withdrawing the tender award, due to such contract signing process delay on the part of the given preferred bidder.

28 SUB-CONTRACTING

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

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

28.1.2 If yes, indicate:

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

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF CORRECTIONAL SERVICES: GAUTENG REGION					
BID NUMBER:	ARC/46/10/2025	CLOSING DATE:	05 December 2025	CLOSING TIME:	11:00 am
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
1134 PARK STREET, HATFIELD, PRETORIA (NEXT TO GAUTRAIN STATION)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA



ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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, 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 PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:



TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.



PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:BID NO.: **ARC/46/10/2025**

CLOSING TIME **11:00** CLOSING DATE: **05 December 2025**

OFFER TO BE VALID FOR 300 DAYS FROM THE CLOSING DATE OF BID.

Item Description Bid Price in RSA Currency ** (All Applicable Taxes Included)
No

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.

R.....

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 AND DAILY RATE

----- R-----
----- R-----
----- R-----
----- R-----
----- R-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----R----- days
----- R----- days
-----R----- days



----- R----- days

5.1 Travel expenses (specify, for example rate/km and total km, class of air-travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED AMOUNT	RATE	QUANTITY
---	------	----------

-----	R.....	
-----	R.....	
-----	R.....	
-----	R.....	

TOTAL: R.....

**** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund 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 AMOUNT	RATE	QUANTITY
---	------	----------

-----	R.....	
-----	R.....	
-----	R.....	
-----	R.....	

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid

.....

7. Estimated man-days for completion of project

.....

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.

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

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

AGRICULTURAL RESEARCH COUNCIL – CENTRAL OFFICE

Department: Supply Chain Management

Contact Person: Mr Musa Zondo

Tel: (012) 427 9733

E-mail address: zondomp@arc.agric.za/scmrequests@arc.agric.za



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution



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

2.2.1 If so, furnish particulars:

.....
.....

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;
- 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 consortium¹ 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

¹ 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.



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 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

(delete whichever is not applicable for this tender).

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

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

- (a) Price; and



(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
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:

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the 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 allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

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:	
	
	
	
	



ADHERENCE TO THE ARC'S CODE OF ETHICS

1. INTRODUCTION

This statement forms part of the Agricultural Research Council's "Ethics and Fraud Prevention strategy". It sets out the tone, culture and expectations of the ARC in promoting a policy of fair dealing and integrity in the conduct of business and the countering of fraudulent activities.

2. POLICY

- 2.1 The ARC's vision is to provide Excellence in Agricultural Research and Development.
- 2.2 The ARC will do everything possible to promote honesty, integrity and to adhere to all applicable laws in everything it does and is committed to the prevention, deterrence, detection and investigation of all forms of non-adherence to policies, laws and the Code of Ethics.
- 2.3 ARC Council members, Audit Committee members and employees at all levels are expected to adopt the highest standards of propriety and accountability. These standards are also expected from organisations that the ARC deals with such as suppliers, contractors, customers, partners, etc.
- 2.4 If it is established that suppliers, contractors, customers and partners have engaged in corrupt, dishonest, fraudulent activities or have contravened the supply chain policy of the Code of Ethics in competing or executing the contract awarded, the ARC will immediately terminate the contract. Any supplier, contractor, partner or officer representing any of the entities if found guilty of any of the above they will be declared ineligible to supply goods, works and services to the ARC under any programmes or projects managed and administered by the ARC on behalf of its clients.
- 2.5 The ARC can in its sole judgement proceed to pursue any legal remedies available.

3. CULTURE



- 3.1 Adherence to laws, policies and procedures, the prevention and detection of fraud and corruption and the protection of ARC's assets is every stakeholder's responsibility.
- 3.2 Council members, Audit Committee members, all employees are expected to carry out their duties to the best of their ability for the benefit of the ARC and not to take advantage of any situation for personal gain, for themselves, members of their family or friends.

4. CODE OF ETHICS AND FRAUD PREVENTION STATEMENT

- 4.1 Members of the public, suppliers, contractors and partners are expected to act with integrity in their business dealings with the ARC and not to behave dishonestly to the detriment of the ARC.
- 4.2 The ARC has set up a secure and confidential framework, within which any employee, member of the public, suppliers, contractors, partners are encouraged to raise concerns if they know of or suspect that the following is about to occur or has occurred:
- Fraud;
 - Corruption;
 - Abuse of assets;
 - Irregular transaction are taking place;
 - Fruitless expenditure has been incurred;
 - Endangering of an individual's health and safety;
 - A violation of applicable laws, rules, policies or regulations of the Code of Ethics.
- 4.3 The ARC will ensure that any allegations received are taken seriously and investigated in an appropriate manner.



- 4.4 The ARC will deal firmly with those who act dishonestly. Following proper investigation, appropriate disciplinary action and / or criminal proceedings will be instigated.
- 4.5 Suppliers, contractors and partners acknowledge that they have read and understood relevant sections of the Code of Ethics policies, procedures and laws applicable to them.
- 4.6 Stakeholders who wish to remain anonymous when raising concerns are encouraged to use the following secure hotline:

Free Call Telephone Number: 0800 000 604

Free Call Facsimile Number: 0800 007 788

E-mail: arc@tip-offs.com

“Please call me” number: 32840

Tip-offs anonymous url: www.tip-offs.com

No-one will be subjected to retaliation for good faith reporting of a suspected violation.

- 4.7 Concerns can only be adequately investigated if all relevant facts concerning the issue being reported are disclosed. Stakeholders are encouraged to provide relevant facts including supporting documentation of available.

I, _____ the _____ undersigned
 _____ in my
 capacity as an authorised representative of
 _____ registration number



HEREBY ACKNOWLEDGE:

1. That I have been explicitly informed of and consequently an fully aware of the fact that:
 - a) I must adhere to sections of the ARC Code of Ethics, supply chain policy and laws that apply to me as a supplier or contractor;
 - b) I will report to the ARC any violations and contraventions of its Code of Ethics, policies, procedures that I may become aware of;
 - c) Failure to adhere to (a) and (b) above will result in the cancellation of my contract with the ARC and the ARC in its sole judgement may pursue any other legal action it deems appropriate.

NAME(s): (BLOCK LETTERS)

.....

CAPACITY of authorised agents:

.....

SIGNATURE(s) of authorised agents:

.....

SIGNED AT on this day of

.....

WITNESSES: (Full name – BLOCK LETTERS – and signature)

1.

2.



THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010



GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following items 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 anything 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 subsidised by its government and encourage 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 recognised 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 specific 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 goods 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, by 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 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 sub-contractors) 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 goods 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 organisation 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 “Supplier” means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 “Tort” means in breach of contract.
- 1.27 “Turnkey” means a procurement process where one service provider assumes total responsibility of all aspects of the project and delivers the full end product / service required by the contract
- 1.28 “Written” or ‘in writing” means hand-written 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 (excluding professional services



related to the building and construction industry), 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 goods, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria, 0111, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information inspection

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

- 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 organisation acting on behalf of the Department.
- 8.3 Is 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 analysis 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 analysed 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 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

The goods supplied under the contract shall be fully insured in a freely convertible currency against loss and 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 to 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 relive 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 the SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment 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 service performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorised in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Variation orders

- 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 the contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relive 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 sub-contractor(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 by 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 service from a national department, provincial department or a local authority.
- 21.4 The right is reserves to procure outside of the contract small quantities or to have minor essential services executed is an emergency arises, the supplier's point of supply is 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 supplier contract, the purchaser shall, without cancelling 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 entitles 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 judgement 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 purchase 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 purchase 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 purchase intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of 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 Is 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.

23.7 If a court of law convicts a person of an offense as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, 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 in 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

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 subsidised 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 reduces, 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 supplied 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 is 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 reasonable 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 to the supplier.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or wilful 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

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 foreigner 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, licence 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. Transfer of contracts

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Amendments of contracts

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act no. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 Of a bidder(s) or contractor(s), based in reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for



investigation and possible imposition of administrative penalties as contemplated in the Competition Act No 89 of 1998.

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

