



UBUHLEBEZWE LOCAL MUNICIPALITY

INVITATION TO BID

BID REFERENCE NO: UBU-B-06/03/25

PANEL OF ICT SERVICES FOR SOFTWARE AND HARDWARE FOR A PERIOD OF 36 MONTHS

TENDER DOCUMENT

Name of Tenderer _____

Telephone Number _____

Fax Number _____

Address _____

Email Address _____

Tender Sum _____

CSD Reg. No. _____

CLOSING DATE OF THE BID: 02 May 2025 AT 12:00

AT THE PEACE INITIATIVE HALL,
, IXOPO

NO LATE SUBMISSIONS WILL BE CONSIDERED

UBUHLEBEZWE MUNICIPALITY
P.O. BOX 132, IXOPO, 3276

TEL: (039) 834 7700
FAX: (039) 834 1168

PANEL OF ICT SERVICES FOR SOFTWARE AND HARDWARE FOR A PERIOD OF 36 MONTHS

The Closing Date and Time for Submission of offers is Friday, 02nd May 2025 AT 12:00

The offers will remain valid for 90 days from the closing date for submission of proposals.

Closing Date and Submission of Documentation

Bidders should ensure that bids are delivered timeously to the correct address. Bids which are late, incomplete, unsigned, or submitted by facsimile or electronically will not be accepted. Documents must be submitted in a clearly marked sealed envelope and placed in the tender box of the Municipality, which can be found at:-

The Front Entrance



TENDER ADVERT

29 Margaret Street
Ixopo
3276
Tel: 039 8347700
E-mail: mm@ubuhlebezwe.gov.za



Po Box 132
Ixopo
3276
Fax: 039 8341168
Webpage: www.ubuhlebezwe.gov.za

UBUHLEBEZWE MUNICIPALITY

INVITATION TO BID

Ubuhlebezwe Municipality invites suitable, qualified, and experienced service providers to provide services to the municipality.

PROJECT NAME	BID NUMBER	MINIMUM FUNCTIONALITY SCORE	AVAILABILITY OF TENDER DOCUMENTS	NON-REFUNDABLE PRICE	CLOSING DATE
Panel Engineering Consultants and Project Managers for a period of 3 Financial Years (2026/2027, 2027/2028, 2028/2029)	UBU-B-02/03/25	80%	Documents will be available on 03 April 2025 at 11h00	R890.00 per doc. Cashier's Office, 29 Margaret Street	02 May 2025 at 12h00
Panel of Legal Services for a period of 36 months	UBU-B-03/03/25	70%			
Panel of Service Providers to provide Various Trainings for a period of 36 months	UBU-B-04/03/25				
Panel of Vetting Candidates and Municipal Staff for a period of 36 months	UBU-B-05/03/25				
Panel of ICT Services for Software and Hardware for a period of 36 months	UBU-B-06/03/25				

The completed tender documents complying with the conditions of tender must be sealed and endorsed with 'BID DESCRIPTION AND BID NUMBER' must be deposited in the tender box at the entrance of Peace Initiative Hall where bids will be opened in public. The name and address of the bidder must be clearly written on the sealed envelope containing the bid. Tender documents will also be available free of charge on www.etenders.gov.za and www.ubuhlebezwe.gov.za.

Enquiries regarding this notice may be directed as follows: For technical related matters - Attention: Mr PM Gwala (pmgwala@ubuhlebezwe.gov.za) for Panel of Engineering Consultants, Ms SR Adams (sradams@ubuhlebezwe.gov.za) for Panel of ICT Services, Vetting of Candidates, Panel of Trainings and Panel of Legal Services, Ms S Sityata (ssityata@ubuhlebezwe.gov.za) for SCM related matters: Tel: 039 - 834 7700 Fax: 039 - 834 1168.

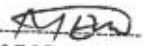
The tenders will be adjudicated via two stages of which the first stage will be functionality and the second stage will be 80:20 Preference Point systems where 80 is for the price and 20 is for the preference goals. Each bidder must score a minimum score for functionality to be considered for the second stage of evaluation.

Ubuhlebezwe Municipality will be using the following preferential goals to allocate points.

PREFERENCE GOAL		80/20	Documents required for verification
GOAL 1 - Ownership – Maximum points		10	
Business owned	More than 50% by black person	4	ID copy of Director/Owner and CSD
	Less than 50% by black person	2	ID copy of Director/Owner and CSD
	More than 50% by black women	3	ID copy of Director/Owner and CSD
	Less than 50% by black women	2	ID copy of Director/Owner and CSD
	More than 50% by black youth	2	ID copy of Director/Owner and CSD
	More than 50% by disabled person	1	ID copy of Director/Owner and CSD
GOAL 2 – RDP – Maximum points		10	
Promotion of Business	Falls under the SMME category – QSE/EME	3	Certified copy of B-BBEE Certificate / Sworn Affidavit
	Located within KZN province	2	CSD and Proof of municipal accounts/ affidavit
	Located in South Africa outside KZN Province	1	CSD and Proof of municipal accounts/ affidavit
	Located within Harry Gwala District	2	CSD, Proof of municipal accounts/ affidavit and proof of residence signed by a councilor/ Inkosi/ Induna not older than 3 months
	Located within Ubuhlebezwe Municipality	3	CSD, Proof of municipal accounts/ affidavit and proof of residence signed by a councilor/ Inkosi/ Induna not older than 3 months

Late bids or bids received by way of post, facsimile or e-mail will, under no circumstances, be considered.

The Ubuhlebezwe Municipality subscribes to the Preferential Procurement Framework Act, Act 5 of 2000. Bids shall be valid for a period of 90 days. The Ubuhlebezwe Local Municipality does not bind itself to accepting the lowest, or any bid, either wholly or in part or give any reason for such action. If the price offered by tenderer is not market related the municipality may not award the contract to that tenderer and may negotiate for market related price with the tenderer, failing which negotiate with the next highest scoring tenderer or the tender may be cancelled.


M.E Mkhize
Municipal Manager

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF UBUHLEBEZWE LOCAL MUNICIPALITY					
BID NUMBER:	UBU-B-06/03/25	CLOSING DATE:	02 May 2025	CLOSING TIME:	12H00
Description	PANEL OF ICT SERVICES FOR SOFTWARE AND HARDWARE FOR A PERIOD OF 36 MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED
IN THE BID BOX SITUATED AT (*STREET ADDRESS*)

PEACE INITIATIVE HALL					
IXOPO					
3276					
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					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	BTO		CONTACT PERSON	Ms SR Adams	
CONTACT PERSON	Ms S Sityata		TELEPHONE	039 834 7700	

		NUMBER	
TELEPHONE NUMBER	039 834 7700	FACSIMILE NUMBER	039 834 1168
FACSIMILE NUMBER	039 834 1168	E-MAIL ADDRESS	sradams@ubuhlebezwe.gov.za
E-MAIL ADDRESS	ssityata@ubuhlebezwe.gov.za		

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 ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
☐ YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES
☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES
☐ NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES
☐ NO
- 3.5. 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 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:
.....



UBUHLEBEZWE LOCAL MUNICIPALITY

TERMS OF REFERENCE

PANEL OF ICT SERVICES FOR SOFTWARE AND HARDWARE FOR A PERIOD OF 36 MONTHS

TABLE OF CONTENT

1. INTRODUCTION OF THE PROJECT
2. AIM OF THE PROJECT
3. SCOPE OF WORK
4. SOFTWARE AS A SERVICE
5. WEBSITE AND SOCIAL MEDIA DEVELOPMENT
6. LEASING OF LAPTOPS & DESKTOPS
7. DURATION OF THE PROJECT
8. OFFICE 365
9. EVALUATION CRITERIA
10. FEATURES REQUIRING SPECIAL ATTENTION
11. TERMS AND CONDITIONS OF THE PROPOSAL
12. NON-APPOINTMENT
13. COMPLETION
14. COURTESY
15. GENERAL
16. DOCUMENTATION

ANNEXURES

Relevant Experience

Certificate of Authority

Compulsory Enterprise Questionnaire

Record of Addendum to Tender Documents

Returnable Documents

MBD 4: Declaration of Interest

MBD 6.1: Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022

MBD 8: Declaration of Bidder's Past Supply Chain Management

Practices

MBD 9: Certificate of Independent Bid Determination

Form of Offer and Acceptance

General Conditions of Contract

INTRODUCTION OF THE PROJECT

Ubuhlebezwe Municipality seeks to appoint a panel of service providers for the provision of ICT services which is Hardware and Software as a service for a period of three years. This document will outline the refined user and business requirements. These requirements are written from a business perspective so that agreement can be reached on the requirements that should be met.

1. AIMS OF THE PROJECT

To appoint a panel of service providers for the provision of ICT services which Software as a service (Saas), websited dev & Hosting, Office 365 & Mimecast and IT Hardware and equipment for a period of three years.

3. SCOPE OF WORK

3.1 The functions and responsibilities in this regard have the following key performance areas:

- Configuration, procurement, implementation, management and maintenance of municipal application servers, software Licenses and trainings.
- Planning, design, development, implementation, and maintenance of municipal application system and trainings(s)
- Planning, design, development, implementation, and maintenance of municipal application website.
- Domain & eMail Hosting, Archiving and email Security (Mimecast)
- Supply, deliver and provide support for IT Hardware and Leasing of laptops and desktops

Selection Criteria Checklist

3.2 Interested bidders should tick on the services they would like to apply for on the table below:

SERVICE	TICK
1. Application Software	
2. Applications development and Corporate Design	
3. IT Hardware : Laptop & other IT Equipment	

4. Domain & eMail Hosting, Archiving and email Security (Mimecast)	
--	--

4. Software as a Service, Corporate Design, and System Development

4.1. Introduction

Ubuhlebezwe Local Municipality seeks to establish a panel of suitable service providers for Software as a Service (SaaS), Corporate Design, and System Development. This tender invite interested service providers to submit proposals that include unit costs or single license fees for software renewals, along with support and maintenance pricing and corporate design services.

4.2. Objectives

The objectives of this tender are to:

- Identify qualified service providers for SaaS, corporate design, and system development.
- Establish a transparent and competitive procurement process.
- Ensure the municipality receives high-quality services at competitive prices.

4.3. Scope of Work

The selected service providers will be responsible for the following:

- Providing Software as a Service solutions with associated licensing costs.
- Offering corporate design services, including branding, graphic design, and communication materials.
- Delivering ongoing support and maintenance for existing systems.
- Providing system development services as required.

4.4. Current Systems

The following systems are currently utilized by Ubuhlebezwe Local Municipality:

- Caseware
- Microsoft Office 365 E3 and E1
- Project Standard 2019

- Building Plans Information Systems
- Performance Management and Risk Management System (Developed for the Municipality)
- Veeam
- Esset
- Fortinet
- GFI Languard
- VMware
- ManageEngine Help-Desk
- ManageEngine AD Manager and AD Audit
- Civil Designer
- ArcGIS
- Windows 10/11
- Windows Server 2022
- SQL 2019

4.5. Submission Requirements

Interested service providers are required to submit the following:

- Company profile and experience in relevant fields.
- Detailed pricing structure for software renewals, including unit costs or single license fees.
- Pricing for support and maintenance services, including hourly rates and travel fees.
- Hourly rate fees for system development services.
- Pricing for corporate design services.

4. 6. Pricing Tables

4.6.1. Software Renewal Pricing Table

Software/System	Unit Cost/Single License Fee
Caseware	
Microsoft Office 365 E3	
Microsoft Office 365 E1	
Project Standard 2019	
Veeam	
Esset	
Fortinet	
GFI Languard	
VMware	
ManageEngine Help-Desk	
ManageEngine AD Manager	
Civil Designer	
ArcGIS	
Windows 10/11	

Software/System	Unit Cost/Single License Fee
Windows Server 2022	
SQL 2019	

4.6.2. Support and Maintenance Pricing Table

Service Description	Hourly Rate	Travel Fees
Software Support		
System Maintenance		
Technical Support for Existing Systems		
Other (Specify)		

4.6.3. System Development Pricing Table

Service Description	Hourly Rate
System Development	
Customization of Existing Systems	
Consultation Services	
Other (Specify)	

4.6.4. Corporate Design Pricing Table

Service Description	Unit Cost/Hourly Rate
Branding Services	
Graphic Design	
Communication Materials Design	
Other (Specify)	

4.7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Compliance with submission requirements.
- Competitiveness of pricing.
- Quality of service and support offerings.
- Relevant experience and qualifications of the service provider.

5. Website and Social Media Development for Ubuhlebezwe Municipality

Introduction & Background

Ubuhlebezwe Municipality is committed to enhancing its digital presence and community engagement through a comprehensive strategy that includes both website development and social media management. As a key initiative, the municipality aims to create a dynamic and user-friendly website that serves as a central hub for residents, businesses, and visitors. This website will provide essential information on municipal services, local attractions, upcoming projects, and employment opportunities, thereby fostering transparency and accessibility.

In parallel, the municipality seeks to strengthen its social media presence to better connect with the community and promote the region's unique landscape and cultural heritage. By engaging a professional service provider, Ubuhlebezwe Municipality intends to manage its social media platforms effectively, leveraging these channels to share news, events, and important updates.

This integrated approach to digital communication will not only highlight the natural beauty and vibrant community life of Ubuhlebezwe but also support the municipality's broader goals of

economic development and public engagement. Through a cohesive digital strategy, Ubuhlebezwe Municipality aims to become a model of modern governance, utilizing technology to enhance servicedelivery and community interaction.

5.1 Scope of Services

Website

The selected service provider will be responsible for the following deliverables:

Website Design and Development:	
	○ An interactive and visually appealing website ○ Content development and integration ○ Optimized website performance (including fast loading times) ○ Secure web access with SSL certification (indicated by a padlock icon on the URL) ○ Features such as surveys, polls, and an event calendar ○ A user-friendly dashboard and backend panel for easy management ○ Document Management System (DMS) ○ A photo and video gallery (media bank) ○ Advanced search functionality ○ Regular backups and archiving ○ Comprehensive analysis and reporting tools ○ Search Engine Optimization (SEO) strategies ○ Responsive design compatible with all devices, including tablets and mobile phones

- Cross-browser optimization ensuring consistent appearance across all web browsers
- Custom 404 error page
- Advertising space and management
- Integration with social media and other relevant platforms
- Customer portal page that is synced with Municipal Finance System
- Online library
- FAQ
- Links to other Municipal social media pages.
- Troubleshoot current WordPress memory challenges
- Draft procedure manual for website navigation.

Content Management System (CMS):

- The website must be built on a dynamic CMS platform, allowing for easy updates and management.
- Initial content will be provided by the municipality, with the service provider responsible for its integration and organization.

Training and Support

- Provide training for municipal staff on website management, including content updates, graphic creation, and data analysis.
- Equip staff with the skills to maintain various website features, such as event calendars, forms, and multimedia content.
- Offer ongoing support for website maintenance, including SSL certificate management and content updates.
- Regular meetings with municipal staff to discuss website performance and updates.

Project Governance and Management

- The service provider must demonstrate adequate project management capacity, including a team leader and creative design experts.
- Submission of a detailed project plan outlining all phases of development, from initiation to handover and support.

Training Manual and Additional Training
○ Provide a comprehensive training manual for website management. ○ Train staff on advanced website functions, such as organizing page hierarchies, previewing changes before publishing, and managing unpublished pages. ○ Enable image uploading and content management.

Social Media

- **Social Media Content Calendar:** A detailed monthly calendar outlining planned posts, themes, and campaigns.
- **Photography Portfolio:** A collection of edited and curated images showcasing Ubuhlebezwe's landscapes and community life.
- **Monthly Reports:** Comprehensive reports on social media performance, including analytics, engagement metrics, and insights.
- **Final Project Report:** A summary of activities, outcomes, and recommendations at the end of the six-month period.

5.2 Develop, Support and Maintenance Pricing Table

Service Description	Hourly Rate	Travel Fees
Website and Social Media Maintenance & Support		

5.3 Submission Requirements

Interested service providers must include the following in their proposals:

- **Company Profile and Qualifications:**
 - A detailed profile of the company, highlighting relevant experience and qualifications in website development, social media management, and professional photography.
- **Project Proposal:**
 - A comprehensive project proposal outlining the methodology, timeline, and budget for the website development and social media management services.
- **References and Examples:**
 - Provide references and examples of similar projects previously undertaken, particularly in the public sector or related fields.

6. LEASING/ PURCHASING OF LAPTOPS AND DESKTOPS

Ubuhlebezwe Local Municipality seeks to appoint a panel of service providers for the procurement / leasing of computer desktops and laptop equipment for a period of thirty-six (36) months.

This document will outline the refined user and business requirements. These requirements are written from a business perspective so that agreement can be reached on the requirements that should be met.

6.1.1 PROJECT BACKGROUND:

Ubuhlebezwe Local Municipality seeks to either lease/procure Laptops and Desktops for a period of 36 months. This requirement is specific to the PROCUREMENT / LEASING of the hardware as per the specifications below for a period of 36 months.

6.1.2 AIMS OF THE PROJECT:

To appoint suitably qualified Service Providers to provide IT Equipment Laptops and Desktops on a option for a period of 36 months.

It is the bidder's responsibility to arrange the necessary finance and rates of this bid at the time of bidding, taking into account the financial position of the Municipality, as these cannot and will not be changed after the tender has been awarded. The option for employees to purchase these items at the end of the contract term must be taken into account.

6.1.3. SPECIFICATIONS

No.	Part Number	Description	Lease Year 1 Unit Price	Lease Year 2 Unit Price	Lease Year 3 Unit Price	Outright Purchase Unit Price
1. Executives		OS - Win 11/10 pro Processor - i7 13 th Gen RAM -16GB DDR4 Storage – 1TB SSD Display - 13” FHD Touch				

No.	Part Num ber	Description	Lease Year 1 Unit Price	Lease Year 2 Unit Price	Lease Year 3 Unit Price	Outright Purchase Unit Price
		Connectivity - RJ-45, 802.11ac, BT, LTE Warranty - 3 year on site.				
MANAGERS						
2		OS - Win 11 pro Processor - intel i7-13 th Gen. RAM - 8GB DDR4 Storage - 512 SSD Display - 14" FHD Touch Connectivity - RJ-45, 802.11ac, BT, LTE Warranty - 3 year on site.				
STAFF						
3		OS - Win 11 pro Processor - intel i5-13 th Gen. RAM - 8GB DDR4 Storage - 512 SSD Display – 15.6" FHD Connectivity - RJ-45, 802.11ac, BT, LTE Warranty - 3 year on site.				

No.	Part Num ber	Description	Lease Year 1 Unit Price	Lease Year 2 Unit Price	Lease Year 3 Unit Price	Outright Purchase Unit Price
4		Microsoft Surface Pro • Windows 10/11 Pro • 13-inch HDR touchscreen 120hz display • 16 GB LPDDR5x RAM and 1TB SSD • Qualcomm® Snapdragon® X Elite (12 Core) • Qualcomm® Adreno™ GPU • WiFi 7 & Bluetooth Wireless 5.3				
5		Microsoft Surface Pro • Windows 10/11 Pro • 13-inch HDR touchscreen 120hz display • 8GB LPDDR5x RAM and 1TB SSD				

No.	Part Number	Description	Lease Year 1 Unit Price	Lease Year 2 Unit Price	Lease Year 3 Unit Price	Outright Purchase Unit Price
		- Qualcomm® Snapdragon® X Elite (12 Core) - Qualcomm® Adreno™ GPU - WiFi 7 & Bluetooth Wireless 5.3				
6		Macbook Air - MacBook Air 13" (M3 Chip), MacOS - Intel® Core™ i7 Processor - RAM: 16 GB / Storage: 1TB SSD - Graphics: AMD Radeon Pro 5300M				
7		AIO Desktop (V130z; V330z; V50a;V30a) 1 YR Carry In TO 3YR Onsite Service (GTMWCOMMENT).				
Total Bid Price inclusive VAT @ 15%						

6.2 DELIVERABLES

6.2.1 All hardware specified above must include the following in the pricing;

6.2.2 Windows 11 Professional Operating system 64 bit

6.2.3 The Municipality is in possession of a valid Microsoft Enterprise Agreement; therefore, software should not be included in the pricing.

6.2.4 Absolute DDS Professional Tracking software installed on each laptop device with a 3-year license, software should do the following;

6.2.4.1 GEOTECHNOLOGY Track assets on a Google Map™, including recent and historical locations. Create geofences based on corporate policies. Investigate devices that are out of bounds or entering an unauthorized location.

6.2.4.2 RISK RESPONSE Remotely recover or delete data. Set policies to ensure offline devices are automatically protected. Freeze a device and communicate with the user to verify status. Produce an audit log to prove data on a compromised device was properly secured, not accessed, and safely deleted. Use certified data delete workflows to decommission a device.

6.2.4.3 REPORTING & ANALYTICS Collect incredibly accurate information from each device, including historical data. Determine what's installed on a device. Identify events and activities that could be precursors to a security incident including changes to IP address, location, and user; non-compliant software/ hardware installations; and many more. Receive a notification if these activities occur.

6.3 Term of Leasing: 36 Months including an on-site warranty for the period.

6.4 EXPECTED OUTCOME.

6.4.1 Supply and delivery of computer equipment, as and when required by the municipality.

6.4.2 Improved and quicker acquisition process.

6.5 KEY COMPETENCIES

- 6.5.1 Service providers appointed to undertake this project should demonstrate the following key competence,
- 6.5.2 Experience in Local Government and a clear methodology on the execution of the project.

6.6 PROJECT MANAGEMENT

- 6.6.1 The service providers will work very closely with the Ubuhlebezwe Local Municipality, Corporate services department.
- 6.6.2 The Manager: IT is the designated project manager.

6.7 PROJECT TIMEFRAME

- 4.7.1 The project is an operational lease/outright payment which shall run over a period of three years or thirty-six (36) months, from the date of appointment and/or signing of Lease Agreement and Service Level Agreement.

6.8 INDEMINIFICATION

Ubuhlebezwe Municipality accepts no responsibility for any loss or damage to the equipment and materials of the contractor and the contractor should ensure that insurance is in place.

6.9 MINIMUM SPECIFICATIONS

These specifications are only minimum specifications. Any shortcomings in the specifications should be pointed out in the quote/bid and provided for in the price. Any additional costs incurred by the service provider because of shortcomings in the quote specifications will be for the service provider's own account.

6.10 COMPLIANCE

Where necessary the service provider must attach explanatory information reference to a paragraph number. The service provider must fully describe how the required functionality will be achieved. Failure to provide sufficient information may disqualify the service provider. Any condition imposed by the service provider that is restrictive or contrary to any part of this tender will automatically disqualify the service provider.

6.11 NORM / QUALITY

- 6.11.1 The norm / quality of the security service to be rendered, must be in accordance with the acceptable standards of the trade concerned.
- 6.11.2 All possible steps must be taken by the Contractors to ensure that the correct intended execution of this agreement will take place. These steps include, inter alia, the following:
- 6.11.3 The protection of property of the Municipality at the intended site and the protection of the said property against theft, vandalism and any other unlawful act.
- 6.11.3 The protection of the Municipality's officials against unlawful acts, including offences referred to in schedule 1 of the Criminal Procedure Act, 1977 (Act 512 of 1977).

6.12 PROJECT BUDGET

4.13.1 The Bidders to give all the prices, itemized as far as possible ***and attach price schedule for the laptops and desktops above.***

6.12.1 The bidders need to arrange the tentative finance and rates of this bid at time of bidding taking cognisance of the financial position of the Municipality, as these cannot be changed after tender award. The Municipality's annual reports are available on the Municipal Website with the annual financial statements included therein.

6.13 ELIGIBILITY CRITERIA

Tender offers will only be accepted if:

1. The tenderer is compliant in their tax matters with the South African Revenue Services (SARS).
2. The Form of Offer is completed and signed.
3. The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters and restricted service providers in terms of the Prevention and Combating of Corrupt Activities Act of 2004 person prohibited from doing business with the public sector.

7. DURATION OF THE PROJECT

The appointed service provider expected to enter into a Service Level Agreement for a period of 36 (thirty-six) months.

The successful bidder shall ensure to deliver the services up to the required standard, failing which, the reasons for failing to deliver will be evaluated and the outcome of the evaluation may lead to either of the following decisions by the Municipality:

- Adjustment of Price, or
- Termination of Contract

The contract between Ubuhlebezwe Local Municipality and the successful bidder shall officially commence from the date of signing the Service Level Agreement relating to the appointment of Service Providers which will be signed between the service provider and the Municipality.

8. OFFICE 365

PURPOSE AND OBJECTIVE

Ubuhlebezwe Municipality seeks for a panel for the provision of mail exchange services and security license renewal of 180 licenses to ensure safe mail exchange for its day-to-day mail services. 106 E3 and 74 E1. An additional 30 new E3 licenses are required.

SCOPE OF WORK/ SPECIFICATION

Deliverables according to these ToRs would be in terms of the following:

1. M2A MIMECAST to include:
 - DLP(Data Leaking Protection)
 - Document Services
 - AV (Antivirus)
 - AS (Archive Search)
 - Targeted Threat Protection
- 1.2 Email Continuity with 58-day retention
- 1.3 Email Archiving with 99-year retention

Office 365 Business Premium on Annual CSP(Cloud Solution Provider) to include:

- SharePoint
- Exchange
- Skype for Business

- One Drive
- Office Pro Plus
- Project Plan 3 (10 user licenses)

N.B. Quotation should be on annual CSP(Cloud Solution Provider) for 24 months.

Deliverable(s)

One fully functioning Microsoft exchange mail service with security for 210 users and archiving at Ubuhlebezwe Municipality offices.

The Service Provider must be willing to enter into a 36 month service support contract with the Municipality for support, handholding and Adhoc requests where service costs will be applicable.

The service provider must furnish the Municipality with costs for:

DESCRIPTION	E1 Cost Per User	E3 Cost Per User	Project Cost Per User
1. Total Cost for Office 365 license renewal for 180 (E1 = 74 & E3 = 106) users plus additional 30 licenses and project for 10 users for 36 months with support fees			
2. Hourly rate for support and adhoc work			
3. Travel costs for onsite requests			

9. EVALUATION CRITERIA

First stage – Functionality (Quality)

Bidders are required to demonstrate their ability to undertake the work and provide proof of experience, personnel and financial ability to undertake work of this nature.

Bidders are required to score a minimum of 70 points in order to proceed to the second stage).

Bid offers that fail to score the minimum number of points for the first stage shall be rejected. The onus rests with the bidders to supply sufficient information to allow for the proper scoring, evaluation and award of points.

CRITERIA FOR FUNCTIONALITY	Max. Points	Basis for Points Allocation	Verification Method
COMPANY EXPERIENCE Relevant Experience in a similar project for the above listed services in section Three(Scope of Work) (Software applications, software development, IT hardware (leasing laptops and desktops) and office 365 and mimecast.	25	• 5 points for completed similar projects Tenderers to submit a signed traceable order/appointment. No points if order/appointment letter is not signed.	• Signed Purchase Order/Appointment
COMPANY EXPERIENCE Relevant Experience in a similar project for the above listed services in section Three(Scope of Work) (Software applications, software development, IT hardware (leasing laptops and desktops) and office 365 and mimecast.	25	• 5 points for completed similar projects Tenderers to submit a signed reference letter. No points if reference letter is not signed.	• Signed reference letter.
KEY PERSONNEL	Max. Points	Years of Experience and Qualifications	Detailed CV and Qualifications
• Team Leader or Project Manager with certification in project Management for the chosen service. Any	30	• 10 years' experience and certification in project Management.	• Attach CV and certified proof of certification in project Management.

project management certification			NB: <i>(Certification on the documents must not be older than 6 months).</i>
	15	5 years' experience and certification in project Management.	- Attach CV and certified proof of certification in project Management. NB: Certification on the documents must not be older than 6 months.
Any relevant reseller certification and partnership for the ticked service in section 3.2 above e.g. Microsoft certification, mimecast reseller certification, Mustak, Acer, HP, Any two for softwares ie Esset Certification, Fortinet, Veem/Vmware, Manage engine partnerships /reseller certificates etc.). Should there be no accreditation or certification for the above service chosen, service provider will be automatically disqualified.	20	10 points per certification/partnership.	Attach copy of Valid certification /partnership certification.
Total Points	100		

➤ **Second stage – Financial offer and Preference goals**

The procedure for evaluation of responsive bid offers will be Price and preference goals.

80/ 20 preference points system will be used for this document. However, in case of two or more bids scored equal points. The rule under MBD 6.1 (3) will apply.

- **FEATURES REQUIRING SPECIAL ATTENTION**

All Annexure to these Terms of Reference that require completion by the bidder must be completed in full and returned with the bid. Failure to do so may disqualify the bid.

- **TERMS AND CONDITIONS OF THE PROPOSAL**

Appointment will be made in terms of the Ubuhlebezwe Council's Supply Chain Management Policy.

- **NON-APPOINTMENT**

The Ubuhlebezwe Locality Municipality reserves the right not to make an appointment should it find that bidding parties do not meet the specified criteria.

- **COMPLETION**

Projects will not be paid for unless the required services have been correctly delivered.

- **COURTESY**

In dealings with the municipal internal structures, the bidder is required to deal with discussions and disputes with deliberate courtesy and understanding, in close liaison with the Municipality.

Prior to the commencement of works, the successful bidder shall arrange through the office of the Ubuhlebezwe Municipality and/or the appointed Project/Programme Manager to be introduced to the appropriate Municipal structures and to be briefed upon any sensitivities that need to be observed.

- **GENERAL**

Tender offers will only be accepted on condition that:

- a) The tender offer is signed by a person authorized to sign on behalf of the Tenderer
- b) A Tenderer who submitted tenders as joint venture has included an acceptable Joint Venture Agreement with his tender.
- c) Valid BBBEE certificate or a sworn affidavit
- d) The Tenderer or any of its principals, directors or managers is not employed by the state or any municipality.
- e) Quotation/ proposal must be on a company letterhead
- f) Bids submitted are to hold good for a period of 90 (ninety) days and must be inclusive of VAT,
- g) The enclosed forms MBD 4, MBD 6.1, MBD, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your Bid.
- h) NB: No Bid will be considered from persons in the service of the state**
- i) Proof of company registration

- j) A valid tax clearance certificate is included with this tender or tax compliance status with the pin.
- k) In case of a bidder owning a property , they must provide a municipal statement confirming status of municipal accounts not older than 3 months (Bidders must not be in arrears for more than 90 days)
- l) In case of a bidder leasing the property, they must attach a lease agreement & letter from landlord stating that rent is up to date. The letter must not be older than 3 months.
- m) In case of the bidder operating in an area that doesn't pay rates, they must attach a sworn affidavit stating that rates are not paid in that area. The affidavit must not be older than 3 months.
- n) If the bidder is staying with parents, spouse or any family relative in an area where rates are paid (an affidavit from the bidder or signed letter from the property owner stating that the bidder is not responsible for municipal accounts must be attached). Affidavit or letter must not be older than 3 months
- o) The Tenderer or any of its principles is not listed on the register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with public sector.
- p) The tenderer has not abused the Employers' Supply Chain Management System or has failed to perform on any previous contract and has been given a written notice to this effect; and
- q) The Employer is satisfied that the Tenderer or any of his principles has not influenced the tender offer and acceptance by the following criteria:
 - Having offered, or promised or given a bribe or other gift remuneration to any person in connection with the obtaining or execution of this Contract.
 - Having acted in fraudulent or corrupt manner in obtaining or executing of this contract.
 - Having approached an officer or employee of the Employer or the Employers' Agent with the objective of influencing the award of a Contract in the Tenders' favors
 - Having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from Tendering for this Contract or as to the amount of the Tender to be submitted by either party; and
 - Having disclosed to any other person, firm or company other than the Employer, the exact or approximate amount of his proposed Tender.

In the event of any of the above, the Municipality may, in addition to using any other legal remedies, repudiate the Tender offer and acceptance and declare the Contract invalid should it have been concluded already.

- h) The Ubuhlebezwe Municipal Supply Chain Management Policy shall apply;
- i) The council does not bind itself to accept the lowest or any Bid and reserves the right to accept the Bid as whole or in part, at the rates quoted

FAILURE TO COMPLY WITH THE ABOVE CONDITIONS IN ALL RESPECTS WILL RESULT IN THE TENDER BEING DEEMED NON-RESPONSIVE. IF THE PRICE OFFERED IS NOT MARKET RELATED, THE MUNICIPALITY MAY NOT AWARD THE CONTRACT TO THAT TENDERER AND MAY NEGOTIATE FOR MARKET RELATED PRICE WITH THE TENDERER, FAILING WHICH, NEGOTIATE WITH THE NEXT PREFERRED TENDERER OR TENDER MAY BE CANCELLED.

PROCEDURES TO BE FOLLOWED FOR FINAL AWARD TO ALLOCATE PROJECTS.

uBuhlebezwe municipality will utilize appointed panel/list in the manner determined through process of invitation of service providers to either quote or bid, depending on the threshold of the estimate cost for the requisite goods or services, in line with respective delegations of authority. In addition, received quotes will be evaluated based on price and preference points and award is made to the service provider scoring highest points.

Selection of service providers will be on rotational basis, provided that all service providers be given an opportunity to quote and are rotated fairly by applying principle of top to bottom approach as per their listing CSD numbers in an ascending order.

- **DOCUMENTATION**

The proposal document submitted must include all the information deemed necessary to evaluate your submission on the bases stipulated in this document. **The additional forms appended to this document must also be included in the submission.**

This document may be detached and re-bound to ensure neatness and to also avoid the risk of accidentally losing of loose sheets. In the process of doing that, please be careful not to lose any of the pages of this document because should that be the case, your proposal may be regarded as incomplete

RELEVANT EXPERIENCE

The Bidder shall enter in the spaces provided below a list of relevant recent experience in ICT Services.

Employer (Name, Tel. No. or Fax No.)	Details of Project (Attach ref letters)	Value of Work (fees)	Year

CERTIFICATE OF AUTHORITY

Indicate the status of the Tenderer by ticking the appropriate box hereunder. The Tenderer must complete the certificate set out below for the relevant category.

(I) COMPANY	(II) CLOSE CORPORATI ON	(III) PARTNERSHI P	(IV) JOINT VENTURE	(V) SOLE PROPRIETOR

(I) CERTIFICATE FOR COMPANY

I,, chairperson of the Board of Directors of
....., hereby confirm that by resolution of the Board (copy
attached) taken on 20.....,

Mr./Ms, acting in the capacity of
....., was authorised to sign all documents in
connection with this tender and any contract resulting from it on behalf of the company.

Chairman:

As Witnesses: 1.....

2.....

Date:

(II) CERTIFICATE FOR CLOSE CORPORATION

We, the undersigned, being the key members in the business trading as
..... hereby authorise Mr./Ms,
acting in the capacity of, to sign all
documents in connection with the tender for Contract No and
any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note : *This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.*

(III) CERTIFICATE FOR PARTNERSHIP

We, the undersigned, being the key partners in the business trading as,

.....

hereby authorise Mr./Ms

acting in the capacity of , to sign all documents in connection with the tender for Contract No and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE
			

Note : *This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.*

(IV) CERTIFICATE FOR JOINT VENTURE

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr./Ms

..... , authorized signatory of the company,

.....acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract Noand any contract resulting from it on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME AND CAPACITY
Lead partner		
		
		

Note : *This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.*

(V) CERTIFICATE FOR SOLE PROPRIETOR

I,, hereby confirm that I am the sole owner of the business trading as

.....

Signature of Sole owner:

As Witnesses:

1.....

2.

Date:

COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1. Name of enterprise:

Section 2. VAT registration number, if any:

Section 3. CIDB registration number, if any:

Section 4. Particulars of sole proprietors and partners in partnerships.

Name*	Identity number*	Personal income tax number*

** Complete only if sole proprietor or partnership and attach separate page if more than three partners*

Section 5. Particulars of companies and close corporations

Company registration number: _____

Close corporation number: _____

Tax reference number: _____

Section 6. Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | |
| ☐ a member of the National Assembly or the
National Council of Provinces | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the board of directors of any municipal entity | ☐ an employee of Parliament or a provincial legislature |
| ☐ an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following*:

* Insert separate page if necessary.

Section 7. Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | |
| ☐ a member of the National Assembly or the

National Council of Provinces | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the board of directors of any municipal entity | ☐ an employee of Parliament or a provincial legislature entity. |
| ☐ an official of any municipality or municipal | |

If any of the above boxes are marked, disclose the following*:

- iii. confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise, has within the last five years been convicted of fraud or corruption;
- iv. confirms that I/we am/are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v. confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed: _____ Date: _____

Name: _____ Position: _____

Enterprise name: _____

RECORD OF ADDENDUM TO TENDER DOCUMENTS

I / We confirm that the following communications received from the Employer or his representative before the date of submission of this tender offer, amending the tender documents, have been taken into account in this tender offer.

ADD. No	DATE	TITLE OR DETAILS
1		
2		
3		
4		
5		

SIGNATURE: DATE

(of person authorised to sign on behalf of the Tenderer)

RETURNABLE DOCUMENTS

DETAILED CSD REPORT

- **IN CASE OF A BIDDER OWNING A PROPERTY, THEY MUST PROVIDE A MUNICIPAL STATEMENT IN CASE OF A BIDDER OWNING A PROPERTY, THEY MUST PROVIDE A MUNICIPAL STATEMENT CONFIRMING STATUS OF MUNICIPAL ACCOUNTS NOT OLDER THAN 3 MONTHS (BIDDERS MUST NOT BE IN AREARS FOR MORE THAN 3 MONTHS. (BIDDER MUST NOT BE IN AREARS FOR MORE THAN 90 DAYS)**
- **IN CASE OF A BIDDER LEASING THE PROPERTY, THEY MUST ATTACH A LEASE AGREEMENT AND LETTER FROM LANDLORD STATING THAT RENT IS UP TO DATE- LETTER MUST NOT BE OLDER THAN 3 MONTHS**
- **IN CASE OF THE BIDDER OPERATING IN RURAL AREAS AND THEY DON'T PAY FOR MUNICIPAL SERVICES, THEY MUST ATTACH A SWORN AFFIDAVIT STATING THAT RATES ARE NOT PAID IN THAT AREA- AFFIDAVIT MUST NOT BE OLDER THAN 3 MONTHS**
- **IF THE BIDDER IS STAYING WITH PARENTS, SPOUSE OR ANY FAMILY RELATIVE IN AN AREA WHERE RATES ARE PAID (AN AFFIDAVIT FROM THE BIDDER OR SIGNED LETTER FROM THE PROPERTY OWNER STATING THAT THE BIDDER IS NOT RESPONSIBLE FOR MUNICIPAL ACCOUNTS MUST BE ATTACHED. AFFIDAVIT OR THE LETTER MUST NOT BE OLDER THAN 3 MONTHS**

PROOF OF COMPANY REGISTRATION DOCUMENTS

BBBEE/ SWORN AFFIDAVIT

TAX CLEARANCE CERTIFICATE & VERIFICATION PIN

DETAILED PRICE QUOTATION
(FAILURE TO ATTACH A DETAILED PRICE QUOTATION WILL RENDER YOUR
TENDER NON-RESPONSIVE)

MBD FORMS

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her

representative:.....

3.2 Identity Number:

.....

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity Numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.....

.....

¹MSCM Regulations: “in the service of the state” means to be –

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? ... **YES / NO**

3.9.1 If yes furnish particulars

.....
.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**

3.10.1 If yes, furnish particulars.

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....
.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company’s directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

.....

- 4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....

Signature **Date**

.....

Capacity Name of Bidder

MBD 6.1

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	80
SPECIFIC GOALS	20
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:

80/20	or	90/10	
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	

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:

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Documents required for verification
GOAL 1 - Ownership – Maximum points	10		
Business owned more than 50% by black person	4		ID copy of Director/Owner and CSD
Business owned less than 50% by black person	2		ID copy of Director/Owner and CSD
Business owned more than 50% by black women	3		ID copy of Director/Owner and CSD
Business owned less than 50% by black women	2		ID copy of Director/Owner and CSD
Business owned more than 50% by black youth	2		ID copy of Director/Owner and CSD
Business owned more than 50% by disabled person	1		ID copy of Director/Owner and CSD
GOAL 2 – RDP – Maximum points	10		
Promotion of Business falls under the SMME category – QSE/EME	3		Certified copy of B-BBEE Certificate / Sworn Affidavit
Promotion of business located within KZN province	2		CSD and Proof of municipal accounts/ affidavit
Promotion of business located in South Africa outside KZN Province	1		CSD and Proof of municipal accounts/ affidavit
Promotion of business located within Harry Gwala District	2		CSD, Proof of municipal accounts/ affidavit and proof of residence signed by a councilor/ Inkosi/ Induna not older than 3 months

Promotion of business located within Ubuhlebezwe Municipality	3		CSD, Proof of municipal accounts/ affidavit and proof of residence signed by a councilor/ Inkosi/ Induna not older than 3 months
---	---	--	--

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:

.....

.....

.....

1 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 2 This Municipal Bidding Document must form part of all bids invited.
- 3 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 4 The bid of any bidder may be rejected if that bidder, or any of its directors have:
- a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 5 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE
FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ 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.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

FORM OF OFFER AND ACCEPTANCE

Offer

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of: **PANEL OF ICT SERVICES FOR SOFTWARE AND HARDWARE (FOR A PERIOD OF 36 MONTHS).**

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....
.....

.....Rand (in words);

R..... (In figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature _____

Name _____

Capacity _____

For the

Tenderer _____

(Name and address of organization)

Name and Signature of

Witness _____ Date _____

Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorised representative(s) of both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties. The Employer may elect to Accept the offer in correspondence from the office of the Municipal Manager.

Signature(s)

Name(s)

Capacity

for the

Employer

(Name and address of organization)

Name and Signature of _____

Witness _____ Date _____

Schedule of Deviations

Notes:

1. The extent of deviations from the tender documents issues by the employer before the tender closing date is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arises from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here shall also be incorporated into the final draft of the Contract.

1. Subject _____

Details

2. Subject _____

Details

3. Subject _____

Details

4. Subject _____

Details

By the duly authorised representatives signing this schedule of deviations, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

For the tenderer:

Signature(s)

Name(s)

Capacity

(Name and address of organization)

Name and
Signature
of

Witness

Date

For the Employer

Signature(s)

Name(s)

Capacity

(Name and address of organization)

Name and Signature of

Witness _____ Date _____

GENERAL CONDITIONS OF CONTRACT

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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

General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

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

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

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

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

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

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

5. Use of contract documents and information; inspection.

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

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause

5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause

5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

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

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

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

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

10. Delivery and documents

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

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

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

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

13. Incidental services

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

- (a) performance or supervision of on-site assembly and/or commissioning of the

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

15.4 Upon receipt of such notice, the supplier shall, within the period specified

in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

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

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department,

provincial
department, or a
local authority.

21.4 The right is
reserved to
procure outside of
the contract small
quantities or to
have minor
essential services
executed if an
emergency arises,
the

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

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause

21.2 without the application of penalties.

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 28. Limitation of liability**
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

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

34 Prohibition of Restrictive practices

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

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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

34. Anti-dumping and countervailing duties and rights

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

may be due to him

35. Force Majeure

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

36. Termination for insolvency

36.1 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.

37. Settlement of Disputes

- (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.

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34.8 If a bidder(s) or contractor(s), based on reasonable

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referred to above,
the purchaser may
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the Competition
Commission for
investigation and
possible
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administrative
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contemplated in
the Competition
Act No. 89 of
1998.

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

Js General Conditions of Contract (revised July 2010)