



AGRICULTURAL RESEARCH COUNCIL

**SINGLE-USE VACCINE PRODUCTION SYSTEM FOR THE PREPARATION
OF THE FOOT AND MOUTH DISEASE VACCINE AT THE
ONDERSTEPSPOORT VETERINARY RESEARCH INSTITUTE OF THE
AGRICULTURAL RESEARCH COUNCIL**

**CLOSING DATE: 14 MARCH at 11:00AM.
ARC/29/12/2021/4.**

29 February 2024

Dear Prospective bidder,

RE: RE-TENDERING OF SINGLE-USE VACCINE PRODUCTION SYSTEM FOR THE PREPARATION OF THE FOOT AND MOUTH DISEASE VACCINE AT THE ONDERSTEPSPOORT VETERINARY RESEARCH INSTITUTE OF THE AGRICULTURAL RESEARCH COUNCIL

You are invited to bid for said Tender. Please note that this is a re-advertising of the previous tender of November 2023 (**ARC/29/12/2021/3**) which was cancelled owing to the challenges experienced during the process of evaluation of bids received. All potential service providers are encouraged to bid, even those who submitted bids for the previous tenders which were cancelled. More details will be provided in the compulsory briefing meeting (online) to ensure successful completion of the bid and thus, appointment of a suitable service provider (see the bid document for meeting details).

Sincerely

ARC-Supply Chain Management.

1. OBJECTIVE

The objective for this tender is to request proposals from prospective supplier(s), with the aim of selecting the most feasible (functional and cost effective) proposal to:

- i. Design, supply, deliver, install a **200-litre single-use system** that is fit for use in South Africa, for the manufacturing of the FMD vaccine.
- ii. Provide Quality Assurance documentation relating to:
 - a. The manufacture's master system or previous bag assemblies of:

Medium storage systems including bags assemblies, Bioreactor systems for mammalian cells cultivation and production formulation /mixing systems including bag assemblies.
 - b. Post installation qualification and validation processes as well as training and post sales assistance.
 - c. Guarantees of workmanship and materials used for the manufacture of the systems.
- iii. Provide post-sales support (training, maintenance and procurement of spares that may be needed), for a period of twelve (12) months commencing on the date of complete installation, validation, and handover of the systems.

2. BID PROPOSAL COMPILATION AND SUBMISSION:

Bidders must arrange and index their proposals in three (3) parts as follows:

- a. Administrative requirements,
- b. Functionality Proposal
- c. Financial proposal (cost of proposed services).

Documentation relating to the administrative requirements and technical specifications should be bundled together and presented as the FUNCTIONALITY PROPOSAL. Any additional documentation that the bidder wishes to supply to substantiate or clarify specific aspects of their technical specifications can be submitted as annexures of the Functionality proposal.

The financial proposal should be presented separately and **not** included in the FUNCTIONALITY PROPOSAL package.

The two (2) proposals, i.e., FUNCTIONALITY AND FINANCIAL, should be submitted as follows:

- i. One (1) original copy of the **FUNCTIONALITY PROPOSAL**.
- ii. One (1) original copy of the **FINANCIAL PROPOSAL** must be submitted in a separate envelope.
- iii. One (1) electronic copy of the entire proposal in PDF format on a memory stick.
- iv. Bid proposals must be properly bonded/ arc-filed (**not stapled**), clearly marked, numbered and indexed.
- v. Proposals should be deposited in the tender box located at: ARC-OVR Tender Box situated at the main gate (**GPS Location -25.650173° S, 28.187228°E**) no later **11:00AM on 14 March 2024**. Bidders are encouraged submit to any time before the closing to avoid missing the deadline owing to unplanned/unforeseen circumstance.

Any queries can be directed to Ms Portia Kgaamedi email address: KgaamediP@arc.agric.za, Tel: at **012 529 9232**; and Dr Faith Peta PetaF@arc.agric.za, 012 529 9577, **BID ADMINISTRATIVE**

REQUIREMENTS

3. BID REQUIREMENTS

The following documents should accompany the bidder's proposal/offer:

3.1 BID Administrative Documents.

- i. Provide proof of the bidder's registration on the CSD (Full report)
- ii. Provide Tax Pin
- iii. Submit Standard bidding documents (SBD) completed in full and signed off by a duly authorised person.
- iv. Bid offer should be submitted on the official company letterhead and detailed costing must be stipulated. This is a fixed price tender, and all costs must be included.

3.2 Compulsory Technical Requirement

- i. Attendance of **compulsory online briefing meeting on 04 March 2024 at 11:00AM**. Bidders who wish to submit proposals can request online meeting invite from Ms. Portia Kgaamedi on KgaamediP@arc.agric.za not later than **10:55AM on 04 March 2024** *Attendance will be recorded and only bids from companies that attended the compulsory briefing meeting will be considered.*
- ii. Submission of a full proposal on all systems as specified.
- iii. 24-month warrantee on all systems supplied.

iv. An undertaking by the company CEO/GM/Director etc. that all validation (FAT, SAT- IQ, OQ/pre-use qualifications) including compatibility tests using vaccine manufacturing tests as well as onsite training and after-sales care/support will be provided (**Table 1 for details**)

4. Presentation of the Technical Specifications (Section 4.1 and 4.2 of this document) as per bidder's submission (20 minutes presentation) **TECHNICAL SPECIFICATIONS**

This section provides the specifications and quantities (Tables 1 - 5) of the required systems and where applicable, guidelines have been provided on the type of information to provide in the proposal.

IMPORTANT NOTICE: The specifications are based on the approved biological process of preparing of the FMD vaccine in South Africa and hence, the specifications and the systems' capabilities may differ from generic systems and bag assemblies. Bidders are therefore instructed to address all requirements as stipulated in tables 1 - 5 and where not in compliance, the bidder must address how they will, if appointed, resolve the noncompliance during production of the systems, before delivery to the client. Details relating to the vaccine production process will be shared with the successful bidder during contracting and after signing of a non-disclosure agreement.

In addition, bidders are required to provide the exact quantities requested. However, owing to storage space constraints, a delivery schedule, especially of the process bags, will be discussed and agreed upon with the successful bidder.

Any questions/clarification will be answered/discussed during the compulsory site briefing meeting. Further clarifications after the site meeting may be requested in writing and answers will be provided only to the bidders who attended the site briefing meeting. Existing pictures and catalogues/manuals/schematics of similar infrastructure can be provided and referenced clearly in the bid proposal, provided they already form part of the company's portfolio.

Utilities available/provided on site:

1. Electricity
2. Water
3. CO2
4. DO
5. Compressed air

4.1 Quality Assurance Requirements

Submission for technical review of Quality Assurance data (validation data/reports/certificates) relating to the bidder's master systems or previous bag assemblies, as described in Table 1, for:

- a. medium storage system including bag assemblies,
- b. Bioreactors for Mammalian cell bioreactor
- c. Product formulation/mixing systems including bag assemblies,

(NB! Bag assemblies to include filters, connectors, tubing, sensors, pinchers as stipulated in the specifications).

Table 1: Validation (Quality Assurance) data required on the master system/ previous bag Assemblies.

description of material used	List composition of the polymer used for bag assembly material, including the material of the inner layer/film in contact with the product as well as the total thickness of the bag material bag material. List material of all other bag components, bag tubing, sensors, filters as well as tube pinchers.
sterilisation (Sterile assemblies)	provide sterilisation data/reports/certificates of master systems/previous assemblies as an example of what will be provided to the ARC upon delivery and installation of the systems
gross leak	provide gross leak test reports conducted on previous assemblies/master systems described above, conducted prior to packaging, both at component and assembly levels. Include shipping validation reports on previous bag assemblies/ systems.
extractables	Provide data/reports/outcome on extractables tests conducted in relation to solvents tested, surface area to volume ratio, pre-sterilisation conditions/baseline and interventions conducted. Provide data/reports on effects of extractables on cell growth in SU (single use) bioreactors.
Particulates and endotoxins	Provide data/report on endotoxins tests conducted on the master system.
Chemical/ Mechanical compatibility	Provide data/reports on chemical and mechanical compatibility tests conducted on bag material and assemblies/master system. Specify contact times, pH and temperature range.
Letter of undertaking	Provide an undertaking by the company CEO/GM/Director etc. that all validation (FAT, SAT- IQ, OQ/pre-use qualifications) including compatibility tests using vaccine manufacturing tests as well as onsite training and after-sales care/support will be provided. The letter must also confirm that the bidder will provide support services including spare parts, software upgrades and maintenance needs for 48 months post installation NB! All applicable costs can be quoted for.

4.2 Technical Requirements

Table 2. Medium storage system

Client's Requirements			Notes to Suppliers (List/provide specification of proposed offer)	Quantity offered
Item	Quantity	Description/Configuration		Description of offer
Filtration systems	4	Re-usable: Free standing 0.45 and 0.2 µm Filter cartridges with filter domes (tripod) capacity, to be serially connected to each other. Filter integrity tests will be conducted using inhouse testing equipment <i>[0.45µm connected to 0.2 µm = 1 filtration system. Th system should be connectable to the 0.2 µm sterilising filter on the bag]</i> <i>Note: All filters connected to the bags must come integrity tested.</i>		<i>Describe material and sizes relative to filtration of 200-litres culture medium. Manuals can be referenced and provided</i>
Peristaltic pump	1	Pump speed 10/litre per minute compatible with the bag tubing (see bag assembly below)		<i>Describe capacity of offer relative to pumping 200-litre medium. Manuals can be referenced and provided</i>
200-litre single-use storage bag	90	Bag	Multi-layered film, Contact layer (with Product) Polyethylene (PE), chemical resistant and resistant to mechanical (tearing/leak-proof) and heat (40°C) stresses.	<i>Description of technical details of the bag including:</i> <i>1. bag's inner layer (contact with product)</i> <i>2. List of chemical and mechanical (including heat) conducted</i> <i>(Reference to page/report numbers of annexures/manuals/catalogues provided as well as QA data mentioned in Table 1. can be made)</i>
		Bag Thickness	Minimum of 200 µm required	
		Bag Volume	200-litre	

Client's Requirements				Notes to Suppliers (List/provide specification of proposed offer)	Quantity offered
Item	Quantity	Description/Configuration		Description of offer	
		Biological status	Sterile	<i>The letter of undertaking requested in Table 1 can be referenced.</i>	
		QA	Post installation QA documents will be required for systems proposed including training as referenced in table 1.		
	Sterile filter (s)		1x 0.2 µm filter connected to the bag	Provide/describe technical details of the offer	
	Bag venting		0.2 µm filter or appropriate pressure and condensate management system will be accepted.	Provide/Describe technical details of the offer	
	Tubing		Thermotubing (bio-weldable)	<i>Provide technical details of your offer. Manuals can be referenced and provided</i>	
	Connectors		Couplers for sterile connection <i>Specifics will be discussed with the successful bidder</i>	<i>Provide details of your offer. Manuals can be referenced and provided</i>	
	Storage/transport cart/tank/bins		3x stainless steel carts for transport in rough terrains, movable and to suit bag configuration.	<i>Provide details of your offer. Manuals can be referenced and provided. Holding/ transport/ storage tanks/totes can be described in relation to the volume of bags and the material used.</i>	

Table 3. Bioreactors (for mammalian cell cultivation).

Client's Requirements			Supplier's offer (List/provide specification of proposed offer)	
Item	Quantity	Description/Configuration	Description of offer	Quantity
Peristaltic pump	2	Pump speed 10/litre per minute compatible with the bag tubing (see bag assembly below)	<i>As previously advised in the table above.</i>	
(Clarification/Filtration) system	45	Product Harvest: single-use mammalian cell clarification system: capsules/ press filters (8 to 0.45 µm) for sterile connection and filtration to the fermentation bag. (Free standing, with appropriate stands) <i>(Filters need not be sterilising however, should maintain sterility of the product process)</i>	<i>Provide technical details including material and sizes relative to filtration of 200-litres culture medium. Manuals can be referenced and provided</i>	
Bioreactor temperature control system	2	Automatic control of fermentation temperature. Capacity range: 4-40 °C	<i>Provide technical details and performance data of your offer including capacity for post-sales support (maintenance and repairs capacity)</i>	
Automatised Process parameters monitoring and control system	2	Monitor: temperature, agitation speed, DO, pH, foam levels. Control: pH, Temperature and DO according to process setpoints.	<i>Provide technical details and performance data of your offer including capacity for post-sales support (maintenance and repairs capacity)</i> <i>Manuals can be referenced if provided</i>	
Bag holder	2	movable, peeping window and a stepping ladder of appropriate size (plastic or stainless steel are acceptable)	<i>(Plastic or stainless steel are acceptable.</i> <i>Describe material and sizes relative to filtration of 200-litres culture medium. Manuals can be referenced if provided</i>	

Client's Requirements				Supplier's offer (List/provide specification of proposed offer)	
Item	Quantity	Description/Configuration		Description of offer	Quantity
200-litre single-use bioreactor bags	90	Bag (chamber)	Multi-layered, Contact layer (with Product) Polyethylene (PE), chemical resistant and resistant to mechanical (tearing/leak-proof) and heat (40°C) stresses	<i>Description of technical details of the bag including:</i> <i>1. bag's inner layer (contact with product)</i> <i>2. List of chemical and mechanical (including heat) conducted</i> <i>(Reference to page/report numbers of annexures/manuals/catalogues provided as well as QA data mentioned in Table 1. can be made)</i> <i>Holding/ transport/ storage tanks/totes can be described in relation to the volume of bags and the material used</i>	
		Thickness	Minimum of 200 µm		
		Volume	200-litre		
		Biological	Sterile		
		QA	Post installation QA documents will be required for systems proposed including training	<i>The letter of undertaking requested under Table 1 QA data can be referenced.</i>	
		Sterile filter (s)	1x 0.2 µm filter serially connected to the bag		
		Load cell	To accommodate the working volume.	Provide/Describe technical details of the offer. In relation to the bag size/capacity	

Client's Requirements			Supplier's offer	
			(List/provide specification of proposed offer)	
Item	Quantity	Description/Configuration	Description of offer	Quantity
	Bag Tubing	Thermotubing (bio-weldable) for sampling and liquid transfer affixed with appropriate tube pinchers (1x each) T tubing: i. clear in line with bag configuration and ii. capable of sterile connection/disconnection, suitable for use with peristaltic pumps)	<i>Description of technical details of the offer highlighting the listed items. Reference to page/report numbers provided in Table 1 QA data can be made</i>	
	Bag connectors	Couplers for sterile connections Capacity for sterile handling. <i>Specifics will be discussed with the successful bidder</i>		
	Bag venting	With 0.2µm venting filter (and a condenser). appropriate pressure and condensate management system will be accepted.		
	Sampling port	capacity for up to 10 in-process sterile sampling of 20 mL samples		

Client's Requirements			Supplier's offer	
			(List/provide specification of proposed offer)	
Item	Quantity	Description/Configuration	Description of offer	Quantity
	Process gasses supply	Compressed air, CO2 and DO gas ports with sterile air filters, for gas supply through headspace and sparger. <i>(Configuration details to be provided to the successful bidder)</i>		
	Agitation	Pitched 3-blades marine impeller for culture agitation at various agitation speeds.		
	Sensors (ports),	Single-use and calibrated: pH, DO, weight, and Temperature (Pt-100)		
	Harvesting	2-harvesting lines (partial-90%- and complete -100% harvesting/drainage)		

Table 4. Product Formulation/mixing system

Clent's Requirements				Supplier's offer (List/provide specification of proposed offer)	
Item	Quantity	Description/Configuration		Description of offer	Quantity
Peristaltic pump	1	Pump speed 10/litre per minute compatible with the bag tubing and fittings (see bag assembly below)		<i>Provide technical details as advised in the previous tables</i>	
Temperature control system(s)	2	Automatic control of blending and incubation temperature. Capacity range 4-40 °C		<i>Provide technical details as advised in the previous tables</i>	
Automatised Process parameters monitoring and control system (s)	1 capacity for 2 systems control	Monitor: weight, temperature, agitation speed, and pH. Control: Temperature according to process setpoints.		<i>Provide technical details as advised in the previous tables</i>	
Bag holder(s)	2 (1x 100-litre bag plus 1x 200-litre bag)	Stainless steel: movable and to suit bag configurations		<i>Provide technical details as advised in the previous tables</i>	
Single use mixing bag(s)	20 10x 100-litres plus 10x 200-litre	Bag (chamber)	Multi-layered, Contact layer (with Product) Polyethylene (PE), chemical resistant and resistant to mechanical and heat stresses.	<i>3D or 2D bags will be acceptable however, supplier to note that viscous solution will be used (oil adjuvant)</i>	
		Thickness	Minimum of 200 µm (viscous adjuvant)	<i>As previously advised</i>	
		Volume	10x 100-litre and 10x 200-litre		
		Biological	Sterile		

		QA	To Provide post installation FAT documentation, and post installation IQ, OQ, and training as referenced in the letter of undertaking	<i>The letter of undertaking requested under Table 1 QA data can be referenced.</i>	
	Sterile filter(s)		1x 0.2 µm filter serially connected to the bag Must be able to filter viscous solutions such as oil adjuvants	<i>Provide technical details as advised in the previous tables</i>	
	Load cell		To accommodate the working volume.		
	Bag Tubing		Thermotubing (bio-weldable) for sampling and liquid transfer affixed with appropriate tube pinchers (1x each) Transferring tubing: clear in line with bag configuration and capable of sterile connection/disconnection, suitable for use with peristaltic pumps)		
	Bag connectors		Couplers: Capacity for sterile handling. <i>Specifics will be discussed with the successful bidder</i>		
	Bag venting		With 0.2µm venting filter (and a condenser). Or appropriate pressure management systems during filling of the bag will be accepted.		
	Sampling port		capacity for up 3 in-process sterile sampling of 20 mL samples		
	Supplementation (filling/additions) port		Bottom addition of vaccine excipients.		

	Agitation	Magnetically coupled pitched 3-blades marine impeller or for vaccine blending agitation at various agitation speeds. A pitch bladed impeller will be accepted if coupled with a marine impeller.		
	Sensors (ports),	Single-use and calibrated: pH, weight, and Temperature (Pt-100)		
	Harvesting (ports)	complete harvesting (draining/emptying)		

Table 5. Project Management

Company's profile	Provide the company profile relative to provision of services within the biomanufacturing/pharmaceutical industry, especially in South Africa/Africa 1. company's No. of years of existence 2. Years of brand existence offered in the proposal 3. Project plan including date of estimated dated of delivery and installation 4. experience and CVs of key (personnel directly involved with the bid (technical specialist, maintenance team as well as sales and support)	<i>Provide the company's organogram depicting only key personnel that will be directly involved with the service requested and their professional experience in the company. Include systems/product technical specialist, salespersons and maintenance team that will handle repairs (provide CVs)</i> <i>Provide a Project plan in a form of Microsoft Project or equivalent programme.</i>
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5. BIDS EVALUATION

A four-stage bids evaluation process will be conducted, and the bidder must qualify at each stage to be eligible to proceed to the next stage of the evaluation as follows:

Evaluation stages	Evaluation Aspect	Progression criteria to the next evaluation stage
Stage 1:	Administrative requirements of the bid tender (as mentioned in Section 3)	Proof of attendance of the compulsory briefing meeting (attendance record will be used). Requirement: Proof of site meeting attendance
Stage 2:	Technical Evaluation	1. Evaluation of Quality Assurance Data Submission of data reports on material used/ master system/ previous installation of mixing vessels, storage vessels and bioreactors Undertaking letter by the company's most senior member. Requirement: The bidder must provide an undertaking letter requested in Table 1 and provide at least 50 % QA data required per system requested. Bidders who do not provide a letter on undertaking will be disqualified for technical specifications evaluation. 2. Evaluation of technical specifications and quantities of the requested systems, i.e., 1. storage infrastructure, 2. mammalian cells cultivation infrastructure and 3. mixing (formulation) infrastructure will be evaluated. Verification will be sought from the bidder where required during presentation Bidders will be required to score at 60 % per system required to proceed to stage 3 evaluation. However, full compliance will be required for system requested if successful

Stage 3:	Company experience	Evaluation of company experience company's experience and project plan Bidder must score ≥ 60 % to proceed to stage 4
Stage 4:	Price and specific goals evaluation 90/10	Cost including VAT, in South African Rand (R).

TECHNICAL EVALUATION PROCESS (The bidder will be invited to present this section of their proposal)

5.1 QUALITY ASSURANCE EVALUATION

The bidder **must** provide an undertaking letter described previously (Table 1) and will be required to take the evaluators through their submission addressing the 6 subjects listed below in relation to the three systems required (storage bags, Bioreactors and Formulation mixing bags) and Describe composition of the bags

- i. Description of bag material
- ii. Sterility status of the bags
- iii. Gross leak tests conducted on the bags
- iv. Particulate and endotoxins tests/reports
- v. Extractables data/tests reports
- vi. Chemical/ Mechanical compatibility tests/reports

Requirements to proceed to evaluation of technical specifications:

The bidder must supply an undertaking letter as mentioned in Table 1,

A scores less than 50% each (storage bags, bioreactors and Formulation and mixing)

A 100% score will be given the bidder who answered "Yes" (with proof) to all 6 subjects per unfactured required.

Full compliance will be required for system requested if successful, for a score of less 100 %.

1. Storage bags

4. Bidding Company:							
Provision of data (Y/N)	Description of material	Sterilisation	Gross leak	Particulates and endotoxins	Extractables data/tests reports	Chemical/ Mechanical compatibility	Letter of undertaking
							No = disqualification
Score (No. of Yes answers)	6/6 = 100%; b. 5/6 = 83% c. 4/6 = 66% d. 3/6 = 50%.						Bidders score =

1. 2 Bioreactors (for mammalian cell cultivation).

5. Bidding Company:							
Provision of data (Y/N)	Description of material	Sterilisation	Gross leak	Particulates and endotoxins	Extractables data/test reports	Chemical/ Mechanical compatibility	Letter of undertaking
							No = disqualification
Score (No. of Yes)	6/6 = 100%; b. 5/6 = 83% c. 4/6 = 66% d. 3/6 = 50%.						Bidders score =

3 Formulation mixing tanks

6. Bidding Company:							
Provision of data (Y/N)	Description of material	Sterilisation	Gross leak	Particulates and endotoxins	Extractables data/test reports	Chemical/ Mechanical compatibility	Letter of undertaking
							No = disqualification
Score (No. of Yes)	6/6 = 100%; b. 5/6 = 83% c. 4/6 = 66 % d. 3/6 = 50%.						Bidders score =

5.2 TECHNICAL SPECIFICATIONS EVALUATION

Storage system, bag assemblies and quantities offered

Client’s Requirements						
Provision of infrastructure	Item No.	Item	Quantity	Description/Configuration		Complies (Y/N)
	1	Filtration systems	4	Free standing 0.45 and 0.2 Filter cartridges with filter domes (tripod) capacity to be serially connected to each other.		
	2	Peristaltic pump	1	Pump speed 10/litre per minute compatible with the bag tubing (see bag assembly below)		
	3	200-litre single-use storage bag	90	Bag	Multi-layered film, layer (with Product) Polyethylene (PE)chemical resistant and resistant to mechanical (tearing) including heat (40°C) stresses	

				Bag Thickness	Minimum of 200 μm	
				Bag Volume	200-litre	
				Sterile filter (s)	1x 0.2 μm filter connected to the bag	
				Tubing	Thermotubing (bio-weldable) Clear in colour and capacity for sterile connections	
				Connectors	Couplers for sterile connection	
	4		3	Storage/transport cart/tank/bins	Stainless steel movable and to suit bag configuration (suitable for 200-litre bag)	
	2.	5	QA & Training and support	As described in the letter of undertaking by the company's senior manager (CEO)		
	3.	Score:	10/10 yes = 100% and 6/10 yes = 60% score less than 60 % disqualified Count the number of yes answers per line item			

Bioreactor (for mammalian cell cultivation) and quantities offered.

Client's Requirements					
Provision of infrastructure	Item No.	Item	Quantity	Description/Configuration	Complies (Y/N)
	1	Peristaltic pump	2	Pump speed 10/litre per minute compatible with the bag tubing (see bag assembly below)	

	2	(Clarification/Filtration) system	45	Product Harvest: single-use mammalian cell clarification system: capsules/ press 8 – 0.45 µm filters for sterile connection and filtration to the fermentation bag. (Free standing, with appropriate stands) (Filters need not be sterilising however, should maintain sterility of the product process)		
	3	Bioreactor temperature control system	2	Automatic control of fermentation temperature. Capacity range: 4-40 °C		
	4	Automatised Process parameters monitoring and control system	2	Monitor: temperature, agitation speed, DO, pH, foam levels. Control: pH, Temperature and DO according to process setpoints.		
	5	Bag holder	2	movable, peeping window and a stepping ladder of appropriate size (plastic or stainless steel are acceptable)		
	6	200-litre single-use storage bag	90	Bag (chamber)	Multi-layered, layer (with Product) Polyethylene (PE) chemical resistant and resistant to mechanical including heat (40°C) stresses	
				Thickness	Not less than 200 µm	
				Volume	200-litre	
				Biological	Sterile	
				Sterile filter (s)	1x 0.2 µm filter serially connected to the bag	

				Bag Tubing	Thermotubing (bio-weldable) for sampling and liquid transfer affixed with appropriate tube pinchers (1x each) Transferring tubing: clear in line with bag configuration and capable of sterile connection/disconnection, suitable for use with peristaltic pumps)	
				Bag connectors	Couplers. Capacity for sterile handling. Specifics will be discussed with the successful bidder	
				Bag venting	With 0.2µm venting filter (and a condenser) Or Appropriate pressure and condensate system mentioned.	
				Load cell	To accommodate the working volume	
				Sampling port	capacity for up to 10 in-process sterile sampling for 20mL samples	
				Process gasses supply	Compressed air, CO2 and DO gas ports with sterile air filters, for gas supply through headspace and sparger.	
				Agitation	Pitched 3-blades marine impeller for culture agitation at various agitation speeds.	
				Sensors (ports),	Single-use and calibrated: pH, DO, weight and Temperature (Pt-100)	
				Harvesting	2-point harvesting (partial 90% and complete/drain harvesting 100%)	

	7	QA & Training and support		As described in the letter of undertaking by the company's senior manager	
Score:	10/10 yes = 100% and 6/10 yes = 60% score less than 60 % disqualified Count the number of yes answers per line item				

Product Formulation/mixing system and bag assemblies

Client's Requirements						
Provision of infrastructure	Item No.	Item	Quantity	Description/Configuration		Complies (Y/N)
	1	temperature control system	2	Automatic control of fermentation temperature. Capacity range: 4-40 °C		
	2	Automatised Process parameters monitoring and control system	2	Monitor: temperature, agitation speed, and pH. Control: Temperature according to process setpoints.		
	3	Bag holder	2	1x 100-litre bag holder Stainless steel: movable and to suit bag configurations		
				1x 200-litre bag holder Stainless steel: movable and to suit bag configurations		
	4	Load cell	1	To accommodate working volume		
	5	100-litre and 200-litre single-use storage bag	20	Bag (chamber)	Multi-layered, layer (with Product) Polyethylene (PE) chemical resistant and resistant to mechanical stress including heat (40°C)	
				Thickness	Minimum of 200 µm (viscous adjuvant)	
				Volume	10x 100-litre and	
10x 200-litre						

				Biological	Sterile	
				Bag Tubing	Thermotubing (bio-weldable) for sampling and liquid transfer affixed with appropriate tube pinchers (1x each) Transferring tubing: clear in line with bag configuration and capable of sterile connection/disconnection, suitable for use with peristaltic pumps)	
				Bag connectors	Couplers Capacity for sterile handling.	
				Bag venting	With 0.2µm /sterile filter (and a condenser/gas cooler) or pressure resistant system during filling or Appropriate pressure management system	
				Sampling port	capacity for up 3 in-process sterile sampling 20mL samples	
				Supplementation (filling/additions) port	Bottom addition of vaccine excipients.	
				Agitation	Magnetically coupled pitched 3-blades marine impeller for culture agitation at various agitation speeds.	
				Sensors (ports),	Single-use and calibrated: pH, weight and Temperature (Pt-100)	
				Harvesting	complete harvesting (drain) line	
	6	QA & Training and support		As described in the letter of undertaking by the company's senior manager		
Score:		10/10 yes = 100% and 6/10 yes = 60% score less than 60 % disqualified Count the number of yes answers per line item				

5.3 COMPANY EXPERIENCE EVALUATION

Bidding company's experience and project plan and quality of the documents/reports will be evaluated. A total weight of 100 % has been allocated. The final score will be expressed in percentages relative to the weight of the criteria and the points achieved by the bidder based on their offer/response. A total score of at 60 % will required to proceed to the final evaluation stage, the price and specific goals evaluation.

Criteria	Description	Point Allocation	Weighting Allocation
1.Company Experience	1.1 Provided the company's profile specifying the duration of involvement/participation in the biomanufacturing/pharmaceutical/ biotechnology industry		
	• 15 and above years of years of experience in providing services in above mentioned industries within Southern Africa/Africa	5	20
	• 10-14 years of years of experience in providing services in above mentioned industries.	4	
	• 6-9 years of years of experience in providing services in above mentioned industries.	3	
	• 3-5 years of years of experience in providing services in above mentioned industries.	2	
	• 2 and below of years of experience in providing services in above mentioned industries.	1	
	1.2 Provide years of existence, globally, of the brand of infrastructure (single-use bag assemblies) proposed in the bid tender.	5	30
	• 30 and above years of brand existence in providing services in the above-mentioned industries.	4	
	• 20 and above years of brand existence in providing services in the above-mentioned industries.	3	
	• 10 -19 years of brand existence in providing services in the above-mentioned industries.	2	
	• 6 -9 years of brand existence in providing services in the above-mentioned industries.	1	
	• 5 and below years of brand existence in providing services in the above-mentioned industries.		
	1.3 Experience of key personnel: Provide an organogram of the proposed project team,		

	including technical specialist, maintenance team, sales and marketing their CVs • Qualified professional in life sciences/ engineering/ sales and marketing/ Artisanal technicians with > 20 years' cumulative experience of the team. • Qualified professional in life sciences/ engineering/ sales and marketing/ Artisanal technicians with 16 - 20 years' cumulative experience of the team. • Qualified professional in life sciences/ engineering/ sales and marketing/ Artisanal technicians with 11-15 years' cumulative experience of the team. • Qualified professional in life sciences/ engineering/ sales and marketing/ Artisanal technicians with 5-10 years' cumulative experience of the team. • Qualified professional in life sciences/ engineering/ sales and marketing/ Artisanal technicians with < 5 years cumulative experience of the team.	5 4 3 2 1	20
2. Project plan	2.1 Conceptualisation of project, design, procurement, and installation of the production systems, as well as validation and training. Project plan to be submitted in form of Microsoft Project or equivalent programme. The bidder has demonstrated a clear understanding of the bid requirements • The bidder has provided a project plan with timelines indicating the procurement, supply and installation of the systems as well as validation and training processes concluded in less than the targeted period 12 months after appointment. Project plan provided in required format • The bidder has provided a project plan with timelines indicating the supply and installation of the system as well as validation and training processes concluded in 12 months after appointment. Project plan provided in a narrative format. • The bidder has provided a project plan with timelines indicating the supply and installation of the system as well as validation and training processes concluded within 14.5 - 15 months after appointment.	5 4 3	30

	- The bidder has provided a project plan with timelines indicating the supply and installation of the system as well as validation and training processes concluded over 15 months after appointment. - The bidder provided a project plan with timelines indicating the supply and installation of the system as well as validation and training processes concluded beyond 16 months after appointment.	2	
		1	
TOTAL			100
Minimum required to qualify for Price evaluation			60

6. PRICE EVALUATION

- i. Only bidders who scored a minimum of 60% will be evaluated on price.
- ii. The 90/10 preference points for the acquisition of goods or services (The Rand value of the proposal) and the SPECIFIC goal points in terms of the Preferential Procurement Policy Framework Act Regulations will be used to determine the final score. Bidders with the highest final score will be recommended for appointment as the potential service provider.
- iii. All pricing should be in South African Rand (ZAR).
- iv. No price adjustments will be allowed after the closure of the tender.
- v. Provision for the Forward Cover Insurance where applicable
- vi. The bidder is required to state the exchange rate and the Rand to Dollar at the time of tender submission

7. PRICING SCHEDULE

(Bidders are required to price each item as stated in the Pricing schedule, and thereafter sum up the total to be carried forward to form of offer/pricing schedule)

Medium storage system and bag assemblies

Client's Requirements				Supplier's offer		For office use
Provision of infrastructure	Item No.	Item	Quantity	Quantity offered	Price (Rands) including VAT	provided (Y/N)
	1	Filtration systems	4			
	2	Peristaltic pump	1			
	3	200-litre single-use storage bag	90			
	4		3			

	7. 5	QA & Training and support				
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4. Bioreactors for Mammalian cell cultivation.

Client's Requirements				Supplier's offer		For office use
Provision of infrastructure	Item No.	Item	Quantity	Quantity offered	Price (Rands) including VAT	Provided (Y/N)
	1	Peristaltic pump	2			
	2	(Clarification/Filtration) system	45			
	3	Bioreactor temperature control system	2			
	4	Automatised Process parameters monitoring and control system	2			
	5	Bag holder	2			
	6	200-litre single-use storage bag	90			
	7	QA & Training and support				

Product Formulation/mixing system and bag assemblies

Client's Requirements				Supplier's offer		For office use
Provision of infrastructure	Item No.	Item	Quantity	Quantity offered	Price (Rands) including VAT	Provided (Y/N)
	1	temperature control system	2			
	2	Automatised Process parameters monitoring and control system	2			
	3	Bag holder	2			
	4	Load cell	1			
	5	100-litre and 200-litre single-use storage bag	10x 200L			
			10x 100L			
	6	QA & Training and support				

Financial requirement

Client's Requirements				Supplier's offer		For office use
Provision of infrastructure	Item No.	Item	Quantity	Quantity offered	Price (Rands) including VAT	Provided (Y/N)
	1	Provision for the Forward Cover Insurance where applicable	1			

		The bidder is required to state the exchange rate and the Rand to Dollar at the time of tender submission				
--	--	---	--	--	--	--

7. COMPLIANCE WITH GENERAL CONDITIONS OF CONTRACT

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

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

8. ARC LIABILITY

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

9. SUBMISSION ACCEPTANCE

No submission shall be deemed to have been accepted, unless and until a formal appointment letter is issued to the successful tenderer. Submissions shall remain open for acceptance by the ARC for a period of 120 (one hundred and twenty) days from the date on which they are returnable in terms of this Tender.

10. PRICES

10.1 Bid offer to be submitted on the official company letterhead and detailed costing must be stipulated.

10.2 Where a Bidder lacks in-house expertise and may have to outsource certain services, the detail and basis of charges of any such service that may be required must be outlined.

10.3 The Bidder shall reflect service discounts that they will offer throughout the contract duration.

10.4 This is a fixed price tender, and all costs must be included. Bidder's submissions must reflect the detailed breakdown of the bid price as follows:

- Prices must be for the entire period of the tender including price escalation.
- Prices must include VAT, if it is applicable and all other costs related to the execution of the required service

10.5 All pricing shall be in South African Rand (ZAR).

10.6 No price adjustments will be allowed after the closure of the tender. The two (2) envelope tendering system will be followed.

10.7 The bidding price must be in a separate envelope.

(Price to be supplied in separate sealed envelope)

11. TERMS OF ENGAGEMENT

The successful bidder shall not take more than three (3) months from date of Bid award unless otherwise indicated and agreed between the successful Bidder and the ARC.

The Service Provider shall be available for consultation with the ARC representative.

The Service Provider shall manage as confidential all data, information and insights gained in execution of work for the ARC.

ARC retains the right to negotiate with the successful Bidder for partial execution of the proposal.

ARC retains the right to enter into non-exclusive agreements with Service Providers that do not restrict procurement of goods and services from other Service Providers.

ARC retains the right to require the Service Provider to obtain permission in writing from the ARC prior to replacement of individuals proposed for execution of this Bid

Service Providers to accept professional liability for services rendered, including those rendered under sub-contract to the service provider

12. CONTENTS OF SUBMISSION

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

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

The Breakdown of the complete specification with associated costs.

All SBD (Standard Bidding Documents) must be completed and signed.

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

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

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

13. AMPLIFICATION OF SUBMISSIONS

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

14. COST OF PROPOSAL

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

15. BID DOCUMENTS

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

16. DOCUMENTS COMPRISING THE PROPOSAL

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

proposal may be incorporated in whole or in part in the final contract. Any information that the Bidder considers proprietary should be marked as such.

17. INFORMATION

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

18. PERIOD OF VALIDITY

Proposals shall remain valid for one hundred and twenty (120) days after the date of proposal submission. A proposal valid for a shorter period may be rejected by the ARC on the grounds that it is non-responsive.

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

19. FORMAT AND SIGNING OF PROPOSALS

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

20. INTERLINEATIONS

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

21. PAYMENT

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

22. DUE DILIGENCE EXERCISE

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

23. CANCELLATION OF THE BID

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

24. SITE INSPECTION

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

25. SIGNING OF THE SERVICE LEVEL AGREEMENT

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

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



**SBD 1
PART A
INVITATION TO BID**

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (AGRICULTURAL RESEARCH COUNCIL)

BID NUMBER:	ARC/29/12/2021/4	CLOSING DATE:	14 March 2024	CLOSING TIME:	11:00am
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DESCRIPTION	SINGLE-USE VACCINE PRODUCTION SYSTEM FOR THE PREPARATION OF THE FOOT AND MOUTH DISEASE VACCINE AT THE ONDERSTEPSPOORT VETERINARY RESEARCH INSTITUTE OF THE AGRICULTURAL RESEARCH COUNCIL
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

100 old Soutpan, Onderstepoort, 0110

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Ms Portia Kgaamedi	CONTACT PERSON	
TELEPHONE NUMBER	012 529 9232	TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	KGAAMEDIM@ARC.AGRIC.ZA	E-MAIL ADDRESS	

SUPPLIER INFORMATION

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	

CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRAT ION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES	NO	☐	☐
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES	NO	☐	☐
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES		☐	☐
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES	NO	☐	☐

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

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH
DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE AND TECHNICAL QUIRIES MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Ms Portia Kgaamedi

Tel: (012) 529 9232

E-mail address: Kgaamedim@arc.agric.za

All technical enquiries must be forwarded in writing to Supply Chain Management who will act as communicator between the Bidder and ARC to ensure that all Bidders receive the same information.



SBD 2

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

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



SBD 3.3
PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:BID NO.: ARC/29/12/2021/4
CLOSING TIME 11:00am CLOSING DATE: 14 March 2024

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

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

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND
 RATES APPLICABLE (CERTIFIED INVOICES MUST BE
 RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION, HOURLY RATE AND DAILY RATE

----- R-----

----- R-----

-----R-----

----- R-----

----- R-----

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

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

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

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

TOTAL: R.....

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

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

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

TOTAL: R.....

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

.....

7. Estimated man-days for completion of project

.....
8. Are the rates quoted firm for the full period of contract?

*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....

.....

.....

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

AGRICULTURAL RESEARCH COUNCIL – Onderstepoort

Department: Supply Chain Management

Contact Person: Ms Portia Kgaamedi

Tel: (012) 529 9232

E-mail address: kgaamedim@arc.agric.za



SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is

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

employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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

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

terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....	
Signature	Date
.....	
Position	Name of bidder



SBD 5

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchased / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1. PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ million can be reached as follows:

- (a) Any single contract with imported content exceeding US\$ 10 million. or
- (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$ 3 million awarded to one seller over a 2 year period which in total exceeds US\$ 10 million. or
- (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$ 10 million. or
- (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to

the same government institution, which in total over a two (2) year period exceeds US\$ 10 million.

- 1.2 The NIP obligation to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of R 10 million (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R 10 million (ten million Rands) is to cater for multiple contract for the same goods, works or services; renewal contracts and multiple suppliers for the same goods, works and services under the same contract as provided for in paragraphs 1.1 (b) to 1.1 (d) above.

3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.
- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewal contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R 10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number

- Description of the goods, works or services
- Date on which the contract was accepted
- Name, address and contact details of the government institution
- Value of the contract
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X84, Pretoria, 0001 for the attention of Mr. Elias Malapane within five (5) working days after award of the contract. Mr. Malapane may be contacted on telephone (012) 394-1401, facsimile (012) 394-2401 or e-mail at Elias@thetdi.gov.za for further details about the programme.

4. PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a. The contractor and the DTI will determine the NIP obligation;
- b. The contractor and the DTI will sign the NIP obligation agreement;
- c. The contractor will submit a performance guarantee to the DTI;
- d. The contractor will submit a business concept for consideration and approval by the DTI;
- e. Upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. The contractor will implement the business plans; and

- g. The contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid Number:

Closing Date:

Name of

Bidder:
.....

Postal

address:
....

.....

Signature:

Name (In print):

Date:

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

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

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

1. GENERAL CONDITIONS

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$PS=8(1- \frac{Pt}{Pmin}-Pmin) \text{ or } PS=90(1- \frac{Pt}{Pmin}-Pmin)$$

Where

Ps = Points scored for price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2.1. POINTS AWARDED FOR PRICE

80/20 or **90/10**

$$P_s = 8 \left(1 + P_t \frac{\quad}{P_{max}} - P_{max} \right) \text{ or } P_s = 90 \left(1 + P_t \frac{\quad}{P_{max}} - P_{max} \right)$$

Ps = Points scored for price of tender under consideration

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Percentage (%) Ownership by HDIs		Points 4		
81-100%		4		
61-80		3		
41-60		2		
1-40		1		
0%		0		
Percentage (%) ownership by Women		Points (2)		
51-100		2		
1-50		1		
0%		0		
Percentage (%) Ownership (by Youth		Points (2)		
51-100		2		
1-50		1		

Percentage Ownership by PwD		Points (1)		
51-100%		1		
1-50		0		
RDP Goals		Points (1)		
Any RDP goal/s		1		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

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

- i) The information furnished is true and correct; ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form; iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....



ADHERENCE TO THE ARC'S CODE OF ETHICS

1. INTRODUCTION

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

2. POLICY

2.1 The ARC's vision is to provide Excellence in Agricultural Research and Development.

2.2 The ARC will do everything possible to promote honesty, integrity and to adhere to all applicable laws in everything it does and is committed to the prevention, deterrence, detection and investigation of all forms of non-adherence to policies, laws and the Code of Ethics.

2.3 ARC Council members, Audit Committee members and employees at all levels are expected to adopt the highest standards of propriety and accountability. These standards are also expected from organisations that the ARC deals with such as suppliers, contractors, customers, partners, etc.

2.4 If it is established that suppliers, contractors, customers and partners have engaged in corrupt, dishonest, fraudulent activities or have contravened the supply chain policy of the Code of Ethics in competing or executing the contract awarded, the ARC will immediately terminate the contract. Any supplier, contractor, partner or officer representing any of the entities if found guilty of any of the above they will be declared ineligible to supply goods, works and services to the ARC under any programmes or projects managed and administered by the ARC on behalf of its clients.

2.5 The ARC can in its sole judgement proceed to pursue any legal remedies available.

3. CULTURE

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

4. CODE OF ETHICS AND FRAUD PREVENTION STATEMENT

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

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

Free Call Telephone Number: 0800 000 604

Free Call Facsimile Number: 0800 007 788

E-mail: arc@tip-offs.com

“Please call me” number: 32840

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

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

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

I, _____ the undersigned

..... in my capacity as an authorised representative of
 registration number

HEREBY ACKNOWLEDGE:

1. That I have been explicitly informed of and consequently an fully aware of the fact that:

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

NAME(s): (BLOCK LETTERS)

.....

CAPACITY of authorised agents:

.....

SIGNATURE(s) of authorised agents:

.....

SIGNED AT on this day of

.....

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

1.

2.

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following items shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidised by its government and encourage to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specific store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, by is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and / or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his sub-contractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where goods covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site”, where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organisation purchasing the goods.

1.22 “Republic” means the Republic of South Africa

1.23 “SCC” means the Special Conditions of Contract

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 “Supplier” means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.

1.26 “Tort” means in breach of contract.

1.27 “Turnkey” means a procurement process where one service provider assumes total responsibility of all aspects of the project and delivers the full end product / service required by the contract

1.28 “Written” or ‘in writing” means hand-written in ink or any form of electronic or mechanical writing.

2. Application

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

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

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

3. General

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

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria, 0111, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information inspection

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

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

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the

purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

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

6. Patent rights

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

7. Performance Security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in the SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

a) A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country, or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

b) A cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analysis

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organisation acting on behalf of the Department.

8.3 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 analysis shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

14. Spare parts

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

- a) Such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relive the supplier of any warranty obligations under the contract; and
- b) In the event of termination of production of the spare parts:

- (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
- (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings and specifications of the spare parts, if requested.

15. Warranty

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

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

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

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

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

16. Payment

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

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

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

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

17. Prices

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

18. Variation orders

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its sub-contractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend by the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or service from a national department, provincial department or a local authority.
- 21.4 The right is reserves to procure outside of the contract small quantities or to have minor essential services executed is an emergency arises, the supplier's point of supply is situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplier contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitles to claim damages from the supplier.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the

purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

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

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

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

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

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

- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the firstmentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 Is a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) The name and address of the supplier and / or person restricted by the purchaser;
 - (ii) The date of commencement of the restriction (iii) The period of restriction; and (iv) The reasons for the restriction.
- 23.7 If a court of law convicts a person of an offense as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, Act no 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed in the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

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

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

26. Termination for Insolvency

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

27. Settlement of disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African Court of Law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and / or court proceedings herein

- a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- b) The purchaser shall pay the supplier any monies due to the supplier.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

- a) The supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and / or damages to the purchaser; and
- b) The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

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

30. Applicable law

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

31. Notices

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

by him in writing and such posting shall be deemed to be proper service of such notice.

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

32. Taxes and duties

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

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

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

33. Transfer of contracts

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

34. Amendments of contracts

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

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

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