



Provincial Supply Chain Management

Request for Proposal
Page 1 of 3

RFP NUMBER											
RFP DESCRIPTION											
CUSTOMER DEPARTMENT											
CUSTOMER INSTITUTION											
BRIEFING SESSION	Y		N		SESSION COMPULSORY			Y		N	
					SESSION HIGHLY RECOMMENDED			Y		N	
BRIEFING VENUE					DATE					TIME	
COMPULSORY SITE INSPECTION	Y		N		DATE					TIME	
INSPECTION ADDRESS											
TERM AGREEMENT CALLED FOR?	Y		N		TERM DURATION						
CLOSING DATE					CLOSING TIME						
TENDER BOX LOCATION											
GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions. The goods / services are therefore required by the Customer Department / Institution, as indicated on this form RFP 01.											

Notes:

- All bids / tenders must be deposited in the Tender Box at the following address:
Gauteng Provincial Treasury, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg
- Bids / tenders must be deposited in the Tender Box on or before the closing date and time.
- Bids / tenders submitted by fax will not be accepted.
- The GPT Tender Box is generally open 24 hours a day, 7 days a week.
- This bid is subject to the preferential procurement policy framework act and the preferential procurement regulations, 2017, the general conditions of contract (gcc) 2010 and, if applicable, any other special conditions of contract.
- ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL GPG RFP FORMS – (NOT TO BE RE-TYPED)
- ALL REQUIRED INFORMATION MUST BE COMPLETED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED):

The Tendering System

The RFP Pack consists of two parts namely, Section 1 and Section 2. These two sections must be submitted separately, clearly marked with the Tender Number and the Section Number.

Training sessions

Non-compulsory "How to tender" workshops are held every Wednesday at 75 Fox Street from 10:00-13:00.



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SUPPLIER INFORMATION					
COMPANY NAME					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:		MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE IN RFP 09	

SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

This RFP is subject to the General Conditions of Contract and where applicable any other Special Conditions of Contract.



Provincial Supply Chain Management

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Tender documents can be obtained from <http://www.treasury.gpg.gov.za>

ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE	
E-MAIL ADDRESS	

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILIE	
E-MAIL ADDRESS	

TYPE OF CONTRACT (COMPLETED BY PROJECT MANAGER)

SERVICE BASED	Y		N		TERM BASED TYPE	Y		N		VALUE BASED TYPE	Y		N	
VALUE BASED	Y		N											
QUANTITY BASED	Y		N											
TERM BASED	Y		N											



Provincial Supply Chain Management

RFP Point System

Page 1 of 1

RFP NUMBER		CLOSING DATE	
VALIDITY OF RFP		CLOSING TIME	

In case of queries, please contact the GPT Contact Centre at tel: 0860 011 000

*GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions.

The goods / services are therefore required by the Customer Department / Institution, as indicated on RFP 01.

The Gauteng Provincial Government requests your bid on the goods and/or services listed on the attached forms. Please furnish all information as requested and return your bid on the date stipulated. Late and incomplete submissions may invalidate the bid submitted.

This RFP will be evaluated on the basis of Preferential Procurement Regulation, 2017 pertaining to the Preferential Procurement Policy Framework Act (Act number 5 of 2000).

Point System

Points SHALL be allocated as follows:

Points for

Points for

*** It is the responsibility of the bidder to attach A VALID SWORN AFFIDAVIT {EME/QSE} ATTESTED BY A COMMISSIONER OF OATHS OR VALID CERTIFIED COPY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE WITH THIS RFP DOCUMENT TO QUALIFY FOR THE PREFERENCE POINTS**



Provincial Supply Chain Management

Instructions to Bidders

Page 1 of 2

1. The RFP (Request for Proposal) Pack is drawn up so that certain essential information should be furnished in a specific manner. Any additional particulars shall be furnished in a separate annexure.
2. The RFP forms should not be retyped or redrafted, but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question or on other forms obtainable from the relevant Department or Institution advertising this RFP. Additional offers made in any other manner may be disregarded.
3. Should the RFP forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated.
5. The forms RFP 04 to RFP 09 and PREF documents shall be completed, signed and submitted with the bid. RFP 10 (National Industrial Participation Programme Form) will only be added to the RFP pack to be completed by bidders when an imported component in excess of US \$ 10 million is expected.
6. A separate RFP 06 form (RFP Price Schedule per item) shall be completed in respect of each item. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this RFP (not applicable for Pre-qualification of Bidders).
7. Firm delivery periods and prices are preferred. Consequently bidders shall clearly state whether delivery periods and prices will remain firm or not for the duration of any contract, which may result from this RFP, by completing RFP 06 (RFP Price Schedule per item) and RFP 07 (Non-Firm Prices per item) (not applicable for Pre-qualification of Bidders).
8. If non-firm prices are offered bidders must ensure that a separate RFP 07 (Non-Firm Prices per item) is completed in respect of each item for which a non-firm price is offered. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this RFP (not applicable for Pre-qualification of Bidders).
9. Where items are specified in detail, the specifications form an integral part of the RFP document (see the attached specification) and bidders shall indicate in the space provided whether the items offered are to specification or not (not applicable for Pre-qualification of Bidders).
10. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified" (see the attached specification) (not applicable for Pre-qualification of Bidders).
11. In cases where the items are not to specification, the deviations from the specifications shall be indicated (see the attached specification).
12. In instances where the bidder is not the manufacturer of the items offered, the bidder must as per RFP 06 (RFP Price Schedule per item) submit a Letter of Supply from the relevant manufacturer or his supplier (not applicable for Pre-qualification of Bidders).
13. The offered prices shall be given in the units shown in the attached specification, as well as in RFP 06 (RFP Price Schedule per item) (not applicable for Pre-qualification of Bidders).
14. With the exception of imported goods, where required, all prices shall be quoted in South African currency. Where bids are submitted for imported goods, foreign currency information must be supplied by completing the relevant portions of RFP 06 (RFP Price Schedule per item) and RFP 07 (Non-Firm Prices per item) (not applicable for Pre-qualification of Bidders).
15. Unless otherwise indicated, the costs of packaging materials (if applicable) are for the account of the bidder and must be included in the bid price on RFP 06 (RFP Price Schedule per item) (not applicable for Pre-qualification of Bidders).
16. Delivery basis (not applicable for Pre-qualification of Bidders):
 - (a) Supplies which are held in stock or are in transit or on order from South African manufacturers at the date of offer shall be offered on a basis of delivery into consignee's store or on his site within the free delivery area of the bidder's centre, or carriage paid consignee's station, if the goods are required elsewhere.
 - (b) Notwithstanding the provisions of paragraph 16(a), offered prices for supplies in respect of which installation / erection / assembly is a requirement, shall include ALL costs on a "delivered on site" basis, as specified on RFP 06 (RFP Price Schedule per item).
17. Unless specifically provided for in the RFP document, no bids transmitted by facsimile or email shall be considered.
18. Failure on the part of the bidder to sign any of the forms RFP 04 to RFP 10 and PREF documents and thus to acknowledge and accept the conditions in writing or to complete the attached RFP forms, Preference documents, questionnaires and specifications in all respects, may invalidate the bid.
19. Bids should preferably not be qualified by the bidder's own conditions of bid. Failure to comply with these requirements (i.e. full



Provincial Supply Chain Management

Instructions to Bidders

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acceptance of the General Conditions of Contract or to renounce specifically the bidder's own conditions of bid, when called upon to do so, may invalidate the bid.

20. In case of samples being called for together with the bid (refer to RFP 05 in this regard), the successful bidder may be required to submit **pre-production samples** to the South African Bureau of Standards (SABS) or such testing authority as designated at the request of the relevant Department concerned. Unless the relevant Department decides otherwise, pre-production samples must be submitted within thirty (30) days of the date on which the successful bidder was requested to do so. Mass production may commence only after both the relevant Department and the successful bidder have been advised by the SABS that the pre-production samples have been approved.
21. Should the pre-production samples pass the inspections / tests at the first attempt, the costs associated with the inspections / tests will be for the account of the relevant Department. If the SABS or such testing authority as designated do not approve the pre-production samples, but requires corrections / improvements, the costs of the inspections / tests must be paid by the successful bidder and samples which are acceptable in all respects must then reach the SABS or such testing authority as designated within twenty-one (21) days of the date on which the findings of the SABS or such testing authority as designated were received by the successful bidder. Failure to deliver samples within the specified time and to the required standards may lead to the cancellation of the intended contract.
22. In case of samples being called for together with the bid (refer to RFP 05 in this regard), the samples must be submitted together with the bid before the closing time and date of the RFP, unless specifically indicated otherwise. Failure to submit the requested sample(s) before the closing time and date of the RFP may invalidate the bid.
23. In cases where large quantities of a product are called for, it may be necessary for the relevant item to be shared among two (2) or more suppliers.
24. In cases where the relevant Department or Institution advertising this RFP may deem it necessary, a formal contract may be entered into with the successful bidder, in addition to a Letter of Acceptance and / or purchase order being issued.
25. If any of the conditions on the RFP forms are in conflict with any special conditions, stipulations or provisions incorporated in the bid invitation, such special conditions, stipulations or provisions shall apply.
26. This RFP is subject to the General Conditions of Contract and re-issues thereof. Copies of these conditions are obtainable from any office of the Gauteng Provincial Government (GPG).
27. Each bid must be submitted in a separate, sealed envelope on which the following must be clearly indicated:
 - NAME AND ADDRESS OF THE BIDDER;
 - THE BID (RFP) NUMBER; AND
 - THE CLOSING DATE.

The bid must be deposited or posted;

 - posted to Gauteng Provincial Treasury and to reach the destination not later than the closing time and date; OR
 - deposited in the tender box of the Gauteng Provincial Treasury before the closing time and date.
28. The Gauteng Provincial Government has become a member and as such a key sponsor of the Proudly South African Campaign. GPG therefore would like to procure local products of a high quality, produced through the practise of sound labour relations and in an environment where high environmental standards are maintained. In terms of the Proudly South African Campaign South African companies are encouraged to submit interesting and innovative achievements in the manufacturing field (if relevant to this RFP) – including information on new products, export achievements, new partnerships and successes and milestones.
29. **Compulsory GPG Contract:** It is a mandatory requirement that successful bidder/s (to whom a tender is awarded) sign a GPG Contract upon award of any given contract.



Provincial Supply Chain Management

Bid Commitment and Declaration of Interest

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PART B: BID COMMITMENT

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached RFP documents to the Gauteng Province of the Republic of South Africa, on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of, and incorporated into, this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

2. I/We agree that -

(a) the offer herein shall remain binding upon me/us and open for acceptance by the Gauteng Provincial Government as represented by the Department requesting this proposal during the validity period indicated and calculated from the closing time of the bid;

(b) this bid and its acceptance shall be subject to the terms and conditions contained in the General Conditions of Contract and Preference Points Claim Form – General Conditions and Definitions of the Preferential Procurement Policy Framework Act - PPPFA (PREF 01) with which I am/we are fully acquainted;

(c) if I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the Province and I/we will then pay to the Province any additional expense incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid; the Province shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the Province may sustain by reason of my/our default;

(d) if my/our bid is accepted the acceptance may be communicated to me/us by letter or order by ordinary post or registered post and that SA Post Office Ltd shall be regarded as my/our agent, and delivery of such acceptance to SA Post Office Ltd shall be treated as delivery to me/us;

(e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid and that I/we choose domicile citandi et executants in the Republic at (full address of this place);

FULL ADDRESS	
---------------------	--

3. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

4. I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of any contract, which might be awarded based on this offer.

5. I/We agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me/us as a result of such action.

6. I/We declare that I/we have **participation/no participation*** in the submission of any other offer for the supplies/services described in this RFP document. If there is participation, state names(s) of bidder(s) involved

* **Delete whichever is not applicable.**

OTHER BIDDERS INVOLVED	
-------------------------------	--

7.

AUTHORISATION	INDICATE
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Are you duly authorised to sign the bid? (Also refer to RFP 01 – page 2)	Y <input type="checkbox"/> <input type="checkbox"/> N <input type="checkbox"/> <input type="checkbox"/>
--	---

8.

DECLARATION	INDICATE
--------------------	-----------------

Has the Declaration of Interest (part B of this form: RFP 04) been duly completed?	Y <input type="checkbox"/> <input type="checkbox"/> N <input type="checkbox"/> <input type="checkbox"/>
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GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management

Bid Commitment and Declaration of Interest

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PART B : DECLARATION OF INTEREST

9. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by state; and/or
- the legal person on who's behalf the bidding document is signed, has a relationship with persons/a person who are/is involved with the evaluation and / or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on who's behalf the declarant acts and persons who are involved with the evaluation and / or adjudication of the bid

10. In order to give effect to the above, the following questionnaire shall be completed and submitted with the bid.

10.1 Full Name of Bidder or his/ her representative:	
10.2 Identity Number:	
10.3 Position occupied in the company : (director, trustee, shareholder ² , member)	
10.4 Registration number of company, enterprise, close corporation, partnership agreement or trust	
10.5 Tax Reference Number:	
10.6 Vat Registration Number:	
10.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 11 below.	

**State" means-

- a) any national and provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999),
- b) any municipality or municipal entity
- c) provincial legislature
- d) national Assembly or the national Council of provinces, or
- e) Parliament

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

10.7 Are you or any person connected with the bidder, presently employed by the state?				Y			N			
If so, furnish the following particulars	Name of person/Director/shareholder/member:									
	Name of Institution to which the person is connected:									
	Position occupied in the institution:									
	Any other particulars:									



GAUTENG PROVINCE
 PROVINCIAL TREASURY
 REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management

Bid Commitment and Declaration of Interest

10.8 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	Y				N		
10.8.1 If yes, did you attach proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid).	Y				N		
If no, furnish reasons for non-submission of such proof							

10.9 Did you or your spouse, or any of the company's directors /trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?	Y				N		
If YES, furnish particulars							

10.10 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?	Y				N		
If so, furnish particulars							

10.11 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?	Y				N		
If so, furnish particulars							

10.12 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?	Y				N		
If so, furnish particulars							



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management

Bid Commitment and Declaration of Interest

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11. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Peral Number

DECLARATION

I, THE UNDERSIGNED (NAME) CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 10.1 to 10.12 ABOVE IS CORRECT.

I ACCEPT THAT THE PROVINCE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

NAME OF BIDDER OR ASSIGNEE(S)	SIGNATURE OF BIDDER OR ASSIGNEE(S)

DATE	POSITION



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management

Declaration of Bidder's Past Supply Chain Management Practices

Page 1 of 2

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the Supply Chain Management System.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

<p>4.1 Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>		Y		N	
If so, furnish particulars:					
<p>4.2 Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>		Y		N	
If so, furnish particulars:					
<p>4.3 Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>		Y		N	
If so, furnish particulars:					
<p>4.4 Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>		Y		N	
If so, furnish particulars:					



GAUTENG PROVINCE
PROVINCIAL TREASURY
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Provincial Supply Chain Management

Declaration of Bidder's Past Supply Chain Management Practices

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

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

Name, Position & Signature of Bidder

DATE:
ADDRESS:

 <p>GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA</p>	<h1>Provincial Supply Chain Management</h1>	
	<p>Special Conditions</p>	<p>Page 1 of 3</p>

RFP NUMBER	
RFP DESCRIPTION	
CUSTOMER DEPARTMENT	
CUSTOMER INSTITUTION	

THE FOLLOWING MUST ACCOMPANY YOUR BID, IF INDICATED BY "√"

Samples		<p>SABS /Equivalent Certificate May not be older than one (1) year, the cost of which will be for the account of the bidder.</p>		<p>Bidders Briefing Session</p>	
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 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>	
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EVALUATION METHODOLOGY

Bidders must complete Compulsory documents and attach it to their tender document, failing which the tender shall not be considered for Stage 1 evaluation.

Points will be awarded in accordance with the Preferential Procurement Policy Framework Act (PPPFA)

Stage 1

Criteria for Functionality	Points
TOTAL	

NOTE: Bidders who fail to meet the above minimum requirements (Stage 1) shall be automatically eliminated

Stage 2

Criteria for Price and B-BBEE Status	Points
Bid Price	80
Preference Points	20
TOTAL	100

Bidders are required to use the two envelope bidding system, whereby the Technical Proposal (Stage 1) and Pricing and B-BBEE (Stage 2) be placed in two separate sealed envelopes marked:

- Stage One-

- Stage Two-

 <p style="margin: 0;">GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA</p>	<h1 style="margin: 0;">Provincial Supply Chain Management</h1>		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;">Special Conditions</td> <td style="width: 30%; text-align: center;">Page 3 of 3</td> </tr> </table>	Special Conditions	Page 3 of 3
Special Conditions	Page 3 of 3		

SUPPLIER JOB CREATION ANALYSIS

Company Name		Date Est.	
--------------	--	-----------	--

	Permanent	Temp	SA Citizens	Other	Comments
Staff compliment at Establishment of Enterprise					
Current staff compliment					
Number of jobs to be created if Bid is successful					

- The successful bidder may be audited during the course of the contract to verify the above information.

Comments to include:

- If Job Creation is direct (by your own company) or indirect (by your supplier)
- Where the jobs created for employees that were in existing positions or unemployed? (Net Job Creation)

NOTE: Job Creation should adhere to all applicable RSA Legislation and Regulations.

=====

THIS SECTION IS FOR OFFICE USE ONLY!						
Observations	Initial Job Count	Job Creation Potential	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Year 1						
Year 2						
Year 3						
Year 4						
Year 5						



GAUTENG PROVINCE

OFFICE OF THE PREMIER
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT ETHICS
MANAGEMENT MATURITY ASSESSMENTS FOR ALL GAUTENG
PROVINCIAL GOVERNMENT DEPARTMENTS FOR A PERIOD OF
FIVE MONTHS**

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(i) ACRONYMS

IRMSA	The Institute of Risk Management South Africa
EMMA	Ethics Management Maturity Assessment
GPG	Gauteng Provincial Government
OoP	Gauteng Office of the Premier
HPCSA	Health Profession Council of South Council
IIASA	The Institute of Internal Auditors South Africa
MMS	Middle Managers Service
OSD	Occupation Specific Depensation
RFP	Request for Proposals
RFQ	Request for Quotations
SCM	Supply Chain Management
SIOPSA	Society for Industrial and Organisation Psychology of South Africa
TEI	The Ethics Institute South Africa
TOR	Terms of Reference

1. INVITATION

Service providers with relevant and appropriate skills and experience are invited to submit proposals to conduct Ethics Management Maturity Assessments (EMMA) in fourteen (14) Gauteng Provincial Government (GPG) departments over a period of five months.

2. BACKGROUND

One of the key priorities of the sixth administration is to build a skilled, capable, and ethical state and the current administration reaffirms the commitment of the Gauteng Provincial Government to clean governance. The implementation of Ethics Management Programmes, to support clean governance is in line with Integrity Management Policy and Framework and the Gauteng Anti-Corruption Strategy. This is further supported by the Public Service Regulations (2016) which requires, amongst others, the following:

- Appropriate behaviour of officials in line with the standards outlined in the Code of Conduct;
- Disclosure of financial interests by members of the Senior Management Service, other designated categories (OSD, MMS, SCM and Finance)
- The development and implementation of an ethics management strategy that prevents and deters unethical conduct and acts of corruption;
- The establishment of a system that encourages and allows employees and citizens to report allegations of corruption and other unethical conduct;
- Appointment of ethics officers to promote integrity and ethical behaviour in the department; and
- The establishment of departmental ethics committees.

The Integrity Management Policy and Framework, approved by the Executive Council in 2016, requires that requisite Ethics Assessments be conducted to provide evidence-based interventions.

The assessment should consider amongst others,

- Ethics Infrastructure;
- Leadership commitment;
- Implementation of policies;
- Ethics Survey;
- Detection mechanism;
- Ethic Strategy;
- Ethics implementation Plan;
- Training programme;

- Implementation of the outcomes of the investigation;
- Internal Audit; and
- Ethics Risk and Fraud Assessment.

3. THE CUSTOMER

The Office of the Premier is procuring consultancy services to support the assessment of the Ethics Management Maturity in 14 Gauteng Provincial Government Departments

1. Gauteng Office of the Premier;
2. Gauteng Department of Education;
3. Gauteng Department of Health;
4. Gauteng Department of Infrastructure Development;
5. Gauteng Department of Social Development;
6. Gauteng Department of Community Safety;
7. Gauteng Department of Agriculture and Rural Development;
8. Gauteng Department of Roads and Transport;
9. Gauteng Department of e-Government;
10. Gauteng Provincial Treasury;
11. Gauteng Department of Human Settlements;
12. Gauteng Department Sport, Arts, Culture and Recreation;
13. Gauteng Department of Economic Development; and
14. Gauteng Department of Cooperative Governance and Traditional Affairs.

4. PROBLEM STATEMENT

One of the key priorities of the sixth administration is to build an ethical Gauteng City Region that is free from corruption. The Gauteng Provincial Government has established an Integrity Management unit to guide, support, promote and monitor the institutionalisation of Ethics Management Programmes within departments.

This requires departments to design and implement the following, amongst others:

The Leadership sets the tone and leading ethically and effectively;

- Set the example with regard to policies and practices,
- The management of partnership and stakeholder and in developing an internal culture of ethical performance in whatever space of operation; and
- Take a leadership role in promoting ethical behaviour;

- The establishment of relevant Ethics Infrastructure to implement and monitor the Ethics Programme of Action;
- Departments conduct ongoing ethics risk assessments and an aligned ethics strategy that sets expectations for acceptable behavior in conducting business within the department and with departmental stakeholders;
- Departments conduct fraud corruption risk assessment and implement a fraud and prevention plan;
- Facilitate compliance with ethics and anti-corruption regulatory requirements such as, but not limited to the Public Service Regulations;
- Departments develop policies and promote awareness of ethics policies and procedures;
- Timely follow-up on investigation of reported incidents, including compliance measures to the Protected Disclosures Act (Act No. 26 of 2000);
- Monitor the implementation of disciplinary action for offenders;
- Ongoing capacity building, a robust communication and change management programme; and
- Ongoing monitoring and detection systems, appropriate channels and supporting systems for reporting of misconduct.

There is differential levels of implementation; provision of resources and capacity and varied levels of compliance to ethics policies and legislation, across the Gauteng Provincial Departments. These pose a risk for fraud, corruption and unethical behaviour and therefore the reputation of the Gauteng Provincial Government.

Therefore, an Ethics Management Maturity Assessment will assess whether departments have the requisite ethics management infrastructure and components to sustain an ethical organisational culture and provide a report/measurement on the department's level of ethics management maturity. It will also assess the state of the GPG departments' ethics management and the effectiveness of its strategies, policies; stakeholder engagements; capacity building; communication and other processes in achieving the desired level of legal and ethical compliance in line with the approved Integrity Management Policy and Framework and the Public Service Regulations (2016).

The outcomes of the Ethics Management Maturity Assessment will provide information in areas for improvement in conceptualising and guiding the institutionalisation of the Ethics Management Programme; policy enhancements and areas for ongoing monitoring. Further, it will provide an independent external assessment on areas for improvement within departments.

5. SCOPE OF WORK

The scope of work for the appointed service provider will be as follows:

The project is expected to deliver the following:

- Develop a tool for the assessment of the Ethics Management Maturity Assessment;
- Conduct Ethics Management Maturity Assessment of 14 Departments;
- Provide reports on all fourteen (14) departments on their state of Ethics Maturity Level and make recommendations on actions/activities that must be undertaken to position various departments at the acceptable level of Ethics Management Maturity; and
- Develop an analytical overview report and PowerPoint presentation.

6. KEY DELIVERABLES

The appointed bidder is expected to deliver the following:

- Project initiation meeting with OoP to present the draft project plan, clarify understanding of the project, agree on the final project plan and receive relevant provincial documents;
- Analyse the requirements of the Provincial Policy and draft the ethics management maturity assessment tool and reporting format in consultation with the Chief Directorate: Integrity Management;
- Obtain approval for the assessment tool and reporting format in consultation with the Chief Directorate: Integrity Management;
- Obtain approval for ethics management maturity assessment tool and reporting tool and assess 14 GPG departments with the developed tool;
- Produce 14 departmental reports, with recommendations;
- Produce 1 analytical report of 14 departments and develop a presentation thereof;
- All documents, tools and templates developed will be the intellectual property of the Office of the Premier and/or the Office of the Premier will retain right of use of the tools; and
- Transfer of skills on the use of the assessment tool to three officials within the Chief Directorate: Integrity Management.

7. DELIVERABLES AND DELIVERY SCHEDULE

Durations for the deliverables are as follows:

TASK	DURATION
Completion of preliminary work plan and inception report (10%)	1 month
Implementation and rollout of Ethics Management Maturity Assessment (60%)	3 months
Delivery of findings and close out report of Ethics Management Maturity Assessment (30%)	1 month

8. ESTIMATED TIMEFRAMES

The final deliverable for the Ethics Management Maturity Assessment is expected to be 5 months after contract award and no extension will be allowed or granted. The scope has been frozen and will not be extended. The appointed service provider will also submit deliverables in the stated time frames:

- a) A detailed Project Plan should be submitted to OoP within five (5) working days of appointment. The Project Plan must at least address the following:**
- i. Confirmation of the names of the project team members who will be involved in the project;
 - ii. Prepare a preliminary Work Plan which outlines the work schedule/milestones, and the timeframes in which the work is to be conducted;
 - iii. Stakeholder participation / consultation plan;
 - iv. A schedule of project meetings for feedback / progress reporting to the OoP Project Manager; and
 - v. Identification of key risks and proposed mitigation measures.

9. REPORTING PROCEDURES

The appointed service provider will report directly to the Director: Value Based Management and Batho Pele Compliance or her nominee, for purposes of day-to-day management of the project. Given the extensive nature of the project and strict timeframes, the service provider would be expected to be available on a full-time basis. Performance of the service provider will be assessed on a bi-weekly basis and negotiated consultations will occur with the service provider to report on and discuss progress towards performance goals.

10. SPECIFIC REQUIREMENTS

The following information must be provided in the proposal document:

- The proposal should outline the bidders' Ethics Maturity Assessment methodology;
- Detailed curriculum vitae (CV) and qualifications of the Project Leader and the Project Team Members that will be assigned to Ethics Management Maturity Assessment Project;
- The company must have years of experience in developing Ethics Management Maturity Assessment in similar organizations; and
- Three (3) contactable references/reference letters/purchase orders and confirmation letters from the institutions (Ethics Management Maturity Assessment) or organisations where a similar project has been rendered.

10.1. Qualifications and Experience of the project team required

The minimum number of the project team will be eight (8) team members and one (1) Project leader.

The key expertise required are as follows:

- The project requires the services of contractor possessing practical and technical competencies in Ethics Management and/or relevant field;
- Proven experience in conducting Ethics Assessments and/or auditing; and
- Knowledge of Ethics and Anti-corruption legislation and policies.

The project manager must have years of experience in the field of ethics and/or auditing and/or relevant field.

Team members must years of experience in the field of ethics and /or auditing and/or relevant field.

Certified Copies of qualifications that are not older than six (6) months from the date certification must be attached to the proposal as proof. Functionality points will be forfeited should proof not be attached.

Service providers are required to provide proof that they have facilitated/performed similar projects, accompanied by correspondence from three (3) references that such project was executed as well as their contactable references. Failure to submit correspondence from references will lead to scoring minimum points allocated in this category.

Detailed CV's with contactable references and certified copies of qualifications for the project leader and team members, certified within six (6) months, to be attached on the technical proposal as proof. Bidders will forfeit functionality points should proof not be attached. A minimum of eight (8) team members excluding the project manager will be employed to deliver the service.

Table 1: Table: Qualifications and Experience required

Role	Qualifications	Experience	Professional Bodies
Project Manager	A minimum of Honours/NQF level 8 qualification in any of the following fields: <ul style="list-style-type: none"> • Ethics • Anticorruption • Audit • Public management • Governance • Risk management • Public Management • Philosophy 	Experience in Ethics Field/ Audit or equivalent field and proven experience in Project Management with POE as proof.	<ul style="list-style-type: none"> • The Ethics Institute South Africa (TEI) • The Institute of Risk Management South Africa (IRMSA) • The Institute of Internal Auditors South Africa (IIA SA) • Health Profession Council of South Council (HPCSA)

	<ul style="list-style-type: none"> Industrial Psychology Masters/Doctorate will be an added advantage 		<ul style="list-style-type: none"> Society for Industrial and Organisation Psychology of South Africa
Team Members	<p>A minimum Degree/NQF 7 qualification in any of the following fields:</p> <ul style="list-style-type: none"> Ethics Anticorruption Audit Risk management Public Management Governance Public Management Philosophy Industrial Psychology <p>Honour, Masters or Doctorate will be an added advantage</p>	Experience in Ethics field/audit or equivalent field	<ul style="list-style-type: none"> TEI IRMSA IIA SA HPCSA SIOPSA

10.2. Project Plan / Methodology

Detailed methodology which is aligned to the scope of work. It must include a detailed project plan that demonstrates the project life cycle which is aligned to the scope of work. The Project Plan must include Budget breakdown.

A detailed project methodology that demonstrates the following four elements:

- Service provider must indicate the methodology that will be used to execute project;
- Project plan with activities linked to the cost and duration of each (final outputs);
- Management of the project;
- Timelines for project execution ; and
- The project is estimated to run and not exceed a period of five (5) months.

10.3. Contract and project management

The contract for Ethics Management Maturity Assessments duration will run for a period of five (5) months.

The successful bidder will be required to enter into a contract with the Office of the Premier to ensure the fulfilment of provision of Ethics Management Maturity Assessments. The contract will include inter alia payment of every invoice and to ensure that payment is linked to relevant project deliverables.

The successful bidder for Ethics Management Maturity Assessments will also be required to appoint a designated project manager who will liaise and consult with the Office of the Premier regarding the Ethics Management Maturity Assessments project and will be required to sign a service level agreement with the Office of the Premier. The service provider's performance will be monitored and recorded, and non-performing service provider contract will be cancelled.

10.4. Monitoring and Evaluation

All work is to be carried out in accordance with the time schedule as agreed with the Project Manager, within the agreed deliverable and terms and conditions of the signed contract.

Constant or regular monitoring and evaluation of performance and adherence to acceptable Ethics Management Maturity Assessments will be done by the Project Manager.

The performance of the successful service provider regarding the above shall be monitored over the period of the contract and repeated non-conformances may lead to re-evaluation of the contract.

The successful service provider will be monitored and evaluated utilising the results-based on management approach on five key elements to determine return on investment and SLA.

Monitoring, Evaluation and Reporting – A Service Level Agreement with the successful service provider will also monitor performance over and above service obligations.

11. THE CONTENT OF PROPOSAL SUBMISSION

The proposals must be submitted according to the following format:

- Section 1: Covering letter (including contact details of the service provider and lead consultant)
- Section 2: Interpretations of the brief and scope of work
- Section 3: Detailed project execution plan linked to the specified deliverables set out on required services of terms of reference.
- Section 4: Project team and professional role / task and abridged curriculum vitae of each project team member. This should include qualifications, skills and experience as well as references of each member of the team.
- Section 5: Summary of company profile, including ownership and management structure, company experience and expertise in the related field and any other work relevant to this assignment, including the company mentorship to other emerging companies.

Annexures: Supporting information and any other relevant / required information completed forms and all other relevant documents.

12. INTELLECTUAL PROPERTY

All materials produced during conducting Ethics Management Maturity Assessment belong to the Gauteng Provincial Government Office of the Premier: Integrity Management. No data can be reproduced without prior permission from the Integrity management Unit.

13. GENERAL CONDITIONS

13.1. The RFP Pack

General conditions are stipulated in the various documents which make up the RFP Pack, which should be completed as required.

The end user: To ensure that the service supplied is of the required quality and that any non-conformances (even if only suspected) is reported to Gauteng Provincial Government Office of the Premier: Supply Chain Unit.

14. EVALUATION METHODOLOGY

GPG reserves the right to negotiate the terms and conditions of the contract with the successful bidder.

The evaluation for this bid will be carried out in two (2) stages:

- **Stage 1A:** Administrative Compliance
- **Stage 1B:** Functionality/Desktop Evaluation
- **Stage 2:** Price and BBBEE evaluation in compliance with PPPFA.

Stage 1A: Administrative Compliance

- During this stage bid documents will be reviewed to determine the compliance with SCM returnable documents and Company Profile; and
- The bid proposal will be screened for compliance with administrative requirements as indicated below:

Table 2: Mandatory documents for Administrative Evaluation Compliance

No	Administrative Requirements	Check/Compliance	YES/NO
1	SBD 1 – Invitation to bid	Completed and signed	
2	SBD 4 – Declaration of interest	Completed and signed	
3	SBD 8 - Declaration of Bidder's Past Supply Chain Management Practices	Completed and signed	
4	SBD 9 - Certificate of independent Bid Determination	Completed and signed	
5	Company Profile	Provided the company profile	

Failure to submit the above stated documents will lead to the bidder being non-responsive and will be disqualified.

Table 3 : Other required documents (non-disqualifying)

No	Documents that must be submitted	Failure to submit below listed documents will not lead to the bidder being disqualified.	
1	Consolidated BBEE Certificates (where applicable)	NO	A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated BBEE status level verification certificate. Note: Failure to submit a valid and original consolidated B-BBEE Certificate for the JV or a certified copy thereof at the closing date of this bid, will result in a score of zero being allocated for B-BBEE Points.
2	JV or a consortium agreement (where applicable)		Service provider who wish to respond to this bid as a Joint Venture (JV) or a Consortium with B-BBEE entities, must state their intention to do so in their bid submission. Such service provider must also submit a signed JV or Consortium Agreement between the parties clearly stating the percentage split of business and the associated responsibilities/deliverables of each party.

3	Company Registration Documents	NO	Certificates obtainable from Companies and Intellectual Property Commission (CIPC);
4	Personal Identification number (PIN) obtainable from SARS	NO	This information will be used to verify the tax compliance status of service provider.
5	Registration on Central Supplier Database (CSD)	NO	The bidder must be registered as a service provider on the Central Supplier Database (CSD). If the bidder is not registered, proceed to complete the registration prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain the Supplier Number. Submit proof of registration.
6	Preference Point Claim Form – SBD 6.1	NO	Non-submission will lead to a zero (0) score on BBBEE
7	BBBEE Certificate issued by a South African National Accredited System Verification Agency	NO	Companies that are not EMEs or QSEs. Generic QSEs that are not at least 100% or 51% Black-owned.

Failure to submit the above stated documents will not lead to disqualification, however, the bidder will forfeit points for BBBEE if they fail to submit BBBEE Certificate and SBD 6.1

STAGE 1B: FUNCTIONALITY/DESKTOP EVALUATION

- Only bid proposals that meets pre-qualification and admin compliance criterion will qualify/are eligible for evaluation on functionality criteria.
- The minimum qualifying score for functionality evaluation is 70 points out of 100.

Functionality will be scored out of 100 points and the minimum threshold to qualify is 70 points as follows:

Bidders are requested to include with the tender documents all the information requested below:

Functionality evaluation will be based on the following criteria:

CRITERION	REQUIREMENTS	POINTS ALLOCATED	TOTAL POINTS
1. PROFESSIONAL TEAM-SET EXPERTISE	Submission of relevant qualifications will indicate that the tenderer is suitably equipped with the skills and capacity necessary to complete the scope of work required. Bidders must submit CV's, Certified Copies of Qualifications, and proof of registration with relevant professional bodies. Certified copies should not be dated longer than 6 months. Capability of team to provide support to government departmental Ethics Management Maturity Assessment (provide CVs) of allocated resources		
	1.1. PROJECT LEADER QUALIFICATION		10
	A minimum of Honours/NQF level 8 qualification in any of the following fields: <ul style="list-style-type: none"> • Ethics • Anticorruption • Audit • Public management 	8	

	<ul style="list-style-type: none"> • Governance • Risk management • Public Management • Philosophy • Industrial Psychology 		
	<p>A Masters Degree or PhD in any of the following fields:</p> <ul style="list-style-type: none"> • Ethics • Anticorruption • Audit • Public management • Governance • Risk management • Public Management • Philosophy • Industrial Psychology 	10	
	No qualification provided (0)	0	
	<p>1.2. PROJECT LEADER EXPERIENCE</p> <p>Project Leader to have proven experience in Project Management. Provide a detailed CV outlining projects that have been implemented successfully and/or a Portfolio of Evidence (POE) in implementing successful Projects in conducting EMMA or in relevant fields (Anticorruption, Audit, Public management, Governance, Risk management, Public Management, Philosophy, Industrial Psychology).</p>		10
	Lead role in conducting Ethics Management Maturity Assessment or in any relevant fields where he or she was a Project Manager for three (3) or more projects	10	

	Lead role in conducting Ethics Management Maturity Assessment where he or she was a Project Manager for two (2) projects	6	
	Lead role in conducting Ethics Management Maturity Assessment where he or she was a Project Manager for one (1) projects	4	
	Project Manager has no experience in managing Ethics Management Maturity Assessments	0	
1.3. TEAM MEMBERS QUALIFICATION:			6
	<p>A minimum of a Degree/ NQF 7 qualification in any of the following fields:</p> <ul style="list-style-type: none"> • Ethics • Anticorruption • Audit • Risk management • Public Management • Governance • Public Management • Philosophy • Industrial Psychology 	4	
	<p>Honours and Masters Degrees and/or PhD in any of the below listed fields will be an added advantage:</p> <ul style="list-style-type: none"> • Ethics • Anticorruption • Audit • Risk management • Public Management 	6	

	<ul style="list-style-type: none"> • Governance • Public Management • Philosophy 		
	No qualification provided (0)	0	
	1.4 Team Member Experience: Bidder must submit detailed CVs of all Team Members outlining experience in Ethics Management Maturity Assessment or any related work. CV outlining projects that members have been part of with specific roles/responsibility in the project in relevant fields.		16
	Three (3) years' experience in conducting Ethics Management Maturity Assessment	4	
	Less than three (3) years' experience in conducting Ethics Maturity Management Assessment	0	
	Three (3) years' experience in dealing with projects/work related to anti-corruption	3	
	Less than three (3) years' experience in in dealing with projects/work related to anti-corruption	0	
	Three (3) years' experience in dealing with projects/work related to Audit/Risk Management	3	
	Less than three (3) years' experience in in dealing with projects/work related to Audit/Risk Management	0	
	Three (3) years' experience in dealing with projects/work related to Public Management/Governance	3	
	Less than three (3) years' experience in in dealing with projects/work related to Public Management/Governance	0	

	Three (3) years' experience in dealing with projects/work related to Philosophy	3	
	Less than three (3) years' experience in in dealing with projects/work related to Philosophy	0	
	1.5 The maximum points can be obtained for registration with Professional Bodies. NOTE: If one individual possesses more than one of the specified professional registrations, then maximum points in each category will be awarded.		10
	Proof of registration with The Ethics Institute of South Africa	2	
	Health Profession Council of South Council	2	
	Proof of registration with The Institute of Internal Auditors South Africa	2	
	Proof of registration with The Institute of Risk Management South Africa	2	
	Society for Industrial and Organisation Psychology of South Africa	2	
NOTE: Bidder/s to attach a detailed CV's, certified copies of qualifications, years of experience clearly indicate the role of a professional resources being put forward in the bid. Proof of registration with the Professional Body.			
2. COMPANY EXPERIENCE	Proof of similar work done by the bidder in the last three (3) years should be attached (e.g. letter of award dated, on the client letterhead and signed or official purchase order (PO) on companies letterhead and include contact person and contact number and a reference letter		15
	- 5 and more letters of award and/or signed PO and a Reference Letter	15	
	- 4 Letters of award and/or signed PO and a Reference Letter	10	
	- 3 Letters of award and/or signed PO and a Reference Letter.	7	
	- 2 to 1 Letters of award and/or signed PO and a Reference Letter.	3	

	- No letters of award and /or signed PO and a Reference Letter	0	
3. PROJECT PROPOSAL	Bidder/s to provide a detailed project proposal which will include the below requirements of conducting ethics assessment		33
	<p>3.1. <u>Project approach and/or methodology (total 33 points):</u></p> <p>Detailed methodology which is aligned to the scope of work. It must include a detailed project plan that demonstrates the project life cycle which is aligned to the scope of work.</p> <ul style="list-style-type: none"> - The Project Plan must include Budget breakdown. - Detailed and executable project plan demonstrating understanding of the required methodology including how the project will be executed with specific deliverables - Timeframes in a Gantt Chart demonstrating ability to deliver within 5 Months (5) 	33	
PLANNING TIME MANAGEMENT	Define activities that will need to be undertaken to complete the EMMA within the period of five (5) months	2	
	Activities must be sequenced in chronological order	2	
	Duration of each activity is clearly labelled including start and finish dates for each activity	2	
	Develop a Gantt Chart using the above defined activities and their milestones	2	
	Each and every activity is costed and this is added to show the cost of each milestone	2	
	Durations where the critical path is clearly indicated	2	
	Briefly describe techniques to be used to get the project back on schedule in case of activity delays	2	
PLANNING STAKEHOLDER ENGAGEMENT	Develop a stakeholder engagement plan for the project	3	
	No information provided	0	

PLANNING COMMUNICATION MANAGEMENT	COMMUNICATION PLAN		
	Indicate how project progress will be communicated and intervals	3	
	Develop a communication plan for this project	5	
	No information provided	0	
PLANNING RISK MANAGEMENT	DEVELOP A RISK REGISTER WHICH IS ALIGNED TO THE PROJECT WITH CLEARLY DEFINED RISKS		
	Indicate mitigation plan for each risk identified	4	
	Assign risk owner to each risk	4	
	No information provided	0	
Total Points: Functionality Evaluation Criteria		100	
Minimum Threshold: Functionality Evaluation Criteria		70	

A bidder that scores less than 70 points out of 100 points in respect of functionality will be regarded as non-responsive and will be disqualified.

STAGE 2: PREFERENCE POINT SYSTEM IN ACCORDANCE WITH PPPFA AND PPR OF 2017

The contract will be awarded in terms of Regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), bids will be adjudicated in terms of a (80/20) preference point system in terms of which points are awarded to bidders based on:

Area	Points
Price	80
B-BBEE level of contribution	20

The following table will be used to calculate the score out of 20 points for B-BBEE:

B-BBEE Status Level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

The Office of the Premier reserves the right to accept or reject any proposal or parts thereof in accordance with PPPR of 2017. The Office of the Premier further reserves the right not to appoint any of the service providers who submitted tender proposals.

In order to allocate the points above, the bidder must submit proof of its B-BBEE Status level of contributor issued by a BBBEE Verification Agency accredited by SANAS. EMEs and QSEs

that are 51% owned by Black People should submit Sworn Affidavits or Certificates issued by DTI.

15. PROPOSAL SUBMISSIONS

Proposals and supporting documentation and electronic softcopy in a CD/USB must be submitted in a sealed envelope clearly marked “Appointment of a bidder to conduct Ethics Management Maturity Assessments for all Gauteng Provincial Government Departments for a period of Five months”

16. NON-COMPULSORY BRIEFING SESSION

The non-compulsory briefing session (on-line, Microsoft Teams) for this tender will be held (7 days from the date of advertisement) from 10h00 to 12h00. Microsoft Link provided

https://teams.microsoft.com//meetup-join/19%3ameeting_MmRjNTIIOTktZWQwNS00NWU0LWE5YWMtZWewYzU2YjA3YzZm%40thread.v2/0?context=%7b%22Tid%22%3a%22003f7489-c006-4532-90f3-d1feadc0d1af%22%2c%22Oid%22%3a%22673c7d62-1686-42f1-855a-590bf967b60e%22%7d

All bids / tenders must be deposited in the Tender Box at the following address: Gauteng Provincial Treasury, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg.

Bids / tenders must be deposited in the Tender Box on or before the closing date and time. Bid submitted after the closing date and time will not be accepted.

Bids / tenders submitted by email and/or facsimile will not be accepted.

Enquiries

Tender Enquiries related to the tender/bidding process and technical requirements should be directed to **Mr James Litchfield**: james.litchfield@gauteng.gov.za

Technical/Content enquiries: Content-related enquiries should be directed to: Ms. Vanitha Murugan Vanitha.Murugan@gauteng.gov.za - 072 785 9744 and Ms Miller Ntlaba Miller.Ntlaba@gauteng.gov.za - 064 754 8544

.....
Mr Thabang Tsie
BSC Chairperson

Date:

 <p>GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA</p>	<h1>Provincial Supply Chain Management</h1>	
	Registered Supplier Confirmation	Page 1 of 1

THIS FORM IS TO BE COMPLETED BY REGISTERED SUPPLIERS ONLY

PLEASE NOTE:

SUPPLIERS ARE REQUIRED TO PROVIDE THEIR REGISTERED CENTRAL SUPPLIER DATABASE (CSD) NUMBER _____

For confirmation of your supplier number and/or any assistance please call the GPT Call Centre on **0860 011 000**.

Registered Suppliers to ensure that all details completed below are CURRENT.

MANDATORY SUPPLIER DETAILS			
GPT Supplier number			
Company name (Legal & Trade as)			
Company registration No.			
Tax Number			
VAT number (If applicable)			
COIDA certificate No.			
UIF reference No.			
Street Address		Postal Address	
CONTACT DETAILS			
Contact Person		Telephone Number	
Fax Number		Cell Number	
e-mail address		Principal's Id number	
BANKING DETAILS (in the name of the Company)			
Bank Name		Branch Code	
Account Number		Type of Account	

I HEREBY CERTIFY THAT THIS INFORMATION IS CORRECT.

Name(s) & Signature(s) of Bidder(s)

DATE:	
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 <p style="font-size: 1.2em; font-weight: bold; margin-top: 10px;">GAUTENG PROVINCE</p> <p style="font-size: 0.8em; margin-top: 5px;">PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA</p>	<h1 style="margin: 0;">Provincial Supply Chain Management</h1>		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center; font-weight: bold; font-size: 1.1em;">Tax Clearance Requirements</td> <td style="width: 40%; text-align: center; font-weight: bold; font-size: 1.1em;">Page 1 of 1</td> </tr> </table>	Tax Clearance Requirements	Page 1 of 1
Tax Clearance Requirements	Page 1 of 1		

IT IS A CONDITION OF BIDDING THAT -

- 1.1 The taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with the South African Revenue Service to meet his / her tax obligations.
- 1.2 The South African Revenue Service (SARS) from the 18 April 2016 has introduced an enhanced Tax Compliance Status System, whereby taxpayers will obtain their Tax Compliance Status (TCS) PIN instead of original Tax Clearance Certificate hard copies.
- 1.3 Bidders are required to submit their unique Personal Identification Number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and Tax Status.
- 1.4 Application for Tax Compliance Status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 1.5 In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Compliance Status (TCS) / PIN / CSD Number.
- 1.6 Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD Number must be provided.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- | | | | | | |
|-----|---|-----|--------------------------|----|--------------------------|
| 2.1 | Is the bidder a resident of the Republic of South Africa (RSA)? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.2 | Does the bidder have a branch in RSA? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.3 | Does the bidder have a permanent establishment in the RSA? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.4 | Does the bidder have any source of income in the RSA? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS/TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER ABOVE 1.4 ABOVE.



Provincial Supply Chain Management

Financial Statements

Page 1 of 1

Submission of Financial Statements

The latest financial statements for the last two years are required (except if it is a new or a dormant entity)

- a) Financial statements must be signed by the auditor (in the case of companies) or the accounting officer (in the case of close corporations) the owner (in case of sole proprietors). Signatures must be on the accounting officer's / auditors report on the auditor's /accounting officer's letterhead.
- b) Financial statements must be signed by the member/s (in the case of close corporations) or by the director/s (in the case of companies.)
- c) In bids where consortia/joint ventures/sub-contractors and partnerships are involved, all bidders must submit their financial statements.
- d) If it is a new or dormant entity an opening set of financial statements must be submitted with the tender document. A letter from the auditor (in the case of companies) or the accounting officer (in the case of close corporations) stating that the entity has not yet traded must be attached.
- e) In cases where an entity has operated for a period less than a year the Management Accounts Report for the period in operation must be submitted signed accordingly as stated in paragraph (a) and (b) of this document.
- f) In cases where the entity has operated for a period more than a year but less than two years, then the financial statement for the first year of operation signed accordingly as per paragraph (a) and (b) of this document must be submitted.

SBD 9**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

SBD 9**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

SBD 9

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

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 9

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

Annexure A

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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General Conditions of Contract

1. Definitions

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

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

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,

security

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

- provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

may have against the supplier under the contract.

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

available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34. Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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

Js General Conditions of Contract (revised July 2010)