



government communications

Department:
Government Communication and Information System
REPUBLIC OF SOUTH AFRICA

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To all Bidders

ERRATUM FOR:

REQUEST FOR PROPOSAL FOR APPOINTMENT OF A PANEL OF CHAUFFEUR SERVICES TO GCIS FOR A PERIOD OF 24 MONTHS.

RFB: 004/ 2023_2024

1. Kindly note that **page 8 paragraph 8 and page 13-14 paragraph 11 of the Specification** have been included as it was erroneously omitted.
2. Note the following changes:
 - The initial closing date of **28 November 2023 was extended to 14 December 2023** and it has now been extended to **16 January 2024 at 11:00 a.m.**

Midah Moreroa

Director: Supply Chain Management

Date: 01 December 2023





**Request for Proposal for Appointment of a Panel of Chauffeur Services to GCIS for
a period of 24 months**

RFB 004/2023-2024

Closing date and time: 16 January 2024, at 11:00 am

Briefing session will be held:

Bid Validity Period: 120 days

TENDER BOX ADDRESS:

Reception

Tshedimosetso House

1035 Francis Baard Street

C/o Francis Baard and Festival Street

Hatfield

0002

ESTABLISHMENT OF A PANEL OF CHAUFFEUR SERVICES

1. PURPOSE

To establish a *Panel of Chauffeur Services* for Government Communication and Information System (GCIS) that will assist in providing transport services that cannot be handled by the internal driver service.

2. BACKGROUND INFORMATION

- 2.1 The service providers invited into this panel are to be utilized whenever Government Communication and Information System requires additional chauffeur services. These services include transport requests after hours, on weekends and on public holidays.
- 2.2 Although the majority of transport requests will apply to Gauteng Province, transport requests may also be received for other provinces. Besides the Head Office that is situated in Tshwane (Pretoria), Government Communication and Information System has provincial offices located in every province which are located in Johannesburg, Bloemfontein, Kimberley, East London, Cape Town, Polokwane, Durban, Mahikeng and Mbombela.

3. SCOPE OF WORK

- 3.1 The establishment of *Panel of Chauffeur Prospective suppliers* will ensure timely provision of transport whenever the need arises.
- 3.2 The service will be acquired on a request basis by the GCIS Transport Section to the service provider. Prospective suppliers will be utilised on a rotational basis or according to the availability of transport by service providers.
- 3.3 *Chauffeur prospective suppliers* will be used on a rotational basis and according to the specific needs of Government Communication and Information System at any given point in time.
- 3.4 Service providers will be chosen from the *Panel of Chauffeur prospective suppliers* to assist Government Communication and Information System in terms of:
 - 3.4.1 Transportation of officials to various destinations for purpose of, e.g. attending news briefings, training and conference venues, airport shuttle, government institutions and to other clients.
 - 3.4.2 Provision of minibuses to transport small groups to official events when required.
- 3.5 The Panel will be appointed for a maximum period of 24 months from date of appointment. During the period of the contract, Government Communication and Information System will conduct bi-annual performance reviews which might lead to disqualification for the under-performing suppliers.

4. REQUIREMENTS

To be considered for inclusion on the *Panel of Chauffeur Prospective suppliers* the following is required:

4.1 COMPANY PROFILE

4.1.1 The potential suppliers must provide a company profile containing;

4.1.1.1 Proof of registration number of the company;

4.1.1.2 The number of years the company has been in the public transport environment offering Chauffeur services. This aspect will form part of the evaluation criteria of proposals submitted. The points will be allocated to suppliers on a sliding scale depending on the number of years in offering chauffeur services.

4.1.2 Registration on Central Supplier Database (CSD) is mandatory. Potential suppliers must therefore submit proof of registration on CSD;

4.1.3 **Must** have passenger liability insurance for the duration of the contract period of not less than R1 000 000 (one million rand) cover. A valid proof of insurance must be submitted with the proposal by the bidder.

4.1.4 **Must** have the ability to provide transportation on short notice (within 30 minutes)

4.1.5 Prospective suppliers must submit a minimum of three recent signed references where chauffeur services was rendered. The letters of reference provided should not be older than twelve (12) months prior to the closing date of this tender. The letters of reference signed recently for service rendered prior to twelve (12) months from the closing date of this tender will be accepted. The references must clearly contain the following information;

4.1.5.1 Contact details in the form of telephone numbers, email addresses as well as the physical address of the company to whom the service was rendered.

4.1.5.2 Letters of reference from the company to whom the service was rendered within the last 12 months. The letter must be signed by the delegated person in the company where the potential suppliers have rendered the service. A letter that is not signed will not be regarded as a reference. The letter must be on the letterhead of the client of the potential supplier.

4.1.5.3 Duration or period that the service was rendered to a client.

4.1.5.4 Letters of references provided by clients must reflect one of the following ratings: excellent, good, average, poor.

4.1.5.5 Any reference letter that does not contain all the requirements outlined on paragraph 4.1.5.1 to paragraph 4.1.5.4 will not be considered.

4.1.6 LETTERS OF APPOINTMENT WILL NOT BE REGARDED AS REFERENCE LETTERS.

4.2 FLEET REQUIREMENT AND CAPABILITIES

- 4.2.1 Prospective suppliers **must** have a fleet of **at least** three sedan vehicles. A minibus will be an added advantage;
- 4.2.2 Prospective suppliers must provide a detailed list of their fleet indicating model, make, mechanical condition (last date of service), odometer reading and an indication that the car/s on the fleet are roadworthy.
- 4.2.3 Prospective suppliers must also provide legible pictures of fleet with speedometers.
- 4.2.4 Vehicles that are less than 5 years old must not have more than 150 000 km's on the odometer reading;
- 4.2.5 Vehicles that are older than 5 years and have less than 150 000 km's on the odometer reading may be included as part of the fleet;
- 4.2.6 All vehicles **must** be mechanically in a good condition to ensure the safety of passengers. A valid roadworthy certificate (disc) for each vehicle must be attached in accordance with the section 42 (1) & (2) of the [National Road Traffic Act, 1996](#) (Act no 93 of 1996). Vehicles must be roadworthy for public transport throughout the duration of the contract.
- 4.2.7 Vehicles should be available for inspection on request;
- 4.2.8 Vehicles must be available twenty-four hours a day, seven days a week and three hundred sixty-five days a year (24/7/365).
- 4.2.9 Vehicles **must** comply with Covid-19 protocol and regulations. Prospective suppliers are to clearly indicate in their proposal their experience in ensuring compliance with the COVID-19 protocol and regulations.
- 4.2.10 Potential suppliers must provide a backup system. It is therefore important for potential suppliers to indicate in their proposal the back-up system the potential supplier has in place to ensure continuation of service to GCIS in cases where the vehicle/s break down or a driver is not available. The backup system must comply with all requirements in paragraph 4.2 and 4.3.

4.3 DRIVER CAPABILITIES

- 4.3.1 Drivers **must** be experienced in driving in the public transport environment and chauffeur services. This aspect will form part of the evaluation criteria of proposals submitted. The points will be allocated on a sliding scale depending on the number of years of driving in this environment. Prospective bidders must attach CV's of drivers.

- 4.3.2 Drivers **must** be in possession of a valid South African driver's license and a Public Driving Permit (PDP). Proof **must** be provided. If not South African, a valid working permit must be attached.
- 4.3.3 Drivers **must** have a valid Police clearance certificate issued by the South African Police Service (SAPS). If the prospective supplier awaits the Police clearance certificate, proof must be provided that the prospective supplier applied for the Police clearance certificate/s for its drivers.
- 4.3.4 It should be noted that, at the time of evaluation, if the prospective suppliers have not submitted the police clearance of all drivers, the prospective supplier will not be included in the panel.
- 4.3.5 Should the prospective supplier, by the time of evaluation have provided police clearance of certain drivers only, only such drivers whom their police clearance certificates were submitted to GCIS, will be allowed to operate in relation to services required by GCIS.
- 4.3.6 Drivers should be familiar with the Province and city / town in which they are operating / servicing;
- 4.3.7 Drivers **must** strictly adhere to pick-up times and ensure that officials are taken to their destinations on time;
- 4.3.8 Drivers **must** be professional, sober, presentable, and neat and adhere to hygiene at all times. Potential suppliers are to indicate how the company will ensure that the drivers that are allocated to GCIS act professionally, are presentable, neat, sober and adhere to hygiene at all times.
- 4.3.9 No driver whose driver's license was endorsed or suspended in line with the AARTO Act de-merit system, will be accepted.
- 4.3.10 Should the prospective bidder(s) replace the driver during the course of the contract, such Driver must comply with all the above-mentioned requirements

5. INVOICING SYSTEM

- 5.1 It is a requirement that government departments pay its creditors / suppliers within 30 days of receipt of an accurate invoice.
- 5.2 Based on this requirement, it is therefore a requirement for this tender that potential suppliers must have an invoice system that is easily readable and understandable.
- 5.3 Potential suppliers must in their proposals indicate and describe the invoicing system that the potential supplier is utilizing for invoicing.
- 5.4 The invoices for services rendered must be submitted monthly and not after every trip.
- 5.5 The invoices submitted must be error free.
- 5.6 The invoices issued by the potential supplier must contain the requirements that constitute a valid invoice as per SARS requirements. The invoice must reflect the following:
 - 5.6.1 The word "Invoice" or "Tax Invoice" if registered for VAT";
 - 5.6.2 Letterheads / logo of the prospective supplier;
 - 5.6.3 Company registration number of the prospective supplier;

- 5.6.4 VAT registration number, only if the prospective supplier is registered for VAT;
- 5.6.5 Name and address of the prospective supplier;
- 5.6.6 Unique invoice number;
- 5.6.7 Date of the Invoice or Tax Invoice
- 5.6.8 Description of the service rendered;
- 5.6.9 Amount charged for the service rendered;
- 5.6.10 Date / period for which each individual trip was rendered;
- 5.6.11 Contacts and email address of the prospective supplier.
- 5.6.12 Details of GCIS to whom the invoice is addressed or issued to.

- 5.7 The invoice issued by the potential supplier must be accompanied by supporting documents in relation to the name of the passenger, pick-up point, drop off point, distance travelled between points, the date of the service and any other information that may be deemed critical by the potential supplier.

6. SPECIAL CONDITIONS

- 6.1 Continuous failure to execute transport services on short notice after being appointed on the panel of chauffeur drive services will lead to prospective suppliers being excluded for the duration of the Bid Period.
- 6.2 The general performance of successful prospective suppliers will be evaluated on a bi-annual basis for the duration of the contract. Should a company be found to be inefficient, the company will be notified in writing and be excluded for the duration of the contract period. This performance assessment relate to general performance, including paragraph 4.1.3, 4.1.4, 4.2 and 4.3.
- 6.3 A company **must** have a 24-hour contact telephone number that can receive calls during office hours as well as after hours.
- 6.4 All drivers must have a cell phone in order to be contacted after a request was allocated to drivers. Once appointed to the panel, the prospective suppliers will be required to submit cell phone numbers of all drivers.

7. PAYMENT RATES

7.1 The GCIS is willing to pay the following rates:

| Distance (km) | Rates for sedan (1 – 4 passengers) Rate is per vehicle and not per passenger | Rates for Mini bus (5 – 9 passengers) Rate is per vehicle and not per passenger | Rates for bigger passenger vehicles (10 – 15 passengers) Rate is per vehicle and not per passenger | Rates for small busses (16 – 24 passengers) Rate is per vehicle and not per passenger |
|---------------|---|--|---|--|
| 0 – 10 | R281,73 | R453,27 | R624,80 | R833,76 |
| 10 – 30 | R478,22 | R624,80 | R833,76 | R1 104,06 |
| 30 – 50 | R624,80 | R833,76 | R1 104,06 | R1 472,08 |
| 50 – 80 | R833,76 | R1 104,06 | R1 472,08 | R1 839,06 |
| 80 + | R833,76 for the first 80km's and then R7.66 p/km thereafter | R1 104.06 for the first 80km's and then R12.04 p/km thereafter | R1 472.08 for the first 80 km's and then R14.22 p/km thereafter | R1 839.06 for the first 80 km's and then R17.51 p/km thereafter |

- 7.2 These rates above include VAT and constitute the full tariff claimable.
- 7.3 The above rates will only apply for the actual distance a passenger travelled with the chauffeur, *i.e.* actual distance from pick-up address to drop-off address. Provision was made for E-toll charges in the above rates.
- 7.4 Other vehicles, such as LDV's and busses (exceeding 24 seaters) with or without trailers, may be required from time to time and will be utilized based on cheapest quotations from suppliers on the panel.
- 7.5 Rates will be adjusted annually from 1 April in line with the national inflation rate of government.
- 7.6 Due to budget constraints, the tariffs will not be adjusted other than the condition set out in paragraph 7.5 above.
- 7.7 Should you accept the tariffs by submitting the bid, and at the time of awarding, if you do not accept the tariffs and refuse to render the service, the bidder will be in breach of contractual obligations

8. SPECIFIC RDP GOALS (Preference points)

8.1. In line with the Preferential Procurement Regulations of 2022 (PPR-2022) and the GCIS Supply Chain Management (SCM) Policy, for this RFB, the specific goals for this tender are as per the paragraphs 8.3 to 8.5 below.

8.2. Prospective service providers are to ensure that they provide the relevant required supporting documentation to claim the preference points. The required supporting documentation for each RDP goal and descriptions are outlined in the paragraphs below.

8.3. Enterprises that are 40% or more owned by women.

8.3.1. To claim preference points in this regard, prospective service providers are to provide the following information:

- (i) Valid B-BBEE Certificate or a sworn affidavit to support proof of ownership by women as indicated on paragraph 8.3. or
- (ii) Certified copy of a South African Identity document not older than six (6) months

8.3.2. The GCIS will also print the latest CSD report to confirm the information disclosed by prospective service provider/s.

8.4. Promotion of enterprises that are owned by youth. The enterprises must be 20% or more owned by youth.

8.4.1. To claim preference points in this regard, prospective service providers are to provide the following information;

- (i) Valid B-BBEE Certificate or a sworn affidavit to support proof of ownership by youth as indicated on paragraph 8.4 or
- (ii) Certified copy of a South African Identity document not older than six (6) months

8.5. QSE or EME that are in rural, townships, urban and city areas in all provinces.

8.5.1. To claim preference points in this regard, prospective service providers are to provide the following information:

- (i) Valid B-BBEE certificate or a sworn affidavit as proof of whether the supplier is classified as an EME and or QSE or
- (ii) Valid company and CIPC company registration documents must be submitted.

9. REQUIRED AND RETURNABLE DOCUMENTS FROM THE BIDDERS.

9.1. STANDARD BIDDING DOCUMENTS

- 9.1.1. The proposal/s submitted by potential service provers/suppliers for the service be accompanied by standard bidding documents.
- 9.1.2. Standard bidding documents (SBD forms) are mandatory documents. The RFB for the appointment of a Panel of Chauffeur Services includes the following standard bidding documents (SBD) listed below. These documents must be fully, accurately completed and signed by the duly authorized representative of the prospective bidder:
 - (i) SBD 1 – Invitation to Bid
 - (ii) SBD 4 – Bidders disclosure
 - (iii) SBD 6.1 – Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022
 - (iv) SBD 7.2 – Contract Form – Rendering of Services
 - (v) General Conditions of a Contract (GCC) initialed on every page

9.2. Registration on Central Supplier Database (CSD)

- 9.2.1. Prospective bidders/suppliers must be registered on the Central Supplier Database (CSD) and provide CSD registration number. If a bidder is not registered, the bidder must complete the CSD registration of the company prior to submitting a proposal for this bid using the link <https://secure.csd.gov.za/>.
- 9.2.2. Non-registration of the supplier on CSD at the award stage, the recommended supplier before an award will be given seven (07) days to register on CSD. Failure to register within seven (07) days will result in dis-qualification.

10. BID EVALUATION PROCESS AND EVALUATION CRITERIA

10.1. BID EVALUATION PROCESS

- 10.1.1. The proposals for this tender / bid will be evaluated in terms of the PPR-2022 and the GCIS SCM Policy.
- 10.1.2. As the prices or rates for this tender are already predetermined upfront and published with this tender all service providers will be allocated the same points for price..
- 10.1.3. As this tender falls within the 80/20 principle, GCIS has allocated 20 points for RDP/specific goals.
- 10.1.4. The GCIS has set minimum standards (gates) that a prospective service provider needs to meet in order to be evaluated. The evaluation process will be a three-phased process consisting of Pre-qualification Criteria (Gate 0), Functional Evaluation Criteria (Gate 1) and

Specific RDP Goal (Gate 2) set as minimum standards (Gates) that a prospective service provider needs to meet in order to be included in the panel of service providers to provide Chauffeur Drive Services to the GCIS.

The minimum standards consist of the following:

| Pre-qualification Criteria (Gate 0) | Functional Evaluation Criteria (Gate 1) | Specific RDP Goals (Gate 2) |
|--|---|---|
| <p>Prospective service providers must submit all mandatory documents as outlined in Table 1 below. Only prospective service providers that comply with ALL these criteria will proceed to Gate1.</p> <p>All prospective service providers that do not submit any of the documents listed on Table 1 will be deemed non-compliant and will not be considered for evaluation.</p> | <p>The prospective service providers will be evaluated in terms of functionality where 120 points are allocated for functionality.</p> <p>Prospective service providers are required to achieve a minimum functionality score of 65%.</p> <p>Prospective service providers that score 65% or more will proceed to Gate 2.</p> | <p>As the prices for this tender are already predetermined upfront and published with this tender all service providers will be allocated the same points for price.</p> <p>The prospective service providers will be evaluated in terms of the 80/20 preference points system, where 80 points will be for the predetermined rates and 20 points will be for specific goals listed below:</p> <ul style="list-style-type: none"> • Enterprises that are 40% or more owned by women. • Enterprises that are 20% or more owned by youth. • QSE or EME that are in rural, townships, urban and city areas in all provinces. |

10.2. BID EVALUATION CRITERIA

10.2.1. Gate 0: Pre-qualification Criteria

Without limiting the generality of GCIS's other critical requirements for this Bid, Bidder(s) must submit the documents listed in Table 1 below. All documents must be fully completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid

requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for pre-qualification

| Documents that must be submitted | Non-submission will result in disqualification? | |
|---|---|---|
| Vehicles and Passenger Liability | YES | <ul style="list-style-type: none"> Prospective suppliers must have a valid passenger liability insurance for the duration of the contract period of not less than R1 000 000 (one million rand) cover. Valid proof of insurance must be submitted with the proposal by the bidder, including proof that the insurance is still active. |
| Roadworthy Certificates | YES | <ul style="list-style-type: none"> A valid roadworthy certificate for each vehicle must be attached in accordance with Section 42 (1) & (2) of the National Road Traffic Act, 1996 (Act no 93 of 1996) |

10.2.2. Gate 1: Technical Evaluation Criteria

Only Bidders that have met the Pre-Qualification Criteria in (Gate 0) will be evaluated in Gate 1 for functionality. The submission **must** clearly address the criteria in the table below. The following criteria will be used in the evaluation process:

| Aspect | Comment | Weight | Value |
|--------------------------|---|--------|-------|
| 1. Business profile (15) | <ul style="list-style-type: none"> An indication of the number of years of experience of the potential supplier in the public transport environment – Chauffeur Services. The value will allocated as follows: Less than 1 year = 1 point Between 1 – 2 years = 2 points Between 2 – 3 years = 3 points Between 3 – 4 years = 4 points more than 4 years = 5 points | 10 | |
| | <ul style="list-style-type: none"> Experience and Capacity of the potential supplier to adhere to COVID-19 protocols. Refer to paragraph 4.2.9 of the specification | 5 | |

| | | | |
|--|---|--|--|
| 2. Resources (30) | <ul style="list-style-type: none"> • A detailed list of vehicles on the fleet as per paragraph 4.2.1, 4.2.2 and 4.2.4 of the specification. • Pictures of fleet with speedometers as per paragraph 4.2.3 of the specification • Capacity of the prospective supplier to provide transport on short notice as per paragraph 4.1.4 of the specification • Indication of the back-up systems that the prospective supplier has in place to ensure continued service to GCIS as per paragraph 4.2.10 of the specification | 10 5 10 5 | |
| 3. Experience of the drivers (35) | <ul style="list-style-type: none"> • An indication of number of years of driving experience of the driver in the public transport, chauffeur services environment. the value will allocated as follows: Less than 1 year = 1 point Between 1 – 2 years = 2 points Between 2 – 3 years = 3 points Between 3 – 4 years = 4 points more than 4 years = 5 points • Certified copies of valid driver licenses, PDP's and Identity Documents and police clearance certificate of drivers and back-up drivers. • An indication of how the potential supplier ensures that the drivers act professionally, are presentable, neat, sober and adhere to hygiene at all times as per paragraph 4.3.6 of the specification. | 15 10 10 | |
| 4. Invoice System (30) | <ul style="list-style-type: none"> • Proof of an invoice system that is easily readable and understandable as per paragraph 5 of the specification • Proof of a valid invoice that is generated by the invoicing system utilized by the potential supplier. | 10 10 10 | |

| | | | |
|---------------------------|--|------------|--|
| | <ul style="list-style-type: none"> • Proof of supporting documents utilized by the supplier to substantiate service rendered as per invoice | | |
| 5. References (10) | <ul style="list-style-type: none"> • Minimum of three signed references as per paragraph 4.1.5 of the specification. Less than 3 – 0 points 3 or more – 10 points | 10 | |
| Total | | 120 | |

Government Communication and Information System will assess the functionality of each proposal taking into account the following weighted criteria:

| FUNCTIONALITY | WEIGHT | VALUE |
|---------------|--------|-------|
|---------------|--------|-------|

0 = Non-submission: Values: 1 = Poor; 2 = Average; 3 = Acceptable;
4 = Very good; 5 = Excellent

The percentage for functionality will be calculated as follows:

$$\frac{A}{B} \times 100$$

B

Where:

A = total score of the bidder

B = maximum score, i.e. **600**

It will be the prerogative of GCIS to request bidders to do a presentation. Should this be the case, the same evaluation criteria as in functionality / technical evaluation will apply.

11. PREFERENTIAL PROCUREMENT EVALUATION POINTS

- 11.1. Prospective service providers wishing to claim points in terms of the Preferential Procurement Regulations of 2022 should complete the SBD 6.1 and note the breakdown of points indicated on SBD 6.1.
- 11.2. Potential service providers are to ensure that they provide all the relevant required supporting documentation to claim the preference points. The required supporting documentation and descriptions thereof are outlined on the paragraphs below under **SPECIFIC GOALS (Preference Points)**;
- 11.3. Prospective service providers that do not submit supporting documents for the preference points claimed will not be allocated points for the specific goals claimed as per below allocated points.

| AREAS OF EVALUATION | POINTS |
|--|---------------|
| Points for predetermined rates published with this tender | 80 |
| Enterprises that are 40% or more owned by women. | 8 |
| Enterprises that are 20% or more owned by youth. | 7 |
| QSE or EME that are in rural, townships, urban and city areas in all provinces | 5 |
| TOTAL | 100 |

N.B: Prospective service providers must provide all the information and documents required according to the specification/terms of reference.

12. PROCEDURES FOR SUBMITTING INFORMATION

- 12.1. Bidders must submit the relevant information in sufficient detail in order to enable Government Communication and Information System to make a good assessment of the services tendered for.
- 12.2. Bidders must provide traceable information on their ability to provide such a service including previous / current clients. Should bidders fail to indicate compliance with requirements, GCIS will assume that the bid is not in compliance with requirements as specified in the terms of reference (Task directive).
- 12.3. Comments and any further information must be provided on a separate information sheet and numbered according to the relevant items in the bid, No briefing session will be held.

13. CLOSING DATE FOR THE BID

The Closing date for submission of proposals is **16 January 2024, at 11:00 a.m.** late submission of the proposal will not be considered.

Documents can be sent in a sealed envelope, marked **RFB004/2023-2024** and dropped in the tender box

| | | |
|-----------------------|-----------|---------------------------------------|
| Postal Address | or | Physical address |
| Private Bag X745 | | Tshedimosetso House |
| Pretoria | | 1035 Francis Baard Street |
| 0001 | | C/o Francis Baard and Festival Street |
| | | Hatfield, |
| | | 0002 |

14. Enquiries.

For areas on Chauffeur functionality criteria only

Contact person

Technical:

Bidders can also directly forward their enquiries to the following email address: RFB004/2023-024@gcis.gov.za for technical and bidding procedures.

Mr. Nico Makgoleng (012) 473 0371

Bidding procedures:

Mr Namane Mahlaba (012) 473 0093

Ms Lebogang Molayi (012) 473 0143

Ms Mpho Ramashi (012) 473 0194

APPROVED

MR TERRY VANDAYAR
ADDG: CORPORATE SERVICES (CHAIRPERSON)
DATE:

PART A INVITATION TO BID

| | | | | | | | |
|---|--|--|--|---|-------------------------------|--|--|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY) | | | | | | | |
| BID NUMBER: | | RFB 004/2023/2024 | | CLOSING DATE: 16 January 2024 | | 120 Days | |
| CLOSING TIME: | | 11:00 | | | | | |
| DESCRIPTION Request for Proposal for Appointment of a Panel of Chauffeur Services to GCIS for a period of 24 months. | | | | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | | | |
| GCIS Head Office | | | | | | | |
| Tshedimosetso House | | | | | | | |
| C/O Francis Baard and Festival Streets | | | | | | | |
| Hatfield | | | | | | | |
| Pretoria | | | | | | | |
| 0002 | | | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | | |
| CONTACT PERSON | | Lebogang Molayi/ Namane Mahlaba/ Mpho Ramashi | | CONTACT PERSON | | Nico Makgoleng | |
| TELEPHONE NUMBER | | 012 473 0143/0093/0194 | | TELEPHONE NUMBER | | 012 473 0371 | |
| FACSIMILE NUMBER | | | | FACSIMILE NUMBER | | | |
| E-MAIL ADDRESS | | Lebogangm@gcis.gov.za Namane@gcis.gov.za /Mpho@gcis.gov.za | | E-MAIL ADDRESS | | Nico@gcis.gov.za | |
| SUPPLIER INFORMATION | | | | | | | |
| NAME OF BIDDER | | | | | | | |
| POSTAL ADDRESS | | | | | | | |
| STREET ADDRESS | | | | | | | |
| TELEPHONE NUMBER | | CODE | | NUMBER | | | |
| CELLPHONE NUMBER | | | | | | | |
| FACSIMILE NUMBER | | CODE | | NUMBER | | | |
| E-MAIL ADDRESS | | | | | | | |
| VAT REGISTRATION NUMBER | | | | | | | |
| SUPPLIER COMPLIANCE STATUS | | TAX COMPLIANCE SYSTEM PIN: | | OR | CENTRAL SUPPLIER DATABASE No: | MAAA | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW] | |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | | | | | |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | | | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | | | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | | | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | | | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | | | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW. | | | | | | | |

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

.....

DATE:

.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

| Full Name | Identity Number | Name of State Institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 **DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

SBD4

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

| | POINTS |
|---|--------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

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

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|--|--|--|--|
| Women owned enterprise that are 100% owned by women or, 40% or more owned by women. | | 8 | | |
| Enterprise that are owned by youth, these are enterprise that are 20% or more owned by youth | | 7 | | |
| Qualifying Small Enterprise (QSE) and Exempted Micro Enterprise (EME) that are in cities and urban areas in all Gauteng Province. | | 5 | | |

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

SIGNATURE(S) OF TENDERER(S) _____

SURNAME AND NAME:

DATE:

ADDRESS:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

| DESCRIPTION OF SERVICE | PRICE (ALL APPLICABLE TAXES INCLUDED) | COMPLETION DATE | TOTAL PREFERENCE POINTS CLAIMED | POINTS CLAIMED FOR EACH SPECIFIC GOAL |
|------------------------|---------------------------------------|-----------------|---------------------------------|---------------------------------------|
| | | | | |

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

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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 security

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

- 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)