



government communications

Department:
Government Communication & Information System
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE GCIS MEDIA MONITORING SERVICE FOR BROADCAST MEDIA RFB: 001/2025/2026

1. PURPOSE

- 1.1 To appoint a service provider to render a broadcast media monitoring service for the Department of Government Communication and Information System (GCIS) for a period of three (3) years.

2. BACKGROUND

- 2.1 The GCIS is primarily responsible for providing strategic leadership in communication and coordinating a government communication system that ensures the public is informed and have access to government programmes and policies that benefit them.
- 2.2 To fulfil its mandate, GCIS must be at the forefront of monitoring media coverage affecting government and the country. The department monitors national and international print, broadcast and online media coverage relating to South Africa, in particular the programmes, policies and priorities of Government, daily. This forms the backbone to produce extensive media coverage reports, which are also compiled daily.
- 2.3 GCIS requires the services of a company to provide a media monitoring service of news and current affairs programmes on broadcast media as specified in the specifications. Bidders must indicate in detail how the media monitoring will be undertaken and provide examples of comprehensive summaries of coverage on news and current affairs programmes. The summaries will be incorporated into GCIS media coverage reports.
- 2.4 The company should demonstrate capacity, capability and competency to deliver on this project and that it is able to provide a service which will meet the expectations of GCIS.

3. OBJECTIVES OF THE PROJECT

3.1 This project will:

3.1.1 Enable GCIS to effectively and comprehensively monitor coverage about government and the image of the country as carried on news and current affairs programmes on broadcast media; and

3.1.2 Enable GCIS to compile comprehensive media coverage reports that incorporate reporting on news and current affairs programmes by broadcast media.

4. REQUIREMENTS FOR MONITORING OF COVERAGE ON BROADCAST MEDIA

4.1 GCIS needs to compile comprehensive media monitoring reports that take coverage on news and current affairs programmes by broadcast media into account. Such a media monitoring service will complement media monitoring already undertaken by the Department.

4.2 All media coverage is to be made available to the GCIS as soon as it becomes available. This should be done throughout the day via an appropriate portal, website or delivery system.

4.3 The portal, website or delivery system should enable the GCIS to search South African Broadcast media. This tool should include Summaries, Transcripts, Analytics and must be fully searchable.

4.4 The bidder must be able to render a media monitoring service throughout the week, including after hours, weekends and public holidays.

4.5 To this end, bidders must demonstrate their capacity, capability and competency to provide comprehensive summaries of coverage of **current affairs programmes and prime time news as well as breaking news alerts.**

TABLE 1: LIST OF BROADCAST STATIONS

BROADCAST MEDIA LIST
The following six African Language Stations (ALS) are compulsory :
1. Ukhozi FM;
2. Lesedi FM.
3. Motsweding FM;
4. Umhlobo Wenene FM;
5. Thobela FM; and
6. Radio Sonder Grense (RSG)

The following three television stations are **compulsory**:

1. **eNCA;**
2. **Newzroom Afrika;**
3. **SABC News 24-hour channel; and**

The following seven English language stations will be an added advantage:

1. **SAfm;**
2. **Power FM;**
3. **Kaya FM;**
4. **Metro FM;**
5. **Radio 2000;**
6. **Jacaranda FM; and**
7. **Radio 702/ Eyewitness News (EWN).**

4.6 **Issues of importance:**

4.6.1 All Government Priorities.

4.6.2 All mentions about the President and Deputy President.

4.6.3 All ministers and deputy ministers within the executive.

4.6.4 The National Development Plan (NDP) and

4.6.5 Any other government related issues or events that may be identified by GCIS during the year, such as the State of the Nation Address (SoNA), Budget Speech, Gender-Based Violence and Femicide (GBVF), World Economic Forum, World Economic Forum Africa, G20 Presidency; Energy Issues; Disaster Management; National Logistics Crisis; natural disasters; health and social issues; education; Mining Indaba, Budget Votes, Medium Term Budget Policy Statements, national and provincial elections; commemorative days or months and Imbizos.

4.7 **Prospective service provider/s must deliver comprehensive summaries:**

4.7.1 Comprehensive summaries of news and current affairs programmes which must reflect the crux of the opinion/s expressed by each interviewee;

4.7.2 The summaries for all African Language Stations must be translated into English:

4.7.3 Indicate the tone of the media coverage (positive, negative or neutral);

4.7.4 Links to available broadcast clippings to be provided;

4.7.5 Summaries must be comprehensive, accurate, concise, clear and easy to understand;

- 4.7.6 Bidders must implement effective and extensive quality control mechanisms to ensure that summaries are properly edited;
- 4.7.7 Summaries must be in a format agreed to with GCIS to allow for the data to be imported into existing databases;
- 4.7.8 Data must be able to be downloaded in Comma Separated Values (CSV) and Microsoft excel format for the purposes of the GCIS;
- 4.7.9 The downloaded data (referred to in 4.7.8) and the broadcast summaries must include the following variables:
 - 4.7.9.1 Broadcast Date;
 - 4.7.9.2 Headline;
 - 4.7.9.3 Byline/Author/Presenter;
 - 4.7.9.4 Media house;
 - 4.7.9.5 Media Type (broadcast);
 - 4.7.9.6 Issue discussed;
 - 4.7.9.7 Origin (Source of the article government statement);
 - 4.7.9.8 Sentiment (positive, negative, mixed, neutral);
 - 4.7.9.9 Primary Voice (First voice/person quoted);
 - 4.7.9.10 Institution (Institution that the primary voice emanates);
 - 4.7.9.11 Secondary Voice (Second voice/person quoted);
 - 4.7.9.12 Institution (Institution that the second voice emanates); and
 - 4.7.9.13 Link to the broadcast clipping.
- 4.7.10 Bidders must clearly indicate how the summaries will be made available for the exclusive use of GCIS 365 days a year, i.e. via a GCIS exclusive user portal, website or delivery system to determined recipients;
- 4.7.11 The data must be fully searchable and archived to ensure GCIS is able to conduct back-searches. The latter must cover the period from inception date of the service and for the entire duration of the contract;
- 4.7.12 Bidders are required to provide examples of similar services and summaries to enable GCIS to assess quality and utility;
- 4.7.13 Summaries must be provided on the day of broadcast, i.e. it will not be accepted if coverage from the previous day is only made available the following day or later thereafter;
- 4.7.14 Users must be able to save their own topics and manage their own keywords;
- 4.7.15 **User access for at least 3 users;**

- 4.7.16 Training must be provided to multiple users on the use of the portal; website or delivery system;

5. DELIVERABLES ON MONITORING OF COVERAGE ON BROADCAST MEDIA

- 5.1 Summaries of coverage on news and current affairs programmes **must be provided or made available on the day of broadcast. Summaries must be available at the following intervals:**

- 5.1.1 **Daily before 08:00;**
- 5.1.2 **Daily before 12:00;**
- 5.1.3 **Daily before 15:00; and**
- 5.1.4 **Daily before 21:00.**

- 5.2 GCIS reserves the right to change the brief and expectations in line with operational requirements. However, any such request or change will be reasonable and within the spirit of the RFB.

6. EXPERIENCE AND CREDENTIALS

- 6.1 Bidders need to have a minimum of **4 years** proven experience in providing media monitoring of all the news and current affairs programmes on broadcast media. In addition to the information requested, bidders must supply:

- 6.1.1 Detailed information on experience in providing a service of this nature. Experience in government media monitoring will be an added advantage. In this instance bidders must provide examples of media monitoring outputs (i.e. CSV file or Microsoft Excel file) and summaries of current or previous work rendered.

- 6.1.2 References and contact information of minimum of three contactable clients for whom similar services have been rendered in the last **24 months**.

6.2 Managing the GCIS account:

- 6.2.1 Bidders must assign a dedicated project manager with a minimum of **3 years'** experience in media monitoring to manage the project and provide detailed information on the experience and credentials of the person in their proposals.

7. DURATION OF CONTRACT

- 7.1 The contract is for a period of three (3) years. The successful service provider will be appointed for a period of three (3) years.

8. POPI ACT

- 8.1 By submitting the tender documents, the Supplier agrees and consents in terms of paragraph 11(1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the GCIS being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for procurement purposes, in accordance with the POPIA.

9. SPECIAL CONDITIONS OF THE RFB

9.1 Handling of Erratum/s

- 9.1.1 Should there be a need for the department to issue an erratum for this bid due to major errors to the specification, the erratum will be issued 10 days before the closing date of this bid. Erratum will not be issued for minor grammatical errors or typing errors that do not impact the context of the requirements as well as the evaluation criteria.
- 9.1.2 The erratum will be issued with a new closing date that will be determined by the department to enable potential service providers to adjust their proposals should it be necessary.
- 9.1.3 Should service providers have already submitted their proposals before the erratum was issued, and the erratum have an impact on the proposal already issued, potential service providers may request that the proposal be given back to the potential bidder. Should this be the case, the following process will be undertaken;
- 9.1.3.1 The relevant potential bidder through the duly authorised representative of the bidder, may send written communication to the department requesting collection of the submitted proposal.
- 9.1.3.2 The relevant potential service provider must in their written communication provide the details of when their representative will be coming to GCIS to collect the proposal taking into consideration the working hours of GCIS as well as the closing date of the bid.
- 9.1.3.3 The representative of the relevant potential service provider will be required to sign for receipt of the proposal. The record will be kept for audit purposes.
- 9.1.3.4 GCIS will not be held responsible for the bid proposal of the relevant service provider once the proposal is removed from the premises of GCIS by the duly authorised representative of the potential service provider.

9.1.3.5 GCIS will also not be held responsible for the bid proposal of the relevant potential service provider should the proposal be fraudulently removed from the premises of GCIS by any person posing as a duly representative of the potential service provider.

9.1.3.6 The following should also be noted by potential service providers;

9.1.3.6.1 It is the responsibility of the relevant potential bidder to ensure a new bid proposal that is aligned to the adjusted specification is submitted.

9.1.3.6.2 Should the relevant potential service provider/s not collect the already submitted proposal and submit another proposal for this bid, GCIS will deem the newly or last submitted bid proposal as the proposal submitted for this bid.

9.2 General Information

9.2.1 It should be noted that GCIS reserves the right to award, partially award, not award and or cancel this bid due to;

9.2.1.1 **Non-affordability,**

9.2.1.2 **Changes in the needs of the department,**

9.2.1.3 **Suspected fraud,**

9.2.1.4 **Funds are no longer available to cover the total envisaged expenditure,**

9.2.1.5 **No acceptable offer is received,**

9.2.1.6 **There is a material irregularity in the tender process, and or**

9.2.1.7 **Material errors in specifications.**

9.2.2 Should it be established during any process of assessing the proposals that clarity is sought, potential service providers will be required to provide the information within five days of having received the request from GCIS.

9.3 Negotiations

9.3.1 Quantities

9.3.1.1 GCIS reserves the right to reduce or increase the number of stations required. Should this need arise, GCIS will negotiate with the potential successful service provider.

9.3.1.2 Should the potential successful service provider not be willing to negotiate, GCIS reserves the right to negotiate with the other potential service providers who submitted bid proposals for this bid, in sequence of points attained.

9.3.1.3 Should all the bidders who submitted bid proposals not be willing to negotiate, GCIS reserves the right to cancel this bid and explore the available alternatives within the legislative framework and or readvertise the tender.

9.3.2 Price

9.3.2.1 Due to the fiscus constraints, GCIS reserves the right to negotiate the price offered for this bid with the successful potential service provider.

9.3.2.2 Should the potential successful service provider not be willing to negotiate, GCIS reserves the right to negotiate with the other potential service providers who submitted bid proposals for this tender.

9.3.2.3 Should all the potential service providers who submitted bid proposals not be willing to negotiate, GCIS reserves the right to cancel this bid and explore the available alternatives within the legislative framework and or readvertise this tender.

9.4 Service Level Agreement

9.4.1.1 Post the award, a service level agreement (SLA) will be signed between the successful service provider and GCIS upon acceptance of the offer by the successful service provider.

9.4.1.2 The SLA must be signed by all parties within 21 days of accepting of the offer for this bid.

9.4.2 In line with the legislative requirements, potential service providers must be registered on the CSD and provide proof of CSD registration in a form of a MAAA number or CSD report.

9.4.3 If a potential service provider is not registered, the potential service provider must complete the CSD registration of their company prior to submitting a proposal for this bid using the link: <https://secure.csd.gov.za/>.

9.4.4 It is the responsibility of the potential service provider/s to ensure that their companies are registered on the CSD prior to submitting their bid proposals. Failure to register on the CSD by the time the bid proposal is submitted by the potential service provider will deem the proposal of the service provider as non-compliant. This implies that the proposal of the bidder will not be evaluated on any of the Gates indicated under Evaluation Criteria below.

9.5 **Copyright**

9.5.1 Confirm that copyright requirements are complied with and adhered to.

9.5.2 The successful bidder shall ensure full compliance with copyright laws and regulations in the provision of media monitoring services. The bidder shall obtain all necessary permissions, licenses, or clearances for the use of copyrighted materials, including but not limited to texts, images, and audio-visual content. The bidder shall indemnify and hold harmless the client against any claims, damages, or losses arising from copyright infringement. By submitting this bid, the bidder confirms its understanding of and commitment to adhering to copyright requirements.

10. **INFORMATION REQUIRED FROM BIDDERS**

10.1 **Registration on Central Suppliers Database (CSD)**

10.1.1 Prospective bidders must be registered on the Central Suppliers 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/>.

10.1.2 Should a prospective service provider be considered for appointment and at such time is not CSD compliant such service provider will be given only seven days to comply.

11. **SPECIFIC GOALS (Preference Points)**

11.1 In line with the Preferential Procurement Regulations of 2022 and the Supply Chain Management Policy, for this RFB the specific goal for this bid is indicated on the paragraphs below. Potential Service Provider/s are to ensure that they provide the relevant required supporting documentation to claim the preference points. The required supporting documentation and descriptions are outlined on the paragraphs below.

11.1.1 **Women owned enterprise that are 40% or more owned by women.**

11.1.1.1 To claim preference points in this regard, potential service provider/s are to provide the following information;

(l) Valid BBEEE Certificate or a sworn affidavit to support proof of ownership by women.

11.1.2 **Enterprise that are 20% owned by Youth or more owned by Youth.**

11.1.2.1 To claim preference points in this regard, potential service provider/s are to provide the following information;

(I) Valid BBEEE Certificate or a sworn affidavit to support proof of ownership by Youth.

12. STANDARD BIDDING DOCUMENTS

12.1 The proposal/s submitted by potential service providers/suppliers for the service required must be accompanied by standard bidding documents.

12.2 These documents must be fully, accurately completed and signed by the duly authorised representative of the prospective bidder:

- (I) Invitation to Bid – SBD 1;
- (II) Pricing Schedule - SBD 3.3;
- (III) Declaration of Interest – SBD 4;
- (IV) Preference Points Claim Form – SBD 6.1;
- (V) General Conditions of the contract (GCC) – Initial each page;
- (VI) Checklist.

13. PRICING

13.1 All quotes must be VAT inclusive.

13.2 Bidder(s) must provide a detailed cost breakdown/ quotation separately for this Request for Bid (RFB).

13.3 Quotes/cost breakdowns submitted must clearly indicate pricing per month for the services to be rendered for the three-year period.

13.4 Bidding companies must provide an indication of how they will manage the billing process and ensure that invoices are submitted timeously.

13.5 GCIS reserves the right to downscale or upscale the required services should the need arise.

13.6 **Prices (VAT inclusive) will be fixed for the duration of the contract, and no price increases will be allowed.**

13.7 **It is important to provide pricing (VAT inclusive) submitted in the following table format:**

Year 1:	Total Cost:	Monthly	R	x12	= R	Total Per Annum
Year 2:	Total Cost:	Monthly	R	x12	= R	Total Per Annum
Year 3:	Total Cost:	Monthly	R	x12	= R	Total Per Annum
					= R	Total

14. BID EVALUATION PROCESS AND EVALUATION CRITERIA

14.1 Bid Evaluation Process

14.1.1 The bidders will be evaluated in terms of the Preferential Procurement Regulations of 2022 which includes 80/20 preference points system, where 80 points will be for price only and the 20 points for specific RDP goals.

14.1.2 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-phase process consisting of Pre-qualification (Gate 0), Functionality Evaluation Criteria (Gate 1), and Price and Specific RRP Goals (Gate 2). These are phases set as minimum standards (Gates) that prospective service provider/s must meet to be selected as the successful service provider/s.

14.1.3 The three-phase process is set out in the table below:

TABLE 2: THREE-PHASE EVALUTON PROCESS

GATE 0: Pre-qualification Criteria	GATE 1: Functionality Evaluation Criteria	GATE 2: Price and Specific RDP Goals
Prospective service providers must submit a media source list to indicate if they are able to deliver on the six listed compulsory African Language Stations (ALS) and three compulsory TV Stations as indicated in Table 3 below. Only prospective service providers that comply	Minimum Score to be met by prospective service providers Bidders who score 65% or more on functionality will progress to Gate 2 (Price and Specific RDP goals). The functionality evaluation criteria are detailed in Table 4.	The bidder/s will be evaluated in terms of the 80/20 preference points system, where 80 points will be for price only and the 20 points for specific RDP Goal. Specific Goal: Women enterprise, Youth enterprise, to submit all the required documents as per point 10.

with these criteria will proceed to Gate 1.		
---	--	--

15. BID EVALUATION CRITERIA

15.1 GATE 0: Capacity to provide media coverage on the 6 listed ALS stations and 3 listed television stations:

15.1.1 Prospective service provider/s that show the capacity to monitor the 6 listed ALS stations and the 3 listed television stations indicated in Table 3 below, will proceed to Gate 1. (please provide full source list).

TABLE 3: PRE-QUALIFICATION (GATE 0)

Radio and TV Stations that need to be monitored	Non-submission will result in disqualification.	
Compulsory Radio Stations: 1. Ukhozi FM; 2. Lesedi FM. 3. Motsweding FM; 4. Umhlobo Wenene FM; 5. Thobela FM; and 6. Radio Sonder Grense (RSG)	YES	<ul style="list-style-type: none"> • Prospective service providers must provide a comprehensive media source list to indicate if they are able to deliver on the six listed African Language Stations (ALS).
Compulsory TV Stations: 1. eNCA; 2. Newzroom Afrika; and 3. SABC News 24-hour channel.	YES	<ul style="list-style-type: none"> • Prospective service providers must provide a comprehensive media source list to indicate if they are able to deliver on the three listed TV Stations.

15.2 GATE 1: Functionality Evaluation Criteria

15.2.1 Prospective service provider/s that score 65% or more on functionality in Gate 1 will proceed to Gate 2.

15.2.2 Bidder/s that proceed to Gate 2 will be evaluated in terms of the 80/20 preference points system, where 80 points will be for price only and the 20 points for Specific RDP Goals.

15.2.3 All prospective service provider/s are requested to attend to all aspects of the bid evaluation criteria to avoid unnecessary loss of points during the evaluation process.

15.2.4 Bidders will be evaluated in Gate 1 for functionality with the below criteria:

TABLE 4: FUNCTIONALITY EVALUATION CRITERIA (GATE 1)

ASPECTS	FUNCTIONALITY	WEIGHT
1. Capacity, capability and competency	Capacity, capability and competency to provide comprehensive media monitoring on broadcast media sources covering news and current affairs programmes.	20
2. Broadcast sources	List of sources as indicated in Table 1. <ul style="list-style-type: none"> - Compulsory sources = 3 points - All listed sources = 4 points - Wider variety of sources = 5 points 	10
3. High quality summaries	Examples of a minimum of three comprehensive high-quality summaries as outlined in section 4.7 of the specifications.	20
4. Experience and Credentials of the company	Minimum of four years or more proven experience in providing media monitoring and credentials of the service provider. (monitoring for government will be an added advantage) <ul style="list-style-type: none"> - 4 years = 3 points - 5 years = 4 points - 5 years with government experience = 5 points 	10
5. Reference Letters	Details of minimum of three contactable signed reference letters not older than 24 months where similar projects have been undertaken. <ul style="list-style-type: none"> - 5 and above references = 5 points - 4 references = 4 points - 3 references = 3 points 	5
6. Project Manager	A dedicated project manager with a minimum of three years' experience in media monitoring. Provide experience and credentials of the project manager.	5

	<ul style="list-style-type: none"> - 3 years = 3 points - 4 years = 4 points - 5 years = 5 points 	
7. Examples of media monitoring output	Capability to provide the required media monitoring outputs in Comma Separated Values (CSV) file or Microsoft excel file with all the required variables as per section 4.7.9 (one example required).	20
8. Timelines for Delivery	Detailed information on delivery as per specified timelines specified in paragraph 5.1.	10
TOTAL		100

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

The percentage for functionality will be calculated as follows:

A

----- X 100

B

Where:

A = total score of the bidder

B = maximum score, i.e. 500

NB: ALL BIDDERS ARE REQUESTED TO ATTEND TO ALL ASPECTS OF THE FUNCTIONALITY EVALUATION CRITERIA IN TABLE 4 AS INDICATED ABOVE TO AVOID UNNECESSARY LOSS OF POINTS DURING THE EVALUATION PROCESS.

16. PREFERENTIAL PROCUREMENT EVALUATION POINTS

- 16.1 Preferential Procurement Regulation 2022 which informs the GCIS policy was utilized for the allocation of preference points. The bidders will be evaluated in terms of the 80/20 preference points system, where 80 points will be for price only and the 20 points for specific RDP goal.
- 16.2 Service Provider/s wishing to claim points in terms of the Preferential Procurement Regulations 2022 should complete the SBD 6.1 and note the breakdown of points indicated on the SBD 6.1.
- 16.3 Service Provider/s wishing to claim points in terms of the Preferential Procurement Regulations 2022 must submit supporting documents outlined on paragraph 9 of the specification for each goal specified.

- 16.4 Bidders who fail to submit supporting documents indicated for the preference points claimed will not be allocated points for the specific goal claimed as per below points.

TABLE 5: PREFERENTIAL PROCUREMENT EVALUATION POINTS (GATE 2)

AREAS OF EVALUATION	POINTS
Price	80
Enterprise that are 40% or more owned by women	10
Enterprise that are 20% or more owned by youth	10
TOTAL	100

17. CLARIFICATION AND ADDITIONAL INFORMATION

- 17.1 GCIS may request clarification regarding any aspect of the proposals as submitted. Should this be requested, the clarification may be provided at the time of a presentation to the Bid Evaluation Committee. Should this be necessary, bidders will be notified in advance. The same evaluation criteria will be used.

18. DISCLAIMER

- 18.1 GCIS reserves the right to not award the bid should a suitable bidder not be identified. GCIS reserves the right to award the bid in part.

19. SUBMISSION OF PROPOSALS

- 19.1 Proposals should be submitted before or on 26 May 2025 at 11h00. Late submissions will not be considered. Proposals Submitted by email will not be considered. All relevant forms attached to this RFB should be completed and submitted with the proposals.

Postal address:

The Head: Supply Chain Management
 GCIS
 Private Bag X 745
 Pretoria
 0001

Physical address:

GCIS Head Office
 Tshedimosetso House
 C/O Frances Baard and Festival Streets
 Hatfield
 Pretoria

20. FOR TECHNICAL ENQUIRIES

- Contact person:
Annalie Language
Email: annalie@gcis.gov.za; Tel: (012) 473 0018

21. FOR BIDDING PROCEDURES

- Contact persons:
Lebogang Molayi
Email: lebogangm@gcis.gov.za Tel: (012) 473 0143
Namane Mahlaba
Email: Namane@gcis.gov.za Tel: (012) 473 0093

<input type="checkbox"/>	RECOMMENDED	<input type="checkbox"/>	NOT RECOMMENDED
--------------------------	--------------------	--------------------------	------------------------

DR NTOMBIFUTHI NALA
ACD: RESEARCH ANALYSIS AND KNOWLEDGE SERVICES
DATE:

<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	NOT APPROVED
--------------------------	-----------------	--------------------------	---------------------

SANDILE NENE
ADDG: CONTENT PROCESSING & DISSEMINATION
DATE:

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFB/001/2025/2026	CLOSING DATE: 26 May 2025	Valid for 120 DAYS	CLOSING TIME:	11:00
DESCRIPTION	TERMS OF REFERENCE GCIS MEDIA MONITORING SERVICE FOR BROADCAST MEDIA				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
GCIS					
TSHEDIMOSETSO HOUSE					
1035 Cnr FRANCIS BAARD AND FESTIVAL STREET, HATFIELD, PRETORIA					
0083					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Lebogang Molayi / Namane Mahlaba		CONTACT PERSON	Annalie Language	
TELEPHONE NUMBER	012 473 0143 / 012 473 0093		TELEPHONE NUMBER	012 473 0018	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	lebogangm@gcis.gov.za Namane@gcis.gov.za		E-MAIL ADDRESS	Annalie@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
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 PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

**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, 2017, 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 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:

SBD 3.3
PRICING SCHEDULE
 (Professional Services)

NAME OF BIDDER:	BID NO.: ...RFB 001-2025/2026
CLOSING TIME 11:00	CLOSING DATE 26 May 2025

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY *(ALL APPLICABLE TAXES INCLUDED)
---------	-------------	---

TERMS OF REFERENCE GCIS MEDIA MONITORING SERVICE FOR BROADCAST MEDIA

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

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

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....	R.....
.....	R.....
.....	R.....
.....	R.....
.....	R.....

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

.....	R..... days
.....	R..... days
.....	R..... days
.....	R..... days

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

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

TOTAL: R.....

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

Name of Bidder:

5.2 Other expenses, for example accommodation (specify, e.g. three Star hotel, bed and breakfast, telephone cost, reproduction cost, Etc.). On basis of these particulars, certified invoices will be checked For correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

- 6. Period required for commencement with project after Acceptance of bid
- 7. Estimated man-days for completion of project
- 8. Are the rates quoted firm for the full period of contract? *YES/NO
- 9. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.
.....
.....
.....

Any enquiries regarding bidding procedures may be directed to the –

GCIS
1035 Francis Baard Street
Hatfield

Namane Mahlaba/ Lebogang Molayi
Tel: 012 473 0093/0143

Or for technical information –
Annalie Language
012 473 0018

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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.

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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.

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:

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

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:

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

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)
Enterprise that are 40% or more owned by women		10		
Enterprise that are 20% or more owned by youth		10		

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:

.....

.....

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT**

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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

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 (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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