



## forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

# INVITATION TO BID

## BID NUMBER: DFFE-T040 (21/22)

THE APPOINTMENT OF OCCUPATIONAL MEDICAL SERVICES FOR THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT IN 44 DISTRICTS AND 8 METROS FOR A PERIOD OF FIVE (5) MONTHS.

**Contact persons:**

**Name:** Errol Baloyi

**Office Telephone No.** 071 401 0991

**E-mail:** [EBaloyi@environment.gov.za](mailto:EBaloyi@environment.gov.za)

**Name:** Boitumelo Dlamini

**Office Telephone No.** 060 971 0385

**E-mail:** [BSDlamini@environment.gov.za](mailto:BSDlamini@environment.gov.za)

### NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

Bidder name	Registration number	Central Supplier Database (CSD number)	
		Main contractor	
			Sub-contracted/ joint venture comp 1
			Sub-contracted/ joint venture comp 2

**CLOSING DATE OF THE BID: 06 October 2021 AT 11H00**

## PART A INVITATION TO BID /

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	DFFE-T040 (21/22)	CLOSING DATE:	06 October 2021	CLOSING TIME:	11:00
DESCRIPTION	<b>THE APPOINTMENT OF OCCUPATIONAL MEDICAL SERVICES FOR THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT IN 44 DISTRICTS AND 8 METROS FOR A PERIOD OF FIVE (5) MONTHS.</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>Department of Forestry Fisheries and the Environment; The Environment House,</b>					
<b>473 Steve Biko Road; Cnr Soutpansberg and Steve Biko Road, Arcadia Pretoria /Tshwane</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr Jacque Steyn or Ms Emily Babedi		CONTACT PERSON	Mr Errol Baloyi or Ms Boitumelo Dlamini	
TELEPHONE NUMBER	012 399 9019		TELEPHONE NUMBER	071 401 0991 / 060 971 0385	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	jsteyn@environment.gov.za/ ebabedi@environment.gov.za		E-MAIL ADDRESS	EBaloyi@environment.gov.za / BSDlamini@environment.gov.za	
<b>SUPPLIER INFORMATION</b>					
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	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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	
<b>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.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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: .....

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....	BID NO: DFFE-T040 (21/22)
CLOSING TIME 11h00	CLOSING DATE: 06 OCTOBER 2021

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

**DESCRIPTION: THE APPOINTMENT OF OCCUPATIONAL MEDICAL SERVICES FOR THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT IN 44 DISTRICTS AND 8 METROS FOR A PERIOD OF FIVE (5) MONTHS.**

\*\*(ALL APPLICABLE TAXES INCLUDED)

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

R.....

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 airtravel, 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 contributions and skills development levies.

Name of Bidder: .....

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

DESCRIPTION OF EXPENSE TO BE INCURRED	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. ....  
.....  
.....

.....  
\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Department of Forestry Fisheries and the Environment

Contact Person: Mr Jacque Steyn / Ms Emily Babedi  
Tel: (012) 399 9019  
E-mail: [jsteyn@environment.gov.za](mailto:jsteyn@environment.gov.za) or [ebabedi@environment.gov.za](mailto:ebabedi@environment.gov.za)

Or for technical information –

Name: Errol Baloyi  
Office Telephone No. 071 401 0991  
E-mail: [EBaloyi@environment.gov.za](mailto:EBaloyi@environment.gov.za)

Name: Boitumelo Dlamini  
Office Telephone No. 060 971 0385  
E-mail: [BSDlamini@environment.gov.za](mailto:BSDlamini@environment.gov.za)

Name of Bidder: .....

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## SBD 4

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number:.....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):  
.....
  - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:  
.....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

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

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

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person connected to the bidder is employed : .....  
Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

.....





4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS  
DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

November 2011

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- 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

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.



B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = maximum 20 points

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		

Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....  
 .....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES
1. ....
2. ....

.....
SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....
.....
.....

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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



4.4.1	If so, furnish particulars:
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**SBD 8**

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js365bW

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2



forestry, fisheries  
& the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) AS AN ORGAN OF STATE SUBSCRIBES TO AND PROPAGATES BOTH THE NOTION OF BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT, 2003 (Act No. 53 of 2003) (BBBEE), THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (Act No. 5 of 2000) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

## **TERMS OF REFERENCE**

**TERMS OF REFERENCE FOR THE APPOINTMENT OF OCCUPATIONAL MEDICAL SERVICES FOR THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT IN 44 DISTRICTS AND 8 METROS FOR A PERIOD OF FIVE (5) MONTHS.**

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## **1. PURPOSE**

- 1.1 To appoint Occupational Medical Services for the Department of Forestry, Fisheries and the Environment in 44 Districts and 8 Metros for period of five (5) Months who are recognised by South African Medical and Dental Council and Supplementary Health Services Professions Act, 1974 (Act No. 56 of 1974), or the South African Nursing Council as referred to in the Nursing Act, 1978 (Act No. 50 of 1978)

## **2. INTRODUCTION AND BACKGROUND**

- 2.1. The Department of Forestry and Fisheries and the Environment (DFFE/The Department) is entrusted with a crucial legislative mandate to ensure all citizens within the Republic of South Africa live in an environment that is not harmful to their health and to have the environment protected for the benefit of current and future generations.
- 2.2. The DFFE has over the years through reasonable legislative and other means endeavoured to ensure that the right to an environment that is not harmful to health and protection of the environment are achieved. COVID-19 not only a global pandemic and a public health crisis; it has also severely affected the South African economy. South Africa has experienced significant reductions in income and a rise in unemployment rate.
- 2.3. While it is quite evident that littering and illegal dumping are some of the most common problems in South Africa affecting all provinces. Ineffective waste management practices can affect the well-being of the affected communities and this can be further exacerbated by the increased illegal dumping and littering.
- 2.4. His Excellency, President Ramaphosa has announced the plans by Government to catalyse economic growth under the stimulus package, the economic stimulus and the Mass Public Employment recovery plan seeks to address the impact of Covid-19 pandemic to the citizens of South Africa who have been affected unemployment.
- 2.5. The DEFF has realised that more efforts are needed if the environment is to be protected from pollution and has conceptualised a national Municipal Cleaning and Greening Programme. The aim of this Programme is to fight the environmental degradation and ensure that our country is free from litter and illegal dumps, and this will be done through mass public employment of the unemployed with a special prioritisation women, youth and persons living with disabilities.
- 2.6. This Programme will be implemented in 44 Districts and 8 Metros throughout the Country. The Programme is about keeping public spaces clean and tidy, whilst ensuring that people don't go hungry at the same time.
- 2.7. The Occupational Health and Safety Act No 85 of 1993 and its Regulations, requires that participant's risks to hazards in the workplace should be evaluated and controlled and where necessary employees should undergo medical surveillance in order to assess for evidence of disease and also to provide advice around occupational health issues. These medical surveillance is not only to ensure that persons are fit to perform their duties, but pre, post as well as exit medical test records play a vital role in



determining the persons wellbeing as well as the Programme's liability, in the event occupational health claims (diseases or injuries) are being made.

- 2.8 The Department of Forestry, Fisheries and Environment intends to ensure that it complies with the Health and Safety legislations in this specific programme,

### **3. OBJECTIVES**

- 3.1 The objective of this request is to appoint Occupational Medical Practitioners recognized by the Health Profession Council of South Africa to provide Occupational Health Services in 44 Districts and 8 Metros for period of Five (5) Months.

The Occupational Health Practitioners services will include:

- Assess the need for medical surveillance, based on the risk exposure;
- Pre- and Exit Medical Surveillance of 60 participants per Local Municipality within the District and 120 participants per Metropolitan Municipality.
- Submission of attendance registers for participants screening as per labour compliance measures.

### **4. SCOPE AND EXTENT OF WORK**

- 4..1. The Department will appoint Occupational Medical Practitioners recognized by South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Services Professions Act, 1974 (Act No. 56 of 1974), or the South African Nursing Council as referred to in the Nursing Act, 1978 (Act No. 50 of 1978) to provide Occupational Medical Services for the Department of Forestry, Fisheries and Environment in 44 Districts and 8 Metros for period of Five (5) Months. The successful Occupational Medical Practitioners will be appointed to conduct medical surveillance (Pre and Exit) to the participants for the relevant tests such to comply with all legislative requirements.
- 4..2. The entire programme is anchored on combating the current waste management challenges (illegal dumping hotspots and littering) that is clearly evident that the country is currently experiencing. In this regard, the clean-up programmes will be anchored in the well-established municipal system.
- 4..3. A number of 60 participants per local municipality and 120 participants per metropolitan municipality are expected to be appointed as general workers of Municipal Cleaning and Greening programme under the Expanded Public Works Programme model who will be expected to lead the clean-up campaigns within the districts and municipalities. The total number of participants are listed in the "table" below.
- 4..4. Bidder must submit one bid document and complete all pricing schedules where they are intending to bid per District or Metro, see Table 7.8.

4.5. Central venue column in the table below refers to area/s where the medical surveillance shall be conducted in each municipality and will also assist bidders in costing.

PROVINCE	DISTRICT MUNICIPALITY	MUNICIPALITY/IES	NUMBERS OF PARTICIPANTS	CENTRAL VENUE
Eastern Cape	Alfred Nzo	Matatiele Local Municipality.	60	Matatiele
		Ntabankulu Local Municipality.	60	Ntabankulu
		Umzimvubu Local Municipality.	60	Mount Frere
		Winnie Madikizela-Mandela Local Municipality.	60	Bizana
			<b>240</b>	
Eastern Cape	Amathole	Amahlathi Local Municipality.	60	Stutterheim
		Great Kei Local Municipality.	60	Komga
		Mbhashe Local Municipality.	60	Indutywa
		Mnquma Local Municipality.	60	Butterworth
		Ngqushwa Local Municipality.	60	Peddie
		Raymond Mhlaba Local Municipality	60	Fort Beaufort
			<b>360</b>	
Eastern Cape	Buffalo City Metro	Buffalo City Metro	<b>120</b>	<b>East London</b>
Eastern Cape	Chris Hani	Emalaheni Local Municipality.	60	Cacadu
		Engcobo Local Municipality.	60	Engcobo
		Enoch Mgijima Local Municipality.	60	Queenstown
		Intsika Yethu Local Municipality.	60	Cofimvaba
		Inxuba Yethemba Local Municipality.	60	Cradock
		Sakhisizwe Local Municipality.	60	Cala
			<b>360</b>	
Eastern Cape	Sarah Baartman	Blue Crane Route Local Municipality	60	Somerset East
		Dr Beyers Naudé Local Municipality	60	Graaff-Reinet
		Kouga Local Municipality	60	Jeffreys Bay
		Koukamma Local Municipality	60	Kareedouw
		Makana Local Municipality	60	Makhanda
		Ndlambe Local Municipality	60	Port Alfred
		Sundays River Valley Local Municipality	60	Kirkwood
			<b>420</b>	
Eastern Cape	Nelson Mandela Bay Metro	Nelson Mandela Bay Metro	<b>120</b>	Gqeberha

Eastern Cape	OR Tambo	Ingquza Hill Local Municipality.	60	Lusikisiki
		King Sabata Dalindyebo Local Municipality.	60	Umthata
		Mhlontlo Local Municipality.	60	Qumbu
		Nyandeni Local Municipality.	60	Libode
		Port St Johns Local Municipality.	60	Port Saint Johns
			<b>300</b>	
Eastern Cape	Joe Gqabi	Elundini Local Municipality.	60	Maclear
		Senqu Local Municipality.	60	Lady Grey
		Walter Sisulu Local Municipality.	60	Aliwal North
			<b>180</b>	
Free State	Fezile Dabi	Mafube Local	60	Frankfort
		Metsimaholo Local	60	Sasolburg
		Moqhaka Local	60	Kroonstad
		Ngwathe Local	60	Parys
			<b>240</b>	
Free State	Lejweleputswa	Masilonyana Local	60	Theunissen
		Matjhabeng Local	60	Welkom
		Nala Local	60	Bothaville
		Tokologo Local	60	Boshoff
		Tswelopele Local	60	Bultfontein
			<b>300</b>	
Free State	Mangaung Metro	Mangaung Metro	<b>120</b>	Bleomfontein
Free State	Thabo Mofutsanyane	Dihlabeng Local Municipality	60	Bethlehem
		Maluti-A-Phofung Local Municipality	60	Qwa-qwa
		Mantsopa Local Municipality	60	Ladybrand
		Nketoana Local Municipality	60	Reitz
		Phumelela Local Municipality	60	Vrede
		Setsoto Local Municipality	60	Ficksburg
			<b>360</b>	
Free State	Xhariep	Kopanong Local Municipality.	60	Trompsburg
		Letsemeng Local Municipality.	60	Koffiefontein
		Mohokare Local Municipality.	60	Zastron
			<b>180</b>	

Gauteng	City of Johannesburg	City of Johannesburg	120	Johannesburg
Gauteng	City of Tshwane	City of Tshwane	120	Pretoria
Gauteng	Ekurhuleni Metro	Ekurhuleni Metro	120	Germiston
Gauteng	Sedibeng	Ermfuleni Local	60	Vanderbijlpark
		Lesedi Local	60	Heidelberg
		Midvaal Local	60	Meyerton
			180	
Gauteng	West Rand	Merafong City Local Municipality.	60	Carletonville
		Mogale City Local Municipality.	60	Krugersdorp
		Rand West City Local Municipality.	60	Randfontein
			180	
Kwazulu - Natal	eThekwin Metro	eThekwin Metro	120	Durban
Kwazulu - Natal	Harry Gwala	Dr Nkosazana Dlamini Zuma Local Municipality	60	Creighton
		Greater Kokstad Local Municipality	60	Kokstad
		Ubuhlebezwe Local Municipality	60	Ixopo
		uMzimkhulu Local Municipality	60	uMzimkhulu
			240	
Kwazulu - Natal	iLembe	Kwadukuza Local	60	Kwadukuza
		Mandeni Local	60	Mandeni
		Maphumulo Local	60	Maphumulo
		Ndwedwe Local	60	Ndwedwe
			240	
Kwazulu - Natal	Ugu	Ray Nkonyeni Local Municipality	60	Port Shepstone
		Umdoni Local Municipality	60	Scottburg

		Umuziwabantu Local Municipality	60	Harding
		Umzumbe Local Municipality	60	Hibberdene
			<b>240</b>	
Kwazulu - Natal	uMgungundlovu	Impendle Local Municipality	60	Impendle
		Mkhambathini Local Municipality	60	Camperdown
		Mpofana Local Municipality	60	Mooi River
		Msunduzi Local Municipality	60	Pietermaritzburg
		Richmond Local Municipality	60	Richmond
		uMngeni Local Municipality	60	Howick
		uMshwathi Local Municipality	60	Wartburg
			<b>420</b>	
Kwazulu - Natal	uMzinyathi	Endumeni Local Municipality.	60	Dundee
		Nquthu Local Municipality.	60	Nquthu
		uMsinga Local Municipality.	60	Tugela Ferry
		Umvoti Local Municipality.	60	Greytown
			<b>240</b>	
Kwazulu - Natal	uThukela	Alfred Duma Local Municipality	60	Ladysmith
		Inkosi Langalibalele Local Municipality	60	Estcourt
		Okhahlamba Local Municipality	60	Bergville
			<b>180</b>	
Kwazulu - Natal	Zululand	AbaQulusi Local Municipality.	60	Vryheid
		eDumbe Local Municipality.	60	Paulpietersburg
		Nongoma Local Municipality.	60	Nongoma
		Ulundi Local Municipality.	60	Ulundi
		uPhongolo Local Municipality	60	Phongolo
			<b>300</b>	
Kwazulu - Natal	Amajuba	Dannhauser Local Municipality	60	Dannhauser
		eMadlangeni Local Municipality	60	Utrecht
		Newcastle Local Municipality	60	Newcastle
			<b>180</b>	

Kwazulu -Natal	King Cetshwayo	City of uMhlathuze Local Municipality.	60	Richards Bay
		Mthonjaneni Local Municipality.	60	Melmoth
		Nkandla Local Municipality.	60	Nkandla
		uMfolozi Local Municipality.	60	Kwambonambi
		uMlalazi Local Municipality.	60	Eshowe
		<b>300</b>		
Kwazulu -Natal	uMkhanyakude	Big 5 Hlabisa Local Municipality.	60	Hlabisa
		Jozini Local Municipality.	60	Jozini
		Mtubatuba Local Municipality.	60	Mtubatuba
		uMhlabuyalingana Local Municipality.	60	Manguzi
			<b>240</b>	
Limpopo	Capricorn	Blouberg Local Municipality	60	Senwabarwana
		Lepelle-Nkumpi Local Municipality	60	Lebowakgomo
		Molemole Local Municipality	60	Mogwadi
		Polokwane Local Municipality	60	Polokwane
			<b>240</b>	
Limpopo	Greater Sekhukhune	Elias Motsoaledi Local Municipality	60	Groblersdal
		Ephraim Mogale Local Municipality	60	Marble Hall
		Fetakgomo – Greater Tubatse Local Municipality	60	Burgersfort
		Makhuduthamaga Local Municipality	60	Jane Furse
			<b>240</b>	
Limpopo	Mopani	Ba-Phalaborwa Local Municipality	60	Phalaborwa
		Greater Giyani Local Municipality	60	Giyani
		Greater Letaba Local Municipality	60	Modjadiskloof
		Greater Tzaneen Local Municipality	60	Tzaneng
		Maruleng Local Municipality	60	Hoedspruit

			<b>300</b>	
Limpopo	Vhembe	Collins Chabane Local Municipality	60	Malamulele
		Makhado Local Municipality	60	Makhado
		Musina Local Municipality	60	Musina
		Thulamela Local Municipality	60	Thohoyandou
			<b>240</b>	
Limpopo	Waterberg	Bela-Bela Local Municipality	60	Bela-Bela
		Lephalale Local Municipality	60	Lephalale
		Modimolle-Mookgophong Local Municipality	60	Modimolle
		Mogalakwena Local Municipality	60	Mokopane
		Thabazimbi Local Municipality	60	Thabazimbi
			<b>300</b>	
Mpumalanga	Ehlanzeni	Bushbuckridge Local	60	Bushbuckridge
		Mbombela Local	60	Nelspruit
		Nkomazi Local	60	Malalane
		Thaba Chweu Local	60	Mashishing
		Umjindi Local	60	Barberton
			<b>300</b>	
Mpumalanga	Gert Sibande	Chief Albert Luthuli Local Municipality	60	Carolina
		Dipaleseng Local Municipality	60	Balfour
		Dr Pixley Ka Isaka Seme Local Municipality	60	Volksrust
		Govan Mbeki Local Municipality	60	Secunda
		Lekwa Local Municipality	60	Standerton
		Mkhondo Local Municipality	60	Piet Retief
		Msukaligwa Local Municipality	60	Ermelo
			<b>420</b>	
Mpumalanga	Nkangala	Dr JS Moroka Local Municipality	60	Siyabuswa
		Emakhazeni Local Municipality	60	Belfast
		Emalahleni Local Municipality	60	Emalahleni
		Steve Tshwete Local Municipality	60	Middelburg

		Thembisile Hani Local Municipality	60	Kwaggafontein
		Victor Khanye Local Municipality	60	Delmas
			<b>360</b>	
Northern Cape	Frances Baard	Dikgatlong Local Municipality	60	Barkly West
		Magareng Local Municipality	60	Warrenton
		Phokwane Local Municipality	60	Hartswater
		Sol Plaatje Local Municipality	60	Kimberley
			<b>240</b>	
Northern Cape	John Taolo Gaetsewe	Ga-Segonyana Local Municipality	60	Kuruman
		Gamagara Local Municipality	60	Kathu
		Joe Morolong Local Municipality	60	Mothibistad
			<b>180</b>	
Northern Cape	Namakwa	Hantam Local Municipality	60	Calvinia
		Kamiesberg Local Municipality	60	Garies
		Karoo Hoogland Local Municipality	60	Williston
		Khai-Ma Local Municipality	60	Pofadder
		Nama Khoi Local Municipality	60	Springbok
		Richtersveld Local Municipality	60	Port Nolloth
			<b>360</b>	
Northern Cape	Pixley Ka Seme	Emthanjeni Local Municipality	60	De Aar
		Kareeberg Local Municipality	60	Camarvon
		Renosterberg Local Municipality	60	Petrusville
		Siyancuma Local Municipality	60	Douglas
		Siyathemba Local Municipality	60	Prieska
		Thembelihle Local Municipality	60	Hopetown
		Ubuntu Local Municipality	60	Victoria West
		Umsobomvu Local Municipality	60	Colesberg
			<b>480</b>	
Northern Cape	ZF Mgcawu	!Kheis Local Municipality	60	Kenhardt
		Dawid Kruiper Local Municipality	60	Upington



		Kai !Garib Local Municipality	60	Keimoes
		Kgatelopele Local Municipality	60	Danielskuil
		Tsantsabane Local Municipality	60	Postmasburg
			<b>300</b>	
North-West	Bojanala	Kgetlengrivier Local Municipality	60	Koster
		Madibeng Local Municipality	60	Brits
		Moretele Local Municipality	60	Mathibestad
		Moses Kotane Local Municipality	60	Mogwase
		Rustenburg Local Municipality	60	Rustenburg
			<b>300</b>	
North-West	Dr Kenneth Kaunda	City of Matlosana Local Municipality	60	Klerksdorp
		JB Marks Local Municipality	60	Potchefstroom
		Maquassi Hills Local Municipality	60	Wolmaransstad
			<b>180</b>	
North-West	Dr. Ruth Segomotsi Mompati	Greater Taung Local Municipality	60	Taung
		Kagisano-Molopo Local Municipality	60	Ganyesa
		Lekwa-Teemane Local Municipality	60	Christiana
		Mamusa Local Municipality	60	Schweizer-Reneke
		Naledi Local Municipality	60	Vryburg
			<b>300</b>	
North-West	Ngaka Modiri Molema	Ditsobotla Local Municipality.	60	Litchenburg
		Mahikeng Local Municipality.	60	Mahikeng
		Ramotshere Moiloa Local Municipality.	60	Zeerust
		Ratlou Local Municipality.	60	Setlagole
		Tswaing Local Municipality.	60	Delareyville
			<b>300</b>	
Western Cape	Cape Winelands	Breede Valley Local Municipality	60	Worcester
		Drakenstein Local Municipality	60	Paarl

		Langeberg Local Municipality	60	Ashton
		Stellenbosch Local Municipality	60	Stellenbosch
		Witzenberg Local Municipality	60	Ceres
			<b>300</b>	
Western Cape	Central Karoo	Beaufort West Local Municipality	60	Beaufort West
		Laingsburg Local Municipality	60	Laingsburg
		Prince Albert Local Municipality	60	Prince Albert
			<b>180</b>	
Western Cape	City of Cape Town	Cape Town	<b>120</b>	Cape Town
Western Cape	Overberg	Cape Agulhas Local Municipality	60	Bredasdorp
		Overstrand Local Municipality	60	Hermanus
		Swellendam Local Municipality	60	Swellendam
		Theewaterskloof Local Municipality	60	Caledon
			<b>240</b>	
Western Cape	West Coast	Bergrivier Local Municipality	60	Piketberg
		Cederberg Local Municipality	60	Clanwilliam
		Matzikama Local Municipality	60	Vredendal
		Saldanha Bay Local Municipality	60	Vredenburg
		Swartland Local Municipality	60	Malmesbury
			<b>300</b>	
Western Cape	Garden Route	Bitou Local Municipality	60	Plettenberg Bay
		George Local Municipality	60	George
		Hessequa Local Municipality	60	Riversdal
		Kannaland Local Municipality	60	Ladismith
		Knysna Local Municipality	60	Knysna
		Mossel Bay Local Municipality	60	Mossel Bay
		Oudtshoorn Local Municipality	60	Oudtshoorn
			<b>420</b>	

## 5. EXPECTED DELIVERABLES / OUTCOMES

5.1 The Occupational Medical Practitioners will be expected to perform the pre and exit medical surveillance on Expanded Public Works Programmes employees and participants across the country based on the occupational risk exposure profile (OREP). The medical surveillance program shall encompass, but not limited to:

- Preliminary health risk assessment;
- Pre-employment health screening assessment and evaluation;
- Clinical history (Occupational history and hazard exposure);
- Physical examinations;
- Medical history;
- Medical treatment in the last 3 years;
- Vision screening and vision acuity;
- Chest X-ray;
- Special examinations (e.g. Spirometry test);
- ECG, if the employee seems to have cardiac abnormalities;
- Blood and urine analysis;
- Biological Monitoring and Biological Effect Monitoring for HCA;
- Medical opinion referrals.

### **Health Surveillance:**

- Hand-arm vibration syndrome screening;
- Follow-up for Hand arm Vibration screening;
- Hearing screening including audiometry;
- Lung function test / Respiratory surveillance;

5.2 The OMP and OHP are part of this preliminary health risk assessment; this will allow them to then draw up a risk based medical surveillance plan; all pre-employed and periodic medical screening and examinations are to be conducted and/or clinically directed by an approved Occupational Medical Practitioners, holding a post graduate diploma in occupational health.

5.3 The nursing work shall be carried out by an Occupational Health Practitioner.

5.4 Where the Service Provider makes use of other professionals, such as physiotherapists, they must ensure that holds a qualification in occupational health recognized by the South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Services Professions Act, 1974 (Act No. 56 of 1974), or the South African Nursing Council as referred to in the Nursing Act, 1978 (Act No. 50 of 1978).

- 5.5 Where service may be provided by an appropriately qualified nurse or by a practitioner, depending on the particular nature of the case, the service provider may decide which professional is the most appropriate to provide service.
- 5.6 Clear criteria should be established to indicate when it is appropriate for cases to be dealt with by an Occupational Health Practitioner, and when by a Medical practitioner or any other practitioner.
- 5.7 The Service Provider must provide:
- clerical and administrative cover;
  - administrative services and recording systems to enable the service to be delivered effectively and efficiently;
  - all medical equipment and supplies required to deliver the services;
  - individual electronic medical report/s must be submitted to the Department within 1-5 working days after the assessment of medical questionnaires and /or after the completion of medical examinations;
  - monitoring information, including statistical information, on a monthly basis to enable the activity, quality and performance within the contract to be monitored and evaluated.
  - provide quarterly reports on the number of referrals made, appointments undertaken, appointments not attended, pre-employments completed, reasons for referral complaints etc. to provide information to analyse trends by service; in a form to be agreed by the Department;
  - attend quarterly monitoring meetings with the Department to report on Key Performance Indicators.
  - maintain occupational health records relating to all employees, including health surveillance details where appropriate, and to pass on the records to a successor service provider at the end of the contract period if necessary.
- 5.8 The service must be provided by the Service Provider from a location acceptable to the Department. It should be physically accessible to all employees, with properly equipped consulting rooms and/or mobile clinics, where required.
- 5.9 The detail of the communications methods will be agreed and evaluated in the course of the quarterly contract performance and review meetings.
- 5.10 Records must be kept of all referrals. Monthly reports will be required to monitor progress of the contract. The detail of the reports will be agreed with the Service Provider in the course of the contract;
- 5.11 Individual health and medical records will be kept by the Service Provider as necessary, and in accordance with all of the relevant legislation, including that relating to Data Protection, Access to Medical Reports and Health Records, and Health & Safety.
- 5.12 At the end of the contract term the Service Provider will ensure that the individual records are passed on to the next Service Provider where this is necessary.

- 5.13 Medical examination, shall take into account the content and health risks of the occupation, safety risk to the work on process and with due regard to the job specification and legislated requirements.
- 5.14 An OREP of each examinee to be compiled at pre- medical examination (within 14 days after employment), pre-placement and exit medical examinations.
- 5.15 The medical evaluate shall:
- ensure the physical and psychological capacity of an employee and participant to work efficiently in the OREP of his intended occupation;
  - the promotion and securing of the health and safety of employees and participants through the early detection of disease;
  - to ensure the safe performance of duties and execution of work processes through timeous detection of risks to safety;
  - to comply with statutory requirements.
- 5.16 The Occupational Medical Practitioners shall advise the Department on the development and/or improvement of its Medical Surveillance Programme, advice on matters of occupational health related policy and practice, with specific reference to Occupational Risk Exposure Profile (OREP) classes.
- 5.17 Where an appointment is made to respond for a pre-employment medical surveillance, and the participants misses the appointment or cancels less than 24 hours before the appointment time, the Service Provider can charge for that appointment if they have been unable to obtain a replacement for that appointment. The charge will be the same as that for the initial appointment;
- 5.14 Where practicable, the cancelled appointment should, in the first instance, be offered to another employee from the Department.
- 5.15 If the Service Provider considers it appropriate to offer a new appointment to a person who has missed or cancelled an appointment, then the relevant Line function should be informed immediately of the reason for the cancellation and advised of new appointment date and time.
- 5.16. Repeated failures to attend by an employee require attention by line management.

## **6. PERIOD / DURATION OF PROJECT / ASSIGNMENT**

- 6.1. The successful service provider will be appointed for Occupational hygiene services for a period of 5 months after the signing of the Service Level Agreement (SLA) by both parties.

## 7. COSTING / COMPREHENSIVE BUDGET

- 7.1. A comprehensive fixed costing must be provided on (**SBD 3.1**) inclusive of all disbursement costs, such as accommodation, travelling and venue costs for purpose of conducting medical, surveillance and any other expenses inclusive of VAT.
- 7.2. DFFE reserves the right to negotiate price with a recommended service provider identified in the evaluation process without offering the same opportunity to any other bidder (s) who have not been recommended
- 7.3. DFFE will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bids.
- 7.4. Travelling costs and time spent or incurred between home and office of consultants and DFFE office will not be for the account of DFFE.
- 7.5. **The tenderers must use the attached Annexure A for pricing guide, and must indicate rates per participant in line with the provisions of deliverables in section 5 above.**
- 7.6. The DFFE will not be responsible for travelling and accommodation costs, bidders are required to include all their disbursements costs on their bid price.
- 7.7. Central venue column in the table below refers to area/s where the medical surveillance shall be conducted in each municipality and will also assist bidders in costing

### 7.8 ATTACHED ANNEXURE A: PRICING SCHEDULE

**It is compulsory for the bidders to complete all columns for tests to be conducted as part of medical surveillance. Should there be no costs associated with any of the listed tests, bidders must indicate by capturing R 0,00 instead of leaving a blank space.**

**A blank space will be assumed that a bidder does not have capacity to conduct such test, and it will result in disqualification.**

## 8. EVALUATION CRITERIA

- 8.1 The evaluation for this bid will be carried out in four (04) phases:
  - Phase 1: Pre-Compliance.
  - Phase 2: Mandatory Requirements.
  - Phase 3: Functionality Criteria.
  - Phase 4: Price and B-BBEE.

## 8.2 STAGE 1: Pre-compliance or Initial Screening

8.2.1 During this phase bid documents will be reviewed to determine the compliance with SCM returnable, tax matters and whether Central Data Base (CSD) report has been submitted with the bid documents at the closing date and time of the bid. Bids which do not satisfy the compliance criteria will not be evaluated further.

8.2.2 The bid proposal will be screened for compliance with administrative requirements as indicated below and bidders must circle the correct answer:

Item No.	Administrative Requirements	Check/Compliance	Non-submission may result in disqualification?
1	Master Bid Document	provided and bound	<b>*YES</b>
<b>Included in the Bid Document</b>			
2	SCM - SBD 1 - Invitation to Bid	Completed and signed	<b>*YES</b>
3	SCM - Valid copy of Tax Clearance Certificate/ Tax Pin Requirements	Attached CSD registration number/SARS PIN and CSD summary report	<b>*YES</b>
4	SCM - SBD 4 - Declaration of Interest	Completed and signed	<b>*YES</b>
5	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017	Completed and signed, supported by B-BBEE Certificate if applicable or Affidavit if applicable	<b>**NO</b>
6	SCM - SBD 8 – Declaration of Bidder's Past Supply Chain Management Practices	Completed and signed, supported	<b>*YES</b>
7	SCM - SBD 9 - Certificate of Independent Bid Determination	Completed and signed	<b>*YES</b>
8	In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal.	JV agreement completed and signed, if applicable	<b>*YES</b>

**\*YES** – DFFE reserves the right to reject proposals that are not submitted in the prescribed format or where information presented is illegible or incomplete and will not be further evaluated for Specifications (Phase 2)

**\*\*NO** – DFFE reserves the right to request such information during the evaluation process of the proposal and such information must be presented within short notice.

## 8.3 STAGE 2: Mandatory Requirements

8.3.1. The following mandatory requirements will apply, and tenderers must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase,

bidder's responses will be evaluated based on the documents submitted under mandatory requirements.

8.3.2. Tenderers who fail to comply with any of the mandatory requirements will be disqualified and all proposals that do not meet mandatory requirements will be disqualified and will not be evaluated further on functionality criterion.

8.3.3. Bidders are required to complete a table below by ticking the correct box and attached a proof of the document listed on the table below:

	REQUIREMENT	ATTACH & TICK	
		YES	NO
<b>MANDATORY REQUIREMENTS</b>	<p>1. The tenderer (s) must submit a certified valid copy of registration certificate of the Team Leader/ Key Personnel recognized by the South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Services Professions Act, 1974 (Act No. 56 of 1974), or the South African Nursing Council as referred to in the Nursing Act, 1978 (Act No. 50 of 1978).</p> <p><b>NB:</b> Tenderers who bid for more than one district municipality are required to submit the certified copy of registration certificate for each district.</p>		
	<p>2. Tenderers are required to submit a valid Membership Card of the Team Leader/ Key Personnel issued by the by the South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Services Professions Act, 1974 (Act No. 56 of 1974), or the South African Nursing Council as referred to in the Nursing Act, 1978 (Act No. 50 of 1978).</p>		
	<p>3. Tenderers must submit/ attach certified qualification of Medicine Practitioners/Specialist MMED/ MBCHB / MBChB / BSC/ DOH with a post graduate Diploma in occupational health.</p>		

#### 8.4 STAGE 3: Functionality Criteria

8.4.1 Only tenderers that meets pre-compliance and mandatory requirement will be considered to be evaluated on functionality criteria,

8.4.2 **Stage 3:** The tenderer must score a minimum of **75%** during Stage 3 (functionality / technical) of the evaluation to qualify for Stage 4 of the evaluation where only points for price and B-BBEE will be considered.

8.4.3 The following values/ indicators will be applicable when evaluating functionality:



0 = Non-compliance, 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

	Category																
<b>GUIDELINES FOR CATEGORY CRITERIA</b>	<b>FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)</b>	Weight	Value/ Indicator														
<b>A proposed project plan, Methodology and Management of the project in rendering occupational health services (Medical Surveillance and Biological Monitoring)</b>	<p><b>Tenderers are required to provide a detailed project plan with intermediate, final outputs and identified timeframes/ milestones of proposed methodology in rendering occupational health services (Medical Surveillance and Biological Monitoring).</b></p> <table border="1" data-bbox="320 981 1083 1576"> <thead> <tr> <th data-bbox="328 981 874 1126"><b>Project plan, methodology and project management in rendering occupational health services (Medical Surveillance and Biological Monitoring).</b></th> <th data-bbox="882 981 1075 1126">Indicator</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 1137 874 1238">Project plan and methodology action well broken down; with detailed objectives and milestones.</td> <td data-bbox="882 1137 1075 1238">5</td> </tr> <tr> <td data-bbox="328 1249 874 1350">Project plan and methodology, action identification basic; clear objectives and clear milestones.</td> <td data-bbox="882 1249 1075 1350">4</td> </tr> <tr> <td data-bbox="328 1361 874 1429">Action plan provided with no deliverables and timeframes.</td> <td data-bbox="882 1361 1075 1429">3</td> </tr> <tr> <td data-bbox="328 1440 874 1507">Limited information provided on the action plan</td> <td data-bbox="882 1440 1075 1507">2</td> </tr> <tr> <td data-bbox="328 1518 874 1541">Task not well understood.</td> <td data-bbox="882 1518 1075 1541">1</td> </tr> <tr> <td data-bbox="328 1552 874 1574">No information provided</td> <td data-bbox="882 1552 1075 1574">0</td> </tr> </tbody> </table>	<b>Project plan, methodology and project management in rendering occupational health services (Medical Surveillance and Biological Monitoring).</b>	Indicator	Project plan and methodology action well broken down; with detailed objectives and milestones.	5	Project plan and methodology, action identification basic; clear objectives and clear milestones.	4	Action plan provided with no deliverables and timeframes.	3	Limited information provided on the action plan	2	Task not well understood.	1	No information provided	0	35	
<b>Project plan, methodology and project management in rendering occupational health services (Medical Surveillance and Biological Monitoring).</b>	Indicator																
Project plan and methodology action well broken down; with detailed objectives and milestones.	5																
Project plan and methodology, action identification basic; clear objectives and clear milestones.	4																
Action plan provided with no deliverables and timeframes.	3																
Limited information provided on the action plan	2																
Task not well understood.	1																
No information provided	0																

<p><b>Technical Capability/ expertise and track record of key personnel to be assigned to the project in rendering occupational health services (Medical Surveillance and Biological Monitoring)</b></p>	<p><b>Tenderers who bid for more than one district municipality are required to demonstrate that they have the necessary resources, capacity, technical expertise to undertake and successfully complete the project.</b></p> <p><b>Bidder (s) should submit curriculum vitae for the key personnel Occupational Health Practitioner and Occupational Medical Practitioner proposed to be employed on the project. Curriculum vitae are to include specific details of these individuals including, inter alia, relevant experience and to include three contactable reference, and past experience in rendering occupational health services (Medical Surveillance and Biological Monitoring)</b></p> <table border="1" data-bbox="319 705 1085 1131"> <thead> <tr> <th data-bbox="319 705 869 817"><b>Experience of key personnel in rendering occupational health services (Medical Surveillance and Biological Monitoring)</b></th> <th data-bbox="869 705 1085 817"><b>Indicator</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="319 817 869 873">5 years 'or more experience</td> <td data-bbox="869 817 1085 873">5</td> </tr> <tr> <td data-bbox="319 873 869 929">4 years and less than 5 years' experience</td> <td data-bbox="869 873 1085 929">4</td> </tr> <tr> <td data-bbox="319 929 869 985">3 years and less than 4 years' experience</td> <td data-bbox="869 929 1085 985">3</td> </tr> <tr> <td data-bbox="319 985 869 1041">2 years and less than 3 years' experience</td> <td data-bbox="869 985 1085 1041">2</td> </tr> <tr> <td data-bbox="319 1041 869 1097">1 year and less than 2 years' experience</td> <td data-bbox="869 1041 1085 1097">1</td> </tr> <tr> <td data-bbox="319 1097 869 1131">No experience</td> <td data-bbox="869 1097 1085 1131">0</td> </tr> </tbody> </table>	<b>Experience of key personnel in rendering occupational health services (Medical Surveillance and Biological Monitoring)</b>	<b>Indicator</b>	5 years 'or more experience	5	4 years and less than 5 years' experience	4	3 years and less than 4 years' experience	3	2 years and less than 3 years' experience	2	1 year and less than 2 years' experience	1	No experience	0	<p>35</p>	
<b>Experience of key personnel in rendering occupational health services (Medical Surveillance and Biological Monitoring)</b>	<b>Indicator</b>																
5 years 'or more experience	5																
4 years and less than 5 years' experience	4																
3 years and less than 4 years' experience	3																
2 years and less than 3 years' experience	2																
1 year and less than 2 years' experience	1																
No experience	0																

<p>The company's experience, track record and knowledge in rendering occupational health services (Medical Surveillance and Biological Monitoring)</p>	<p>Tenderers are required to demonstrate relevant past experience and competency of the company. Bidder (s) should submit full details of, and at least three reliable contactable signed references for, projects of a similar scope which were successfully completed in the previous years in rendering occupational health services (Medical Surveillance and Biological Monitoring).</p>	<p>20</p>																		
<table border="1"> <thead> <tr> <th data-bbox="320 483 874 595">Company experience in rendering occupational health services (Medical Surveillance and Biological Monitoring).</th> <th data-bbox="874 483 1083 595">Indicator</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 629 874 741">To be accompanied by reference letter from relevant institution where services were successfully rendered</td> <td data-bbox="874 629 1083 741"></td> </tr> <tr> <td data-bbox="320 775 874 864">5 medical surveillance project successfully completed or more</td> <td data-bbox="874 775 1083 864">5</td> </tr> <tr> <td data-bbox="320 864 874 954">4 medical surveillance project successfully completed</td> <td data-bbox="874 864 1083 954">4</td> </tr> <tr> <td data-bbox="320 954 874 1043">3 medical surveillance project successfully completed</td> <td data-bbox="874 954 1083 1043">3</td> </tr> <tr> <td data-bbox="320 1043 874 1133">2 medical surveillance project successfully completed</td> <td data-bbox="874 1043 1083 1133">2</td> </tr> <tr> <td data-bbox="320 1133 874 1223">1 medical surveillance project successfully completed</td> <td data-bbox="874 1133 1083 1223">1</td> </tr> <tr> <td data-bbox="320 1223 874 1312">No experience on medical surveillance project successfully completed</td> <td data-bbox="874 1223 1083 1312">0</td> </tr> </tbody> </table>			Company experience in rendering occupational health services (Medical Surveillance and Biological Monitoring).	Indicator	To be accompanied by reference letter from relevant institution where services were successfully rendered		5 medical surveillance project successfully completed or more	5	4 medical surveillance project successfully completed	4	3 medical surveillance project successfully completed	3	2 medical surveillance project successfully completed	2	1 medical surveillance project successfully completed	1	No experience on medical surveillance project successfully completed	0	<p>100</p>	
Company experience in rendering occupational health services (Medical Surveillance and Biological Monitoring).	Indicator																			
To be accompanied by reference letter from relevant institution where services were successfully rendered																				
5 medical surveillance project successfully completed or more	5																			
4 medical surveillance project successfully completed	4																			
3 medical surveillance project successfully completed	3																			
2 medical surveillance project successfully completed	2																			
1 medical surveillance project successfully completed	1																			
No experience on medical surveillance project successfully completed	0																			
<p><b>Total points on functionality</b></p>		<p><b>100</b></p>																		

**8.5 PHASE 4: Preference Point System 80/20**

**8.5.1** The **fourth phase** is to perform an evaluation of Price and BBBEE on the bidders, that are successful qualified on phase 3 (functional evaluation).

**8.5.2 Calculation of points for price** - The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis. Where functionality is set as criteria, only bid proposals that meets functionality requirements will be considered to be evaluated on price and B-BBEE.

**8.5.3 Calculating of points for B-BBEE status level of contribution** - Points will be awarded to a bidder for attaining the B-BBEE status level of contribution or a sworn affidavit certified by the commissioner of oath in accordance with the table below:

<b>Phase 4: The following table must be used to calculate the B-BBEE scores (80/20)</b>	
<b>PRICE</b>	
<b>B-BBEE Status Level Contributor</b>	<b>Number of points (80/20)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non –compliant contributor	0

**8.5.4** Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:

- I. The service provider must draft a table of content which will indicate where each document is located in the proposal
- II. The proposal shall be an original one master bid document, covering 44 Districts and 8 Metropolitan Municipalities in all nine (09) Provinces of the Republic of South Africa.
- III. The information in the CV of the proposed Team Leader and Team Members should include relevant experience in the chosen area of expertise.
- IV. Project reference specifying the role played by the service provider in the listed projects or assignments, project value and the duration of the project (start and end date).
- V. A detailed Project Plan with clear indication of who will be responsible for the management of the assignment as well as its execution. The allocation of team members on the assignments should be based on the experience in delivering the scope of work as listed.
- VI. Standard bidding documents (SBD1, 3.3, 4, 6.1, 6.2, 8 and 9).
- VII. Tax compliance status requirements and/ or Central Supplier Database (CSD) number or report.
- VIII. Certified copies of identity documents of directors and shareholders of the company.
- IX. Entity registration Certificate (CK1).
- X. Letter of Authority to sign documents on behalf of the company.

## **9. SPECIAL CONDITIONS OF CONTRACT**

- 9.1. On appointment, the performance measures for the delivery of the agreed services will be closely monitored by Project Manager.
- 9.2. The Service Provider will submit a medical surveillance report supported by valid, duly signed attendance register signed by all parties to the Project Manager, within 1-5 calendar days after conducting the assessment for the duration of the project, submitted in both soft and hard copies. Failure to submit the required reports on time will result in penalties.
- 9.3. The Service Provider/s must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract. Prior to the appointment of a replacement, the Programme Manager must approve such appointment. If the senior has to leave the project, a period of at least a month is required in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience)
- 9.4. DFFE will not be held responsible for any costs incurred by the service providers in the preparation, presentation and submission of the proposal.
- 9.5. The Project Manager shall do the ongoing management of the Service Level Agreement (SLA).
- 9.6. The Service Provider (s) must guarantee and demonstrate the presence of the Team Leader assigned to each district in charge of programme throughout the duration of the contract. Service Provider (s) who bid for more than one district municipality are required to submit the certified copy of registration certificate for each district
- 9.7. All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail.
- 9.8. Only service providers who are registered on CSD will be considered
- 9.9. The proposals should be submitted with all required information containing technical information.
- 9.10. Service Provider/s failing to meet pre-compliance, mandatory requirements, functionality minimum score will automatically be disqualified.
- 9.11. The evaluation of Bids can only be done on the basis of information required by the department.
- 9.12. Service Provider/s must comply with the Health Profession Council of South Africa and any other related Legislations and Regulations
- 9.13. Service Provider/s are requested to submit the original and valid B-BBEE Status Level Verification Certificate issued by SANAS Accredited Verification Agency or certified copies thereof; or B-BBEE Certificate issued by CIPC or Sworn Affidavit commissioned by Commissioner of Oaths together with their bids, to substantiate their B-BBEE rating claims. SBD 6.1 must also be duly completed, signed, and submitted alongside the bid to claim preference points. Failure to do so will result in B-BBEE preference points being forfeited.
- 9.14. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they

were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate proposal.

9.15. In the event that the application is made by a Joint Venture or Partnership, the accreditation credentials in name of joined entity should be submitted. Both members in the joint venture must meet the requirement of the proposal.

9.16. Poor or non-performance by the service provider will result in cancellation of works orders.

9.17. Intellectual property rights will belong to DFFE.

## **10. SUB-CONTRACTING CONDITIONS/ REQUIREMENTS**

10.1. Sub-contracting is not allowed in this bid.

## **11. PAYMENT TERMS**

11.1. DFFE undertakes to pay out in full or as per deliverables within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports including attendance registers dully signed by the participants.

No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.

11.2. Service Providers are required to claim only for number of participants who undergone medical surveillance.

## **12. TECHNICAL ENQUIRIES**

12.1. Should you require any further information in this regard, please do not hesitate to contact:

Name : Errol Baloyi  
Office Telephone No. : 071 401 0991  
E-Mail : EBaloyi @environment.gov.za

Name : Boitumelo Dlamini  
Office Telephone No. : 060 971 0385  
E-Mail : BSDlamini@environment.gov.za

TERMS OF REFERENCE FOR THE APPOINTMENT OF OCCUPATIONAL MEDICAL SERVICES FOR THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT IN 44 DISTRICTS AND 8 METROS FOR A PERIOD OF FIVE (5) MONTHS.

**ANNEXURE A: PRICING SCHEDULE**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
PROVINCE	DISTRICT and METROPOLITAN MUNICIPALITIES	NUMBERS OF PARTICIPANTS	Pre-employment health screening assessment and evaluation	Clinical history (Occupational history and hazard exposure)	Physical examinations	Medical history	Medical treatment in the last 3 years	Vision screening and vision acuity	Chest X-ray	Special examinations (e.g. Spirometry test)	ECG, if the employee seems to have cardiac abnormalities	Blood and urine analysis	Biological Monitoring and Biological Effect Monitoring for HCA	Medical opinion referrals	Hand-arm vibration syndrome screening	Follow-up for Hand arm Vibration screening	Hearing screening including audiometry	Lung function test / Respiratory surveillance	RATE PER PARTICIPANT = D to S	Total Cost for all Participants = T * C	VAT @ 15%	TOTAL COST INCLUDING VAT (U + V)
EASTERN CAPE	Afred Nzo	240	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Amathole	360	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Buffalo City Metro	120	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Chris Hanani	360	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Sarah Baartman	420	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Nelson Mandela Bay Metro	120	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	OR Tambo	300	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Joe Gqabi	180	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
FREE STATE	Fezile Dabi	240	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Lejweleputswa	300	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Mangaung Metro	120	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Thabo Mofutsanyane	360	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Xhariep	180	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
GAUTENG	City of Johannesburg	120	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	City of Tshwane	120	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Ekurhuleni Metro	120	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Sedibeng	180	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	West Rand	180	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
KWAZULU - NATAL	eThekweni Metro	120	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Harry Gwala	240	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	ILembe	240	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Ugu	240	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	uMgungundlovu	420	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	uMzinyathi	240	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	uThukela	180	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Zululand	300	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Amajuba	180	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	King Cetshwayo	300	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
uMkhanyakude	240	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0	
LIMPOPO	Capricorn	240	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Greater Sekhukhune	240	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Mopani	300	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Vhembe	240	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Waterberg	300	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
MPUMALANGA	Ehlanzeni	300	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Gert Sibande	420	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Nkangala	360	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
NORTHERN CAPE	Frances Baard	240	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	John Taolo Gaetsewe	180	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Namakwa	360	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Pixley Ka Seme	480	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
NORTH-WEST	ZF Mgcawu	300	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Bojanala	300	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Dr Kenneth Kaunda	180	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Dr. Ruth Segomotsi Mompoti	300	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
WESTERN CAPE	Ngaka Modiri Molema	300	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Cape Winelands	300	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Central Karoo	180	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	City of Cape Town	120	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Overberg	240	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
WESTERN CAPE	West Coast	300	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0
	Garden Route	420	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0

It is compulsory for the bidders to complete all columns for tests to be conducted as part of medical surveillance. Should there be no costs associated with any of the listed tests, bidders must indicate by capturing R 0,00 instead of leaving a blank space. A blank space will be assumed that a bidder does not have capacity to conduct such test, and it will result in dis

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **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](http://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.



# DEPARTMENT OF ENVIRONMENTAL AFFAIRS

## BAS ENTITY MAINTENANCE FORM

### Head Office Only

Date Received \_\_\_\_\_  
 Safetynet Capture \_\_\_\_\_  
 Safetynet Verified: \_\_\_\_\_  
 BAS/LOGIS Capt \_\_\_\_\_  
 BAS/LOGIS Auth \_\_\_\_\_  
 Supplier No. \_\_\_\_\_

### The Director General

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

**Please ensure information is validate as per required bank screens .**

I/We understand that bank details provided should be exactly as per record held by the banks.

**I/We understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.**

### Company / Personal Details

Registered Name	
Trading Name	
Tax Number	
VAT Number	
Title:	
Initials:	
Full Names	
Surname	
Persal Number	

### Address Detail

	Physical	Postal
Address ( Compulsory if Supplier )		
Postal Code		

### New Detail

New Supplier information     Update Supplier information

Supplier Type:     Individual     Department     Partnership  
                           Company     Trust  
                           CC     Other ( Specify )   

Department Number

**Supplier Account Details (To be Verified by the bank, please attach bank letter or 3 months bank statement)**

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

Account Name

Account Number

Branch Name

Branch Number

**Bank screen info**

**ABSA-CIF** screen  
**FNB-Hogans** system on the CIS4/CUPR  
**STD** Bank-Look-up-screen  
**Nedbank-** Banking Platform under the Client Details Tab

Account Type

Cheque Account  
 Savings Account  
 Transmission Account  
 Bond Account  
 Other (Please Specify)

ID Number

Passport Number

Company Registration Number

\*CC Registration

**\*Please include CC/CK where applicable**

Bank Stamp

**Supplier Contact Details**

Business

Area Code Telephone Number Extension

Home

Area Code Telephone Number Extension

Fax

Area Code Fax Number

Cell

Cell Code Cell Number

Email Address

Contact Person:

Supplier Signature

Print Name

Date (dd/mm/yyyy)

**NB: All relevant fields must be completed**