



## environmental affairs

Department:  
Environmental Affairs  
REPUBLIC OF SOUTH AFRICA

# INVITATION TO BID

## BID REFERENCE NUMBER: E1512

THE PROCUREMENT OF A PROFESSIONAL CONFERENCE ORGANISER (PCO) FOR THE HOSTING OF THE AFRICAN REGIONAL COORDINATION MEETING OF THE UNITED NATIONS CONVENTION TO COMBAT DESERTIFICATION (UNCCD) FROM 16 TO 18 AUGUST 2019 AND THE 17TH ORDINARY SESSION OF THE AFRICAN MINISTERIAL CONFERENCE ON THE ENVIRONMENT (AMCEN) FROM 19 TO 23 AUGUST 2019

Contact person:

Name: Mr Stuart Mangold /Mr Simon Malete.

Office Telephone No: 012-399 9243/012-399 9511.

E-MAIL: [smangold@environment.gov.za](mailto:smangold@environment.gov.za) /[smalete@environment.gov.za](mailto:smalete@environment.gov.za)

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

Company name	Supplier registration number	Unique reference number	
			Main contractor
			Sub-contracted/ joint venture comp 1
			Sub-contracted/ joint venture comp 2

CLOSING DATE OF THE BID: 24 MAY 2019 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:	E1512	CLOSING DATE:	24-05-2019	CLOSING TIME:	11:00
DESCRIPTION	THE PROCUREMENT OF A PROFESSIONAL CONFERENCE ORGANISER (PCO) FOR THE HOSTING OF THE AFRICAN REGIONAL COORDINATION MEETING OF THE UNITED NATIONS CONVENTION TO COMBAT DESERTIFICATION (UNCCD) FROM 16 TO 18 AUGUST 2019 AND THE 17TH ORDINARY SESSION OF THE AFRICAN MINISTERIAL CONFERENCE ON THE ENVIRONMENT (AMCEN) FROM 19 TO 23 AUGUST 2019				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Department of Environmental Affairs; The Environment House,					
473 Steve Biko Road; Cnr Soutpansberg and Steve Biko Road, Arcadia Pretoria /Tshwane					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr Samuel Mofokeng or Mr Sizo Ngomane		CONTACT PERSON	Mr Stuart Mangold /Mr Simon Maletse.	
TELEPHONE NUMBER	012 399 9057 / 9070		TELEPHONE NUMBER	012-399 9243/012-399 9511.	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:SMofokeng@environment.gov.za">SMofokeng@environment.gov.za</a> / <a href="mailto:SNgomane@environment.gov.za">SNgomane@environment.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:smangold@environment.gov.za">smangold@environment.gov.za</a> / <a href="mailto:smaletse@environment.gov.za">smaletse@environment.gov.za</a>	
<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	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<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. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
<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: 1512
CLOSING TIME 11h00	CLOSING DATE: 24-05-2019

OFFER TO BE VALID FOR .....90.....DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: THE PROCUREMENT OF A PROFESSIONAL CONFERENCE ORGANISER (PCO) FOR THE HOSTING OF THE AFRICAN REGIONAL COORDINATION MEETING OF THE UNITED NATIONS CONVENTION TO COMBAT DESERTIFICATION (UNCCD) FROM 16 TO 18 AUGUST 2019 AND THE 17TH ORDINARY SESSION OF THE AFRICAN MINISTERIAL CONFERENCE ON THE ENVIRONMENT (AMCEN) FROM 19 TO 23 AUGUST 2019

\*\*(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. (as per scope of work) R:.....

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

3. Period required for commencement with project after acceptance of bid .....
4. Estimated man-days for completion of project .....
5. Are the rates quoted firm for the full period of contract? \*YES/NO
6. 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 Environmental Affairs

Contact Person: Mr Samuel Mofokeng / Mr Sizo Ngomane

Tel: (012) 399 9057 or (012) 399 9070

E-mail: [SMofokeng@environment.gov.za](mailto:SMofokeng@environment.gov.za) or [sngomane@environment.gov.za](mailto:sngomane@environment.gov.za)

Or for technical information –

Contact person:

Name: Mr Stuart Mangold /Mr Simon Malete.

Office Telephone No: 012-399 9243/012-399 9511.

E-MAIL: [smangold@environment.gov.za](mailto:smangold@environment.gov.za) /[smalete@environment.gov.za](mailto:smalete@environment.gov.za)

**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



This document must be signed and submitted together with your bid

## THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

### INTRODUCTION

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

### 1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.  
or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.  
or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.  
or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

## **2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

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

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

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

- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

## **4 PROCESS TO SATISFY THE NIP OBLIGATION**

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTI will determine the NIP obligation;
  - b. the contractor and the DTI will sign the NIP obligation agreement;

- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

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

Bid number .....	Closing date:.....
Name of bidder.....	
Postal address .....	
.....	
Signature.....	Name (in print).....
Date.....	

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





## **environmental affairs**

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Department:  
Environmental Affairs  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF ENVIRONMENTAL AFFAIRS (DEA) 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 PROCUREMENT OF A PROFESSIONAL CONFERENCE ORGANISER (PCO) FOR THE HOSTING OF THE AFRICAN REGIONAL COORDINATION MEETING OF THE UNITED NATIONS CONVENTION TO COMBAT DESERTIFICATION (UNCCD) FROM 16 TO 18 AUGUST 2019 AND THE 17<sup>TH</sup> ORDINARY SESSION OF THE AFRICAN MINISTERIAL CONFERENCE ON THE ENVIRONMENT (AMCEN) FROM 19 TO 23 AUGUST 2019

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## 1. PURPOSE

To procure a Professional Conference Organizer (PCO) to secure a suitable venue for the African Regional Coordination Meeting of the United Nations Convention to Combat Desertification (UNCCD) from 16 to 18 August 2019 and to host the 17<sup>th</sup> Ordinary Session of the African Ministerial Conference on the Environment (AMCEN) from 19 to 23 August 2019. Suitable professional conference organizers are encouraged to respond to the bid directly.

## 2. INTRODUCTION AND BACKGROUND

The Regional meetings of the UNCCD are held a month prior to the Conference of the Parties (COP) sessions and provide an opportunity for the affected countries of each region to exchange views and experiences on activities to combat desertification, and to strengthen their cooperation on issues that are best dealt with at the regional level. In addition, the meetings have a crucial role in assisting affected countries of each region to prepare for the sessions of the COP and its subsidiary bodies, by allowing them to discuss and coordinate their views on priority issues before the sessions and thus enhancing their capacity to participate in the debates and the negotiations with the other interest groups. The Africa Regional Preparatory meeting towards UNCCD COP 14 will be held from 16 to 18 August 2019, and it is expected that 100 participants will attend this meeting, representing all African countries.

The AMCEN is a permanent forum where African ministers of the environment discuss mainly matters of relevance to the environment of the continent. AMCEN was established in 1985 when African ministers met in Egypt and adopted the Cairo Programme for African co-operation. The main objective of AMCEN is to strengthen cooperation between African Governments in economic, technical and scientific activities with the prime objective of halting and reversing the degradation of the African environment. The work of AMCEN has contributed significantly to the heightened policy responses of African Governments and the international community to Africa's environment and sustainable development opportunities and challenges.

AMCEN through its meetings provides guidance with regard to key regional policies and initiatives related to the environment and sustainable development. Pursuant to paragraph 1 of article 9 of its Constitution, AMCEN holds its ordinary sessions once every two or three years.

South Africa will be the incoming chair of this body from August 2019. To that end, it is expected of South Africa to host the 17<sup>th</sup> Ordinary Session of the AMCEN. The United Nations Environment Programme (UNEP) Regional Office for Africa, which serves as the Secretariat for the AMCEN will support South Africa in this endeavour.

It is expected that hosting this event will bring together over 500 participants representing governments, United Nations (UN) agencies, civil society, academia, youth and media, amongst others. The five-day AMCEN Session, will comprise a 3 day Senior Officials segment followed by a 2 day Ministerial segment. During the five-day conference, the conference programme would be comprised of parallel sessions with a specific focus on emerging environmental issues and the implementation of the various strategies/protocols/declarations to ensure environmental protection and conservation on the African Continent.

### 3. OBJECTIVES

The objective of this request for a proposal is procure a Professional Conference Organizer (PCO) to secure a venue for the three day Africa Regional Preparatory meeting towards UNCCD COP 14 which will be held from 16 to 18 August 2019 and to secure the services of the PCO for hosting of the five-day African Ministerial Conference on the Environment scheduled for 19 to 23 August 2019 at the same venue.

### 4. SCOPE AND EXTENT OF WORK

The Department hereby requests for submission of potential bids for consideration in appointing a Professional Conference Organizer (PCO) with a proven track record in the organization of international conferences. The role of the PCO would be to source a suitable venue and in addition procure support services such as conference equipment. The PCO will fulfil the following requirements such as:

- 4.1 The PCO must manage all aspects of professional conference organising, management and implementation.
- 4.2 Obtain least 3 (three) quotes for a suitable venue to be included with the bid document to host the Africa Regional Preparatory meeting towards UNCCD COP 14 which will be held from 16 to 18 August 2019 back-to-back with the 17<sup>th</sup> Ordinary Session of the African Ministerial Conference on the Environment in South Africa from 19 - 23 August 2019. The preferred venue must be **conveniently located** and **easily accessible** from one of South Africa's international airports. The preferred venue must further take into consideration the minimum travel distance between the airport and the venue and accommodate the frequency of inbound and outbound flights.
- 4.3 Venue quotes should be detailed w.r.t. the costing of venue specific requirements and deliverables.
- 4.4 The successful bidder will be required to present the three quotations from suitable venues to the Bid Evaluation Committee (BEC) for approval of a suitable venue.
- 4.5 Upon selection of the preferred venue by DEA enter into a contract the venue of choice and oversee all logistical and related matters prior to and during the conference.
- 4.6 Source at least 5 (five) suitable and affordable hotels for accommodation closest to the venue and deal with all queries related to accommodation by delegates.
- 4.7 Bi-weekly progress reports to be submitted to the DEA and a month before the meeting, weekly.
- 4.8 The PCO must provide contactable references for a minimum of 4 international conferences organized in the last 48 months of 500 delegates or larger that made use of multi-language interpretation and live streaming.
- 4.9 The PCO will submit a Project Charter and a detailed Project Plan (highlighting amongst other things, the scope, quality criteria, typical constraints, risks contingencies, dependencies, clear timelines, payment schedule and milestone deliverables).
- 4.10 Arranging opening and closing ceremonies on 19 and 23 August 2019.
- 4.11 Arranging and co-ordinating "meet and greet" services (welcome desk) at the international airport (point of entry)
- 4.12 Venue must be able to accommodate at least 500 Conference Participants in the plenary room (live days 16 - 23 August 2019).
- 4.13 Sufficient exhibition space at the conference for 12 exhibition booths.

- 4.14 Registration/Accreditation area
- 4.15 Venue Operations Centre (SAPS VOC)
- 4.16 Emergency Medical Services (EMS) operations room
- 4.17 Breakaway rooms for parallel sessions (2 Breakaway rooms accommodating at least 85 participants each in addition to the plenary room)
- 4.18 Office for the Executive Director of UNEP
- 4.19 Office for the President of AMCEN
- 4.20 Office for the African Union Commissioner (AUC)
- 4.21 A VIP lounge for Ministers (holding room)
- 4.22 Ministers office (x2) (Minister and Deputy Minister) accommodating 12 people each
- 4.23 One operational room for AMCEN/UNEP/AU Secretariats (1 x +- 60m<sup>2</sup>)
- 4.24 One operational room for DEA, 1 x 40m<sup>2</sup> both furnished with tables and chairs
- 4.25 Two media rooms (1 smaller room for one on one interviews (4x3m) and 1 larger room for press conferences (5x5m))
- 4.26 Two prayer rooms – one for male; and one female.
- 4.27 Secure parking for 200 participants, including SAPS VIP, EMS & SSA per day.
- 4.28 Catering throughout event inclusive of one tea/coffee break in the morning and one in the afternoon and finger fork lunches to be served in the exhibition area from 19 - 23 August 2019 for 550 delegates.
- 4.29 Welcome reception on Monday 19 August 2019 for delegates with cocktail snacks in exhibition area (18:00 – 21:00) including entertainment of plus minus half an hour.
- 4.30 All Offices to be serviced with Tea, Coffee and water (dispensers) throughout the day
- 4.31 Formal Ministerial (VIP) dinner Thursday evening 22 August 2019 – 150 guests – buffet.
- 4.32 Provision of fruit platters and biscuits, water, fruit juice, tea and coffee for Ministerial VIP lounge
- 4.33 Sufficient interpretation booths and interpretation equipment to cover plenary and 2 breakaway rooms - 2 languages namely French to English and English to French.
- 4.34 Water dispensers (water fountains) throughout meeting venues and office space to be checked and refilled throughout the day. The PCO should look into the provision of appropriate environmentally friendly water bottles for each participant.
- 4.35 PA system in plenary, 2 breakaway rooms
- 4.36 One lectern each in plenary, 2 breakaway rooms
- 4.37 3 Comfort monitors (1 large comfort monitor in plenary & 1 each in breakaway rooms)
- 4.38 Recording equipment to MP3 files in plenary.
- 4.39 1 PC with DVD player (1 GB RAM, Windows XP & media player connected to data projector – latest available technology should be provided).
- 4.40 9 PCs (desktop computers) (use Annex A for guidance on needs and placement of the office equipment)
- 4.41 5 stand-alone desktop printers.
- 4.42 1 medium size printer.
- 4.43 2 heavy duty printers (staple, sort & scan).
- 4.44 Screens and projectors in plenary, two breakaway rooms and round table discussion room.
- 4.45 Ensuring availability of the furniture and décor in the plenary, parallel sessions' venues and Ministerial holding rooms (19 - 23 August 2019).
- 4.46 Shell scheme built of accreditation centre and exhibition cubicles (12) and provision of sufficient furniture 3 days before conference (one day built, 1 day set-up of equipment and exhibition materials and one day life before start of conference to accredit delegates)

- 4.47 Power-points for charging of laptops/tablets (for each venue) as well as in the exhibition area inclusive of electrical certification.
- 4.49 Large display screens in plenary venue, projecting speakers and presentations (two display screens in plenary, one display screen in exhibition area and one display screen in registration area – **total of 4** screens required)
- 4.50 WiFi access throughout meeting and operational rooms including exhibition area for all delegates.
- 4.51 Development of an application (“app”) for the conference to include information to participants on various aspects regarding AMCEN; e.g. hotel accommodation, transport, visas, documents and so forth.
- 4.52 The PCO will obtain quotes for transport services - 55 VIP vehicles for Ministers and transfers from the Airport to the approved hotels and between the approved hotels and the venue.

## 5. EXPECTED DELIVERABLES / OUTCOMES

The following detailed deliverables which should be taken into account when providing a quotation:

### 5.1 Professional Conference Organizer

- 5.1.1 A well-managed professional conference delivered, including management and implementation of key requirements.
- 5.1.2 Submission of at least 3 (three) quotes for a suitable venue to be included with the bid documents to host the Africa Regional Preparatory meeting towards UNCCD COP 14 which will be held from 16 to 18 August 2019 back-to-back with the 17<sup>th</sup> Ordinary Session of the African Ministerial Conference on the Environment in South Africa from 19 - 23 August 2019.
- 5.1.3 Submission of at least 5 (five) quotes for suitable and affordable hotels for accommodation closest to the venue at fixed rates for all participants and deal with all queries related to accommodation by delegates.
- 5.1.4 Upon selection of the suitable venue undertake contracting with the preferred venue and oversee all logistical and related matters prior to and during the conference, including payment of the conference venue and all other related services.
- 5.1.5 Bi-weekly progress reports to be submitted to the DEA and a month before the meeting, weekly.
- 5.1.6 The PCO must provide contactable references for a minimum of 4 international conferences organized in the last 48 months of 500 delegates or larger that made use of multi-language interpretation and live streaming.
- 5.1.7 Project Charter and a detailed Project Plan (highlighting amongst other things, the scope, quality criteria, typical constraints, risks contingencies, dependencies, clear timelines, payment schedule and milestone deliverables).
- 5.1.8 Opening and closing ceremonies on 19 and 23 August 2019 professionally arranged.
- 5.1.9 “Meet and greet” services (welcome desk) at the international airport (point of entry).
- 5.1.10 The PCO must provide a greening plan for the greening of the 17<sup>th</sup> Ordinary Session of the African Ministerial Conference on the Environment and coordinate the implementation thereof.

## 5.2 Venues

### 5.2.1 Africa Regional Preparatory meeting towards UNCCD COP 14

15 – 23 August 2019	<p><b>Registration/Accreditation Area</b></p> <ul style="list-style-type: none"> <li>- Registration/accreditation: Provision for counters to be built (Communication)</li> <li>- Document distribution area with tables and chairs: 5 Pax</li> <li>- Power points and extension cords</li> </ul>
15 – 23 August 2019	<p><b>Venue Operation Centre (SAPS and security)</b></p> <ul style="list-style-type: none"> <li>- Boardroom set-up: 20 Pax</li> <li>- Tea/Coffee/Juice station with eats</li> <li>- Power points and extension cords with multi-plugs</li> </ul>
15 – 23 August 2019	<p><b>Emergency Medical Services Room</b></p> <ul style="list-style-type: none"> <li>- Tea/Coffee/Juice station with eats</li> <li>- Power points and extension cords with multi-plugs</li> </ul>
16 – 18 August 2019	<p><b>Main Plenary: 100 Pax</b></p> <ul style="list-style-type: none"> <li>- Set-up: Classroom seating</li> <li>- Tables and chairs to be covered</li> <li>- Jugs of water, cordial and mint on tables</li> <li>- Notepads and pens daily supply</li> <li>- Perspex podium</li> <li>- Main table in front: 4 PAX</li> <li>- 1 x large table for document distribution</li> <li>- 1 x large table for headset distribution</li> </ul> <p><b>Technical Requirements:</b></p> <ul style="list-style-type: none"> <li>- 2 x Large display screens to project speakers and presentations</li> </ul> <p>(Minimum 30k projector with 4k resolution and 8m x 4.5m)</p>

	<p>display screens )</p> <ul style="list-style-type: none"> <li>- Data projector and screen (5.3.8) (breakaway rooms)</li> <li>- 1 x large floor comfort monitors</li> <li>- PA System and 4 x roving microphones</li> <li>- 1 x Laptop with clicker and pointer for presentations (with DVD Player , 1 GB RAM, Windows XP and media player connected to data projector)</li> <li>- 1 x gooseneck microphone (Podium)</li> <li>- 4 x goose neck microphones with base and switch (Main table)</li> <li>- 1x Large comfort monitor</li> <li>- Power points and extension cords</li> <li>- Interpretation booths for two languages (English – French and French – English)</li> <li>- Interpretation equipment for two language: <b>110 Pax</b></li> </ul>
16 – 18 August 2019	<p><b>SADC and AGN Meeting: 80 Pax</b></p> <ul style="list-style-type: none"> <li>- Set-up: U-Shape</li> <li>- Tables and chairs to be covered</li> <li>- Jugs of water, cordial and mint on tables</li> <li>- Notepad and pens daily supply</li> <li>- Perspex Podium</li> <li>- Main table in front: 4 PAX</li> <li>- Parallel sessions: 40 Pax</li> </ul> <p><b>AV Requirements</b></p> <ul style="list-style-type: none"> <li>- PA System, data projector and screen</li> <li>- 1 x large comfort monitor</li> <li>- 1 x Gooseneck microphone (Podium)</li> <li>- 4 x Gooseneck microphone</li> <li>- 80 x Gooseneck microphones for each participant</li> <li>- Power points and extension cords with multi-plugs</li> <li>- 1 x Laptop with clicker and pointer for presentations</li> </ul>



16 – 18 August 2019	<p><b>2 x Breakaway Sessions</b></p> <ul style="list-style-type: none"> <li>- Parallel sessions: 30 Pax</li> <li>- Set-up: U-Shape</li> <li>- Perspex podium</li> <li>- Tables and chairs to be covered</li> <li>- Jugs of water, cordial and mint on tables</li> <li>- Table stationery</li> </ul> <p><b>AV Requirements</b></p> <ul style="list-style-type: none"> <li>- PA System, data projector and screen</li> <li>- 1 x large comfort monitor</li> <li>- 1 x Gooseneck microphone (Podium)</li> <li>- 4 x roving microphones in each breakaway room</li> <li>- 1 x Laptop with clicker and pointer for presentations (with DVD Player , 1 GB RAM, Windows XP and media player connected to data projector)</li> <li>- Power points and extension cords with multi-plugs</li> </ul>
16 – 18 August 2019	<p><b>Meeting Room – Roundtable discussion: 20 Pax</b></p> <ul style="list-style-type: none"> <li>- Set-up: Round/ Square/Rectangular – Closed</li> <li>- Jugs of water, cordial and mint on tables</li> <li>- Notepads and pens daily</li> <li>- Tea/ Coffee Station with pastries</li> </ul> <p><b>Technical Requirements</b></p> <ul style="list-style-type: none"> <li>- PA System, data projector and screen</li> <li>- 1 x large comfort monitor</li> <li>- 20 x Gooseneck microphone</li> <li>- 1 x Laptop with clicker and pointer for presentations (with DVD Player , 1 GB RAM, Windows XP and media player connected to data projector)</li> <li>- Power points and extension cords with multi-plugs</li> </ul>

16 – 18 August 2019	<p><b>Office: Executive Secretary</b></p> <ul style="list-style-type: none"> <li>- 1 x Office set-up: 1 desk, 1 executive chair, 2 x visitor chairs</li> <li>- Boardroom set-up: 4 Pax</li> <li>- Jugs of water, cordial and mint on tables</li> <li>- Table stationery</li> <li>- Tea/Coffee station with eats</li> </ul> <p><b>Technical Requirements</b></p> <ul style="list-style-type: none"> <li>- 1x multifunction desk printer</li> <li>- Power points and extension cords with multi-plugs</li> </ul>
16 – 18 August 2019	<p><b>Secretariat Operational Room: 10 Pax</b></p> <ul style="list-style-type: none"> <li>- Boardroom set-up</li> <li>- Table stationery</li> <li>- Tea/Coffee station with eats</li> </ul> <p><b>Technical Requirements</b></p> <ul style="list-style-type: none"> <li>- 1x multifunction heavy duty colour printer</li> <li>- Power points and extension cords with multi-plugs</li> </ul>
16 – 18 August 2019	<p><b>DEA Operational Room: 10 Pax</b></p> <ul style="list-style-type: none"> <li>- Boardroom set-up</li> <li>- Table stationery</li> <li>- Tea/Coffee/Juice station with eats</li> </ul> <p><b>Technical Requirements</b></p> <ul style="list-style-type: none"> <li>- 1x multifunction heavy duty colour printer</li> <li>- Power points and extension cords with multi-plugs</li> </ul>
16– 18 August 2019	<p><b>Catering Requirements:</b></p> <p><b>: 80 Pax</b></p> <ul style="list-style-type: none"> <li>- Mid-morning and Afternoon Tea/Coffee/Juice station with eats</li> <li>- lunch (Provide lunch area)</li> <li>- Provision for dietary requirements: Vegetarian, Halaal and kosher</li> </ul>

16 – 18 August 2019	<p><b>Catering Requirements:</b></p> <p><b>: 150 Pax</b></p> <ul style="list-style-type: none"> <li>- Mid-morning and Afternoon Tea/Coffee/Juice station with eats</li> <li>- lunch (Provide lunch area)</li> <li>- Provision for dietary requirements: Vegetarian, Halaal and kosher</li> </ul>
16 August 2019	<p><b>Welcoming Dinner:</b></p> <p><b>: 150 PAX</b></p> <ul style="list-style-type: none"> <li>- Buffet dinner: Main Course and dessert</li> <li>- Platted starters</li> <li>- Welcoming drinks</li> <li>- Jugs of water and juice on tables</li> <li>- Décor : Centre piece, under plates,</li> <li>- Round table set-up</li> <li>- X2 soft drinks</li> <li>- Provision for dietary requirements: : Vegetarian, Halaal and Kosher</li> </ul>
	<p><b>Additional Requirements</b></p> <ul style="list-style-type: none"> <li>- On-site technician for full duration</li> <li>- Lockable storeroom ( store branding and promotional materials)</li> <li>- Secured parking for 100 vehicles</li> <li>- Provision of access to the venue a day before to cater branding areas</li> <li>- Contingency: 10%</li> </ul> <p><b>Safety and Security Requirements</b></p> <ul style="list-style-type: none"> <li>- Electricity safety certificate</li> <li>- Fire safety certificate</li> <li>- Safety capacity certificate</li> <li>- Grading certificate</li> <li>- Venue floor plan</li> <li>- Certificate of acceptability for food premises</li> <li>- Evacuation plan</li> <li>- Venue public liability insurance certificate</li> <li>- Letter of good standing</li> </ul>

### 5.2.2 17<sup>th</sup> Ordinary Session of the African Ministerial Conference on the Environment

19 - 23 August 2019	One plenary venue with décor accommodating 500 participants – seating provided for 500 delegates as follows: 250 active delegates seated at tables and 250 passive delegates behind active delegates, chairs only). One large table for document distribution, 1 large table for headsets distribution, main table for 7 delegates with 14 chairs.
19 - 23 August 2019	Two Breakaway session rooms for parallel sessions accommodating 85 participants each - Seating U or square shape, 50 delegates around the table and 35 behind the main table but with no tables (overflow delegates)
19 - 23 August 2019	Office for the Executive Director of UNEP (1 desk, 1 executive chair, 2 chairs in front of desk, 1 conference table to seat 10 pax)
19 - 23 August 2019	Office for the President of AMCEN (1 desk, 1 executive chair, 2 chairs in front of desk, 1 conference table to seat 10 pax)
19 - 23 August 2019	Office for the African Union Commissioner (AUC) (1 desk, 1 executive chair, 2 chairs in front of desk, 1 conference table to seat 10 pax)
18 - 23 August 2019	One operational room for AMCEN/UNEP/AU Secretariats (1 x +-60m <sup>2</sup> ) both furnished with sufficient tables and chairs
18 - 23 August 2019	One operational room for DEA 1 x 40m <sup>2</sup> furnished with tables and chairs
19 - 23 August 2019	Two prayer rooms (1 male, 1 female)
19 - 23 August 2019	Secure Parking for 200 participants, including SAPS VIP, EMS & SSA
19 - 23 August 2019	One small media room for one on one interviews (4x3m)
22 - 23 August 2019	One larger room for press conferences (5x5m), furnished with a couch, chair, landscaping, SA flag and table, lectern, main table and 30 chairs.
19 - 23 August 2019	Two Minister's offices (Minister & Deputy Minister) furnished with office furniture in a boardroom setting (Furnished and serviced with tea/coffee and juice as well as fresh fruit platters) 12pax
19 - 23 August 2019	One VIP Ministerial holding lounge (furnished with lounge chairs and sofas and serviced with tea/coffee and juice as well as fresh fruit platters) accommodating 50 Ministers and 10 UN senior officials at any given time
18 - 23 August 2019	One exhibition centre with enough space for the construction of 10 3x3m shell scheme exhibitions, 2 3x6m (18 - 23 August 2019)
18 - 23 August 2019	Ensuring availability of furniture and décor in the plenary, parallel sessions', venues

2019	and Ministerial holding rooms
18 - 23 August 2019	Provision of access to branding areas within the vicinity of the venue.
18 - 23 August 2019	Interventions for greening of the entire AMCEN event.

### 5.3 Audio Visual requirements

The PCO must secure the following Audio Visual requirements, computers, printers, comfort monitors:

- 5.3.1 Roving microphones and PA systems in plenary as well as breakaway rooms (plenary 4 microphones and 5 lapel microphones, and breakaway rooms 2 microphones in each breakaway including the round table discussions room)
- 5.3.2 Power-points for all participants for charging of laptops/tablets (for each venue) inclusive of electrical certification
- 5.3.3 Power connections for each exhibition stand inclusive of electrical certification
- 5.3.4 Large display screens (8m X 4.5 m) in plenary venue, projecting speakers and presentations (two display screens in plenary, one display screen in exhibition area and one display screen in registration area – total of 4 screens required). Data projectors provided must be a minimum of 30k Christie projector with 4k resolution.
- 5.3.5 Three floor comfort monitors to be provided in the plenary room (large comfort monitor) and one floor monitor in each of the breakaway rooms
- 5.3.6 Stable and adequate WiFi access for all delegates (16 to 23 August 2019)
- 5.3.7 Podiums/lecterns (4 podiums, one in plenary room and 1 in each of the breakaway rooms)
- 5.3.8 Data projectors and screens available in plenary and all breakaway rooms
- 5.3.9 Heavy duty printers required for each Operations room (total of 2)
- 5.3.10 1 Medium size printer
- 5.3.11 5 standalone printers
- 5.3.12 1 PC with DVD player (1 GB RAM, Windows XP & media player connected to data projector – latest technology should be provided).
- 5.3.13 9 PCs (desktop computers)
- 5.3.14 Recording equipment to MP3 files.
- 5.3.15 Sufficient interpretation booths and interpretation equipment to cover plenary, 2 breakaway rooms and roundtable discussions for two languages - French to English and English to French.
- 5.3.16 Three quotes to be submitted to the DEA from reputable companies for AVI, printers/computers/comfort monitors, to identify suitable and acceptable quotations for the work to be done.
- 5.3.17 Develop and application (“app”) for the conference to include information to participants on various aspects regarding AMCEN; e.g. hotel accommodation, transport, visas, documents and so forth.

## 5.4 Catering requirements

- 5.4.1 Tea and Coffee (2 tea and coffee breaks with snacks (pastries in the morning and biscuits in the afternoon) for **600pax** (19 to 23 August 2019) – in exhibition area
- 5.4.2 Water fountains and water jugs in all venues and offices and provision of appropriate environmentally friendly water bottles.
- 5.4.3 Finger fork lunch making provision for vegetarian, halaal, kosher for **600pax** (19 to 23 August 2019) – in exhibition area
- 5.4.4 Welcome reception with cocktail snacks in exhibition area from 18:00 to 21:00 including entertainment of plus minus 30 minutes on Monday 19 August 2019 (50 tables x 10) therefore **550 pax** - to be presented to the DEA for approval.
- 5.4.5 Servicing of VIP lounge and 2x Ministers lounges with tea, coffee, water and fruit platters throughout day.
- 5.4.6 Tea/coffee in AUC, AMCEN President, ED of UNEP, operational rooms of AMCEN/UNEP/AU Secretariats and DEA operational rooms, including SAPS VOC, EMS, SSA registration area
- 5.4.7 Servicing of meeting rooms throughout the day
- 5.4.8 Formal Ministerial (VIP) dinner, Thursday evening 22 August 2019 for 150 pax, including décor - to be presented to the DEA for approval.

## 5.5 Transport

- 5.5.1 The PCO shall obtain quotations from car rental companies for the rental of 55 appropriate VIP vehicles (preferably white or cream coloured) for Ministers and other VIP UN officials which will be driven by SAPS Drivers.
- 5.5.2 The PCO shall obtain quotations for transportation including suitable vehicles and drivers between the international airport, the Premises and the relevant approved designated hotels for the Participants upon their arrival and departure and during the meeting and present it to the DEA for approval.

## 6. ADDITIONAL REQUIREMENTS

The PCO will demonstrate an ability to provide the following:

- **Financial Viability:** The PCO is required to demonstrate in an appropriate format the financial credibility of the company - proof may be requested.
- **Financial Management:** The PCO is required to demonstrate their competence in the area of financial management including budget management and qualification of personnel in this respect.
- **Staffing:** The PCO is required to give an overview of their staffing, number of staff, their experience and accreditations.

The following should be quoted for as separate deliverables:

### (a) Venues

Three quotations of suitable venues that meet the requirements mentioned in section 5 above.

### (b) Shell Schemes for Exhibition and Registration areas

- Manage onsite exhibition build up, staffing and security and breakdown
- Quotations to be provided for shell scheming, including the material, as well as carpeting, construction and removal of shell schemes in exhibition and registration areas.

### (c) Furniture

Provision of furniture and décor for VIP lounge and ministers offices (see section 5) - **NOTE:** All furniture to be procured for the event to be discussed and agreed upon by the Department of Environmental Affairs prior to procurement. Disposal of purchased furniture for event to be discussed between venue and the Department of Environmental Affairs.

### (d) Accommodation

Secure suitable and affordable accommodation from 5 hotels closest to the venue of choice, at possible government rates as prescribed by National Treasury.

### (e) AVI and other office equipment

The following items should be quoted on separately:

- AVI and interpretation equipment (booths, headsets and related items), comfort monitors, roving mics, recording equipment, sufficient multi-plugs
- Computers, printers

### (f) Transport

- Obtain quotations for the rental of appropriate VIP vehicles for Ministers and VIP UN officials
- Obtain quotations for transportation between the international airport, the Premises and the relevant approved hotels for the Participants upon their arrival and departure and during the meeting

## 7. PERIOD / DURATION OF PROJECT / ASSIGNMENT

The UNCCD Africa Preparatory meeting and AMCEN Conference will take place from 16 to 18 August and 19 to 23 August 2019 respectively. Duration of the work to be done by the Professional Conference Organizer upon appointment of successful bidder on contract from approximately May/June to 31 August 2019 and provide final close-out report, the greening report as well as the financial report.

## 8. COSTING / COMPREHENSIVE BUDGET

*Comprehensive budget must be provided in a separate envelope inclusive of all disbursement costs, expenses and VAT.*

The PCO is required to indicate how their fees will be structured:

A detailed listing of service fees according to the headings and services specified in the brief. These service fees will be fixed for the duration of the service contract and may be reconsidered on application by the Department, only if the briefing specification changed significantly from the time of appointment. It is incumbent on the PCO to determine the exact specifications of the service requirements and quote accordingly. Assumptions of services and misunderstandings will not constitute any ground for an increase in fixed fees.

## 9. EVALUATION CRITERIA

### 9.1 Functionality Criteria

9.1.1 *The bidder must score a minimum of 60% during Stage 1 (functionality / technical section A1) of the evaluation to qualify to be invited for a presentation (section A2) to demonstrate capability, which is part of the technical evaluation. Shortlisted bidders who obtained a minimum of 75% for both technical and presentation stage will proceed to Stage 2 of the evaluation where only points for price and B-BBEE will be considered.*

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

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

STAGE 1 FUNCTIONALITY				
No.	Category	Weight/Value	Score	Total (Weight X Value awarded)
<b>A1</b>	<b>TECHNICAL EVALUATION</b>	<b>80</b>		
1.	The experience and knowledge in organising High-level International Conferences.  Evaluation scoring: 0 years=0, 1-3 year=1, 4-6 years = 2; 7 years = 3; 8-10 years= 4; and >10 years = 5	20		
2.	Number of international conferences successfully organised and hosted (attach lists of all conferences organised and contactable references)  Evaluation scoring: 0 conferences = 0, 1-2 conferences =1, 3-4 conferences = 2; 5-7 conferences = 3; 8-10 conferences = 4; and	20		



	>10 conferences = 5			
3.	Capability (profiles of key staff and persons to be assigned to the project). Collective track record in organising and managing High-level International Conferences.  Evaluation scoring: 0-9 conferences = 0, 10-19 conferences = 1, 20-29 conferences = 2; 30-39 conferences = 3; 40-49 conferences = 4; and >50 conferences = 5	20		
4.	A proposed project plan to deliver on the key objectives in organising the UNCCD African Regional Preparatory meeting and the AMCEN 17 <sup>th</sup> Ordinary Session.	20		
<b>A2</b>	<b>PRESENTATION</b> (for shortlisted bidders only)	<b>20</b>		
1.	Bidder presentation demonstrates clear understanding of the ToR	10		
2.	Bidder presentation demonstrates ability to deliver on the project plan	10		
	<b>TOTAL</b>	<b>100</b>		

## 9.2 STAGE 2: Preference Point System (80/20)

### 9.2.1. 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 a criteria, only bid proposals that meets functionality requirements will be considered to be evaluated on price and B-BBEE.

### 9.2.2. 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.	PRICE	80	
C.	B-BBEE Status Level Contributor		Number of points (80/20)
	1		20
	2		18

	3		14
	4		12
	5		8
	6		6
	7		4
	8		2
	Non –compliant contributor		0

### 9.2.3 Requirements for B-BBEE

- a) Bidders must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by **SANAS** only. The Exempted Micro Enterprise that do not have B-BBEE certificate must submit an original/ certified copy of the DTI sworn affidavit in terms of Codes of good practice certified by Commissioner of Oath together with their bids, to substantiate their B-BBEE claims.
- b) A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid to substantiate their B-BBEE rating claims. Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for BBEE but should not be disqualified from the bidding process.
- c) They will score points out of 80 for price only and zero (0) points out of 20 for BBEE. The points scored by a tenderer for B-BBEE contribution must be added to the points scored for price and should be rounded off to the nearest two decimal places.
- e) A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more that 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- f) The contract will be awarded to the tenderer scoring the highest points

## 10. SPECIAL CONDITIONS OF CONTRACT

- 10.1 The performance measures for the delivery of the procurement of a Professional Conference Organizer (PCO) to secure a suitable venue for the African Regional Coordination Meeting of the United Nations Convention to Combat Desertification (UNCCD) from 16 to 18 August 2019 and to host the 17<sup>th</sup> Ordinary Session of the African Ministerial Conference on the Environment (AMCEN) from 19 to 23 August 2019, will be closely monitored by DEA.
- 10.2 Bi-weekly progress reports to be submitted to the DEA and a month before the meeting, weekly.
- 10.3 The Programme manager shall do the ongoing performance management of the Service agreement.

- 10.4 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) appointed able to transfer skills and knowledge.
- 10.5 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.
- 10.6 Please take note that DEA is not bound to select any of the firms submitting proposals. DEA reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
- 10.7 *The bidder must score a minimum of 60% during Stage 1 (functionality / technical section A1) of the evaluation to qualify to be invited for a presentation (section A2) to demonstrate capability, which is part of the technical evaluation. Shortlisted bidders who obtained a minimum of 75% for both technical and presentation stage will proceed to Stage 2 of the evaluation where only points for price and B-BBEE will be considered.*
- 10.8 The proposal should include, amongst other, the following:
- A proposed plan of action;
  - A list of references;
  - Ability to ensure continuing of staff on the project.
- 10.9 **A valid copy of the Tax Clearance Certificate/ Tax Compliance Status Pin issued by SARS to the supplier/copy of Central Supplier Database (CSD)/ MA supplier Number must be submitted together with the bid.**
- 10.10 In case of bids where Consortia / Joint Ventures / Sub-contractors are involved, such must be clearly indicated and each party must submit a separate copy of a valid Tax Clearance Certificate or copy of Tax Compliance Status Pin or CSD/ MA supplier Number together with the bid.
- 10.11 Failure to submit a valid Tax Clearance Certificate/ Tax Compliance Status Pin/ copy of CSD/ MA supplier Number may result in the invalidation of the bid.
- 10.12 A **foreign recommended bidder** with neither South African tax obligation nor history of doing business in South Africa must complete Standard Bidding Document (SBD 1) and the information must be submitted to SARS on the following email [governmentinstitute@sars.gov.za](mailto:governmentinstitute@sars.gov.za) to issue a confirmation of the tax obligation letter in terms of **paragraph 3.6** of the instruction note no 9 of 2017/18.
- 10.13 Comprehensive Curriculum Vitaes' (CV) of the staff who will be available for the duration of the contract must be attached. **In case where bidders submitted CV's of personnel from other companies, bidders must indicate if the personnel is sub-contracted or employed full time or part-time, and**

indicate the period of the engagement with the bidder. A signed agreement between two parties or an agreement between personnel and a company must be included with the proposal.

- 10.14 The bid proposals should be submitted with all required information containing technical information.
- 10.15 DEA Entity Maintenance form included in the bid documents must be completed and returned with the bid proposals).
- 10.16 DEA will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bids.
- 10.17 Travelling costs and time spent or incurred between home and office of consultants and DEA office will not be for the account of DEA.
- 10.18 Tenderers must submit two identical proposals (**two envelopes**) for each bid clearly marked “**original**” and “**copy**”. First envelope **marked original** to include technical proposal (**original and copy of technical**) and the second envelope marked copy to include financial proposal (**original and copy of financials**).
- 10.18.1 First envelope with the technical proposal including the following:
- A valid copy of the Tax Clearance Certificate or Tax Compliance Status Pin issued by SARS or copy of CSD/ MA Supplier Number.
  - Entity registration Certificate (CK1)
  - A response to the terms of reference.
  - A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (excluding cost for the project).
  - profile of the company and description of similar work undertaken,
  - numbers, names and CVs of consultants assigned to the project, including their roles and responsibilities,
  - Agreement between service providers in the case of a joint venture/Consortium
  - Letter of authority to sign documents on behalf of the company/joint venture/Consortium.
- 10.18.2 The second envelope with the financial proposal (pricing schedule (SBD3.3) or other spreadsheets with all cost related items, cost breakdown) (original). No financials should be included in the technical proposal (envelope)
- 10.18.3 The following information must be endorsed on each envelope:
- Bid number:
  - Closing date:
  - Name of the Bidder:
  - Technical Proposal or Financial Proposal.

- 10.19 Before any work can commence the service level agreement must be signed by both parties ( DEA and the successful bidder ) as well as the issue of an official order and should there be any dispute regarding the finalisation of the agreement, DEA reserves the right to cancel the contract with no cost implications for the Department.
- 10.20 The evaluation of Bids can only be done based on information required by the department.
- 10.21 Tenderers are requested to submit the original and valid B-BBEE Status Level Verification Certificate or certified copies thereof issued by SANAS only or DTI SWORN Affidavit certified by Commissioner of Oath together with their bids, to substantiate their B-BBEE rating claims, failing which the B-BBEE preference points claimed will be forfeited.
- 10.22 In a case whereby a pre-qualification criteria requires B-BBEE status level of contributor bidders **MUST** submit an original or certified copies of B-BBEE certificate or DTI SWORN affidavit, failure to submit an original or certified copies will result in bid being disqualified.
- 10.23 A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid to substantiate their B-BBEE rating claims.
- 10.24 Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.
- 10.25 A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capacity and the ability to execute the sub-contract.
- 10.26 A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capability and ability to execute the sub-contract.
- 10.27 Prospective suppliers and / or public entities interested in pursuing opportunities with the Department and within the South African government must register on the National Treasury Central Supplier Database.
- 10.28 Prospective suppliers and / or public entities must provide the department with their CSD registration number on submission of their bid proposals including those of sub-contractors and/ or joint venture companies.
- 10.29 Any supplier who is not registered on CSD during an award stage of the tender will not be considered.

## 11 PAYMENT TERMS

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

## 12 TECHNICAL ENQUIRIES

Should you require any further information on the AMCEN meeting, please do not hesitate to contact:

Name: Mr Stuart Mangold  
Office Telephone No. 012-399 9243  
E-Mail: [smangold@environment.gov.za](mailto:smangold@environment.gov.za)

Should you require any further information on the UNCCD meeting, please do not hesitate to contact:

Name: Mr Simon Malete  
Office Telephone No. 012-399 9511  
E-Mail: [smalete@environment.gov.za](mailto:smalete@environment.gov.za)

## 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

**SBD 9**

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or 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.

**SBD 9**

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

.....	.....
Signature	Date
.....	.....
Position	Name of Bidder

Js914w 2

# **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	<input style="width: 100%;" type="text"/>								
Trading Name	<input style="width: 100%;" type="text"/>								
Tax Number	<input style="width: 100%;" type="text"/>								
VAT Number	<input style="width: 100%;" type="text"/>								
Title:	<input style="width: 100%;" type="text"/>								
Initials:	<input style="width: 100%;" type="text"/>								
Full Names	<input style="width: 100%;" type="text"/>								
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New Detail									
<input type="checkbox"/> New Supplier information <input type="checkbox"/> Update Supplier information									
Supplier Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Department <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> CC <input type="checkbox"/> Other ( Specify )								
Department Number	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>								

**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**