



## environmental affairs

Department:  
Environmental Affairs  
REPUBLIC OF SOUTH AFRICA

# INVITATION TO BID

## BID REFERENCE NUMBER: E1601

APPOINTMENT OF A PROJECT MANAGEMENT SERVICE PROVIDERS TO MANAGE THE IMPLEMENTATION OF EXPANDED PUBLIC WORKS PROGRAMME (EPWP) DRIVER DEVELOPMENT PROGRAMME IN VARIOUS DISTRICT MUNICIPALITIES TOWARDS OBTAINING LEARNERS LICENCES AND DRIVING LICENCE FOR CODE EC AND CODE C1 FOR LIMPOPO PROVINCE ONLY

Contact persons:

Name: Mr Samuel Makhuvele – Limpopo Provinces: Provincial Training Coordinator

Office Telephone No. (015) 291 4604/018 381 8022

Cell No. (082) 758 3205

[smakhuvele@environment.gov.za](mailto:smakhuvele@environment.gov.za)

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

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

**CLOSING DATE OF THE BID: 29 JANUARY 2021 AT 11H00**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	E1601	CLOSING DATE:	29 JANUARY 2021	CLOSING TIME:	11:00
DESCRIPTION	<b>APPOINTMENT OF A PROJECT MANAGEMENT SERVICE PROVIDERS TO MANAGE THE IMPLEMENTATION OF EXPANDED PUBLIC WORKS PROGRAMME (EPWP) DRIVER DEVELOPMENT PROGRAMME IN VARIOUS DISTRICT MUNICIPALITIES TOWARDS OBTAINING LEARNERS LICENCES AND DRIVING LICENCE FOR CODE EC AND CODE C1 FOR LIMPOPO PROVINCE ONLY</b>				
<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 Koketso Moeng or Mr Samuel Mofokeng		CONTACT PERSON	Mr Samuel Makhuvele	
TELEPHONE NUMBER	012 399 9080/9057		TELEPHONE NUMBER	(015) 291 4604/018 381 8022	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:kmoeng@environment.gov.za">kmoeng@environment.gov.za/</a> <a href="mailto:Smofokeng@environment.gov.za">Smofokeng@environment.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:smakhuvele@environment.gov.za">smakhuvele@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.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



Name of Bidder: .....

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

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

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

\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Department of Environmental Affairs

**Contact Person: Mr Samuel Mofokeng / Mr Koketso Moeng**

**Tel: (012) 399 9057 or (012) 399 9080**

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

Or for technical information –

**Name: Mr Samuel Makhuvele – Limpopo Provinces: Provincial Training Coordinator**

**Office Telephone No. (015) 291 4604/018 381 8022**

**Cell No. (082) 758 3205**

**[smakhuvele@environment.gov.za](mailto:smakhuvele@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

**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 last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		

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

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

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in

paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

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

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

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

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

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

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

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

4.4.1	If so, furnish particulars:
-------	-----------------------------

SBD 8

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

Js365bW



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

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

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

(Name of Bidder)

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

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

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

**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



## environment, forestry & fisheries

---

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

DEPARTMENT OF ENVIRONMENT FORESTRY AND FISHERIES (DEFF) 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**

**APPOINTMENT OF A PROJECT MANAGEMENT SERVICE PROVIDERS TO MANAGE THE IMPLEMENTATION OF EXPANDED PUBLIC WORKS PROGRAMME (EPWP) DRIVER DEVELOPMENT PROGRAMME IN VARIOUS DISTRICT MUNICIPALITIES TOWARDS OBTAINING LEARNERS LICENCES AND DRIVING LICENCE FOR CODE EC AND CODE C1 FOR LIMPOPO PROVINCE ONLY**

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## 1. PURPOSE

- 1.1 The Department of Environment Forestry and Fisheries (DEFF) seeks to invite experienced and suitable Project Management service providers to coordinate the implementation of Expanded Public Works Programme (EPWP) Driver Development Programme in various District Municipalities towards obtaining learners licences and driving licence for Code EC and Code C1 for **Limpopo Province**.

## 2. INTRODUCTION AND BACKGROUND

- 2.1. Environmental Protection and Infrastructure Programmes (EPIP) is the main Programme through which the department contributes to the government's Expanded Public Works Programme (EPWP). For this purpose, the Department implements poverty alleviation projects through Implementing Entities to address the following:
- job creation,
  - skills development,
  - development of SMMEs
- 2.2. Departments were called upon to create EPWP projects to equip participants with training interventions which should enhance their ability to earn a living in future and ensure that workers attain relevant and marketable skills. It further suggested through the Code of Good Practice that training Programmes should be accredited. Training should be project specific and open opportunities for employment and further training at the end of the project.
- 2.3. Through engagements with the private sector on the skills gaps necessary to prepare youth of South Africa for employment, driver's licences were mostly recommended as the common skill that is needed for all employment opportunities.
- 2.4. The department has undertaken to take young people through training in the form of learners licence testing, driving lessons so as to obtain drivers licences. The participants have been already selected by the department and are located in various District Municipalities throughout South Africa. Whilst some could have already obtained the learners licences and/or drivers licence the number should be very small since the selection process has been finalised.
- 2.5. The earmarked trainees will be trained in the District Municipalities and the Local Municipalities within the Limpopo Province as outlined in the table below.

DISTRICT	LOCAL MUNICIPALITY	LOCATION	PROVINCE	LEARNERS WITH NO LEARNERS LICENCE	LEARNERS WITH LEARNERS LICENCE	CODE C1	CODE EC	TOTAL PER DISTRICT
<b>CAPRICORN DISTRICT MUNICIPALITY</b>	Blouberg Local Municipality	Senwabarwana	Limpopo	19	0	0	19	
	Lepelle-Nkumpi Local Municipality	Chuniespoort	Limpopo	20	0	0	20	
	Molemole Local Municipality	Dendron	Limpopo	13	0	13	0	
	<b>TOTAL - CAPRICORN DM</b>			<b>52</b>	<b>0</b>	<b>13</b>	<b>39</b>	<b>52</b>
<b>MOPANI DISTRICT MUNICIPALITY</b>	Greater Tzaneen Local Municipality	Tzaneen	Limpopo	20	0	0	20	
	Maruleng Local Municipality	Hoedspruit	Limpopo	15	0	15	0	
	<b>TOTAL - MOPANI DM</b>			<b>35</b>	<b>0</b>	<b>15</b>	<b>20</b>	<b>35</b>
<b>SEKHUKHUNE DISTRICT MUNICIPALITY</b>	Elias Motsoaledi Local Municipality	Groblersdal	Limpopo	35	0	16	19	
	Makhuduthamaga Local Municipality	Jane Furse	Limpopo	35	0	17	18	
	<b>TOTAL - SEKHUKHUNE DM</b>			<b>70</b>	<b>0</b>	<b>33</b>	<b>37</b>	<b>70</b>
<b>VHEMBE DISTRICT MUNICIPALITY</b>	Collins Chabane Local Municipality	Malamulele	Limpopo	14	0	14	0	
	<b>TOTAL - VHEMBE DM</b>			<b>14</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>14</b>
<b>WATERBERG DISTRICT MUNICIPALITY</b>	Modimolle/Mookgophong Local Municipality	Modimolle	Limpopo	44	0	24	20	
	<b>TOTAL - WATERBERG DM</b>			<b>44</b>	<b>0</b>	<b>24</b>	<b>20</b>	<b>44</b>
<b>TOTAL – LIMPOPO</b>				<b>215</b>	<b>0</b>	<b>99</b>	<b>116</b>	



- 2.6. It is within this context that DEFF wishes to invite experienced and suitable Project Management service providers to coordinate the implementation of Driver Development Programme in various District Municipality towards obtaining learners licences and driving licence for Code EC and Code C1 for Limpopo Province.
- 2.7. The number of persons to be trained per District Municipality and per province is outlined in the table above. The Project Management service providers must select the District Municipality (s) and/or Local Municipality (s) they are bidding for by indicating yes/no in the appropriate box as listed below:

DISTRICT	LOCAL MUNICIPALITY	LOCATION	PROVINCE	INTERESTED	
				YES	NO
<b>CAPRICORN DISTRICT MUNICIPALITY</b>	Blouberg Local Municipality	Senwabarwana	Limpopo		
	Lepelle-Nkumpi Local Municipality	Chuniespoort	Limpopo		
	Molemole Local Municipality	Dendron	Limpopo		
<b>MOPANI DISTRICT MUNICIPALITY</b>	Greater Tzaneen Local Municipality	Tzaneen	Limpopo		
	Maruleng Local Municipality	Hoedspruit	Limpopo		
<b>SEKHUKHUNE DISTRICT MUNICIPALITY</b>	Elias Motsoaledi Local Municipality	Groblersdal	Limpopo		
	Makhuduthamaga Local Municipality	Jane Furse	Limpopo		
<b>VHEMBE DISTRICT MUNICIPALITY</b>	Collins Chabane Local Municipality	Malamulele	Limpopo		
<b>WATERBERG DISTRICT MUNICIPALITY</b>	Modimolle/Mookgophong Local Municipality	Modimolle	Limpopo		

- 2.8. The intention is to appoint the Project Management service providers per District Municipality to train more than one group of learners located within Local Municipalities. The selection of the list of service providers will be evaluated based on a set of evaluation method as listed below and in line with the prescribed Supply Chain Management processes.
- 2.9. The delivery of work shall be as per set standards and the Project Management service provider is expected to provide work that meets all regulation or legislation that is applicable and any relevant professional standards.

### **3. OBJECTIVES OF THE PROPOSAL**

- 3.1. To invite a Project Management Project Management service provider with all necessary resources to bid for the appointment to coordinate the implementation of Driver Development Programme with the intention of training 215 Limpopo participants provincially located and placed in various District Municipalities towards obtaining learners licences and driving licence for Code EC and Code C1 covering Limpopo province.
- 3.2. DEFF intends to appoint service providers in each of above District and therefore, call on service providers to choose province where they are suitable qualified and experienced to deliver the scope of work outlined below.

### **4. OUTCOMES OF THE PROJECT**

- 4.1 Project participants obtaining driving learner's licences
- 4.2 Project participants obtaining driver's licences

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

- 5.1. DEFF is seeking the services of a service providers to project manage, coordinate training and certification of candidates for EPWP Driver Development Program. The DEFF will be responsible for recruitment of the candidates in identified areas, whereas the Project Management service provider will be responsible for the following results area (s):

#### **5.1.1. RESULTS AREA 1: Identification of driving schools**

The Project Management service provider must identify and allocate learners to a driving school that meet the following criteria:

- a. The driving school must be located within a fifteen (50) kilometer radius of the candidate's residence or located at a distance convenient to the candidates nearest municipality.
- b. Must be reputable and without any history of being involved in issuance of fake licensees or payment of bribes.
- c. Must be at least 51% black owned business.
- d. Must have at least three (3) years' experience with all license codes in

particular Code EC and EC1 in operation within the Municipality (District/Local), and

- e. Must have a driving instructions certificates

#### **5.1.2. RESULTS AREA 2: Attendance of lessons and booking of tests**

The Project Management service provider must facilitate in consultation with the driving school the following:

- a. Project coordination and stakeholder engagement (meeting with municipalities, meeting with DEFF officials at national and provincial levels);
- b. Assess from the list the candidates that require learner's lessons;
- c. Secure study material or learner's books (K53) for qualifying candidates.
- d. Booking of learners to attend K53 lessons at the closest testing centers.
- e. Training and facilitation during learner's license.
- f. Arrange the venue with the local municipality or district municipality at no cost to the programme.
- g. Ensure attendance of K53 classes by all learners; and
- h. Keep register of attendance

#### **5.1.3. RESULTS AREA 3: Booking for learner's license**

The Project Management service provider must facilitate in consultation with the driving school the completion of all required documents and responsible for the following:

- a. The completion of all required documents and taking of photos for all candidate's ready;
- b. Facilitate the booking and payment for learners;
- c. Ensure that learners are available to write the test of the proposed date;
- d. For those who have passed, make payment for issuance of learner's license;
- e. For those who have failed and meet the requirements for second attempt facilitate the bookings; and
- f. Liaise with the relevant driving school to identify learners who have completed their K53 lessons and are ready to write the test.

#### **5.1.4. RESULTS AREA 4: Booking for driver's license**

The Project Management service provider must facilitate in consultation with the driving school

the completion of all required documents and responsible for the following:

- a. Liaise with the driving school to identify learners who have completed their practical lessons are ready to undertake the practical test;
- b. Facilitate the booking and payment of learners;
- c. Ensure that learners are available to attend the driving lessons;
- d. Secure training venues as well as testing stations
- e. Twenty-five (25) driver's lessons per participant and refresher lessons to a maximum of 5
- f. Make payment for those candidates that have passed for issuance of driver's license;
- g. Arrange learner transport to testing centre (s)
- h. For those that have failed and still meet the requirements for second attempt, facilitate the booking

#### **5.1.5. RESULTS AREA 5: Progress reports to DEFF**

The Project Management service provider must provide progress reports per result area on a monthly basis or as and when required by DEFF and responsible for the following:

- a. Attendance register for each result area;
- b. Capture and update monthly, the project participants' information on the online reporting system for the purpose of stipend payment.
- c. Administer COID and UIF for project participants and provide monthly reports for such
- d. Provide payment records, supported by relevant approval from DEFF;
- e. Provide records of all project participants;
- f. Supporting documents of all records of achievements for candidates such as photos, communication bulletin, learner's licenses etc.

#### **5.1.6. RESULTS AREA 6: Handover and closure reports to DEFF**

The Project Management service provider must provide handover and closure reports at the end of the project and responsible for the following:

- a. Closing report, with gaps, challenges and recommendations for future structure of the programme;
- b. Engagement with relevant stakeholders; and

- c. Facilitate the handover ceremony

## **6. EXPECTED DELIVERABLES / OUTCOMES**

### **6.1 PHASE 1 – Inception Phase**

The objective of the inception phase will be for Project Manager to lay the groundwork for successful implementation of the programme. As well as validating the Terms of Reference and the scope, objectives and activities which will ensure that the necessary logistical and support arrangements are in place for sound program implementation. The Inception Phase will culminate in an Inception Report submitted to the Department which sets out the detailed findings and plan of activities over the remaining project duration.

### **6.2 PHASE 2 – Overall Project Implementation Plan**

During this phase the Project Manager will be expected to produce a “classic” Gantt-type indicative timetable which will provide a detailed set of activities for each phase or results area of the project, with timelines showing when each phase and activity will start and finish. Furthermore, the Gantt should also provide levels of input and per activity including but not limited to the following:

- How they will identify and confirm driving schools within the district (s)
- How they will coordinate attendance of lessons by learners.
- The process they will follow to book all learners for learner’s licenses.
- How they are aiming at managing the failure rates.
- The process they will follow to book all learners for drivers’ licenses.
- The type and frequency of reports they will provide to the DEFF

### **6.3 PHASE 3 – Milestones and Reports**

During this phase the Project Manager must list all key milestones (intermediary and final) of the programme, which will also serve as the internal set of progress and completion indicators for each main project outputs to be achieved through the entire project duration

### **6.4 PHASE 4 – Handover and Closure**

During this phase the Project Manager must indicate how they plan to coordinate project wrap-up activities, which will capture all component of the programme including but not limited to the

graduation ceremony/receipt of certificates, lessons learned sessions and feedback on challenges, supported by areas of improvements etc. The Project Manager must ensure that all stakeholders are properly briefed and receive all relevant handover material and presentation request well in advance of the actual ceremony. The project's products in terms of reports, methodologies, training modules and materials, the website and all other relevant materials are passed to the Department and/or, as appropriate to other stakeholders.

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

- 7.1 The project must be completed in two (2) years after the signing of the Service Level Agreement by both parties which will be reviewed quarterly based on performance.

## **8. COSTING/COMPREHENSIVE BUDGET**

- 8.1. The Project Management service provider must quote for the full process of obtaining both the learners licence and the drivers licence for the number of project participants quoting for.
- 8.2. Contingency for re-testing for both learner's licences and driving licences must be catered for
- 8.3. Comprehensive pricing structure must be provided in a separate envelope inclusive of all disbursement costs (if applicable), expenses and VAT.
- 8.4. Travelling costs and time spent or incurred between home and office of consultants and DEFF office will not be for the account of DEFF.
- 8.5. Service providers must fully complete the guidelines menu for pricing, which is valid for 90 days.
- 8.6. It is prohibited that the descriptions and quantities of items in the pricing schedule be amended except in the case that an alternative bid has been submitted. Non-compliance to the pricing instructions will result in disqualification.
- 8.7. The Project Management service provider shall be bound to execute all of the required quantities of scope as needed by the DEFF during the period of the contract;
- 8.8. The number of learners are given here for evaluation purposes. The actual numbers will be determined by DEFF on a quarterly basis over the course of two-year appointment.
- 8.9. This bill of quantities forms part of an integral part of the contract documents.

- 8.10. The quantities set out in the pricing schedule are approximate quantities only. The quantities of work finally accepted and certified for payment shall be used for determining payments to the Contractor.
- 8.11. The validity of the contract shall in no way be affected by the differences between the quantities in the bill of quantities and the quantities finally certified for payment. Work shall be valued at the percentage rates or lump sums tendered, subject only to the provisions of the General Conditions of Contract.
- 8.12. Rates and lump sums shall also be exclusive of Value Added Tax (VAT). The summary of the bill of quantities allows separately for the calculation of an allowance for Value Added Tax (VAT) (output tax in terms of the Tenderer). Rates and lump sums shall, however, be inclusive of all other taxes and levies.
- 8.13. DEFF reserve the right to bench mark and negotiate rates with successful bidders before award
- 8.14. Pricing should cater for travelling as follows
- 8.14.1 Monthly meetings at the District Municipality applied for
- 8.14.2 Quarterly meetings at Head Office Pretoria
- 8.15 **Annexure A – Price Guideline** table attached should be used as a guide by Project Management service provider when quoting for the rates.

## 9. EVALUATION CRITERIA

- 9.1. The evaluation for this bid will be carried out in three (3) phases:
- Phase 1: Pre-compliance
  - Phase 2: Functionality Evaluation
  - Phase 3: Price and B-BBEE
- 9.2. **PHASE 1: Pre-compliance or Initial Screening**
- 9.2.1. During this phase bid documents will be reviewed to determine the compliance with SCM returnable, tax matters and whether Central Data Base (CSD) report has been submitted with the bid documents at the closing date and time of the bid.
- 9.2.2. The bid proposal will be screened for compliance with administrative requirements as indicated below:

Item No.	Requirement	Check/Compliance	Non-submission shall result in disqualification?
1	Master Bid Document	Provided and bound	Yes
2	1 Copy of Bid Document	Provided and similar to Master Bid Document	No
3	Electronic copy (USB or CD)	provided	No
Included in the Bid Document			
4	SCM - SBD 1 - Invitation to Bid	Completed and signed	Yes
5	SCM - SBD 2 - Tax Clearance Certificate Requirements	CSD registration number/SARS PIN and CSD summary report	Yes
6	SBD 3.1 Pricing Schedule	Completed and signed	Yes
7	SCM - SBD 4 - Declaration of Interest	Completed and signed	Yes
8	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017	Completed and signed	Yes
9	SCM - SBD 8 – Declaration of Bidder's Past Supply Chain Management Practices	Completed and signed	Yes
10	SCM - SBD 9 - Certificate of Independent Bid Determination	Completed and signed	Yes
11	In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable	Yes
12	Comprehensive Curriculum Vitae (CV) – Project Manager	Detailed CV with a clear start and end date of the previous task conducted and the summary of roles and responsibilities	No

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

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

### 9.3. PHASE 2: Functionality Criteria



- 9.3.1. Only bid proposals that meets compliance requirements will be considered to be evaluated on functionality criteria.
- 9.3.2. The bidder must score a minimum of **75%**, during Phase 2 (functionality / technical) of the evaluation to qualify for Phase 3 of the evaluation where only points for price and B-BBEE will be considered.

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

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

PHASE 2			
CATEGORY CRITERIA	FUNCTIONALITY	WEIGHT	
<b>A proposed project plan, Methodology and Management of the project</b>	<b>A detailed project plan with intermediate and final outputs and identified timeframes/ milestones.</b>	<b>50</b>	
	<b>Bidders must submit a detailed proposal indicating how the project will be implemented from start to finish</b>		
	<b>Management of the project</b>		
	<b>Project plan, methodology and project management in facilitation and coordination of similar projects</b>	<b>Indicator</b>	
	Project plan and methodology action well broken down; with detailed objectives and milestones.	5	
	Project plan and methodology, action identification basic; clear objectives and clear milestones.	4	
	Action plan provided with no deliverables and timeframes.	3	
	Limited information provided on the action plan	2	
	Task not well understood.	1	
	No information provided	0	
<b>Technical Capability/ expertise and track record of the Project Manager to be assigned to the project</b>	<b>Bidder (s) are required to demonstrate that they have the necessary resources and technical expertise to undertake and successfully complete the project.</b>	<b>30</b>	
	<b>Bidder (s) should submit curriculum vitae for the proposed Project Manager to be employed on the project. Project Manager's curriculum vitae to include specific details inter alia, relevant experience and to include three contactable reference, past experience in facilitation and</b>		

PHASE 2			
CATEGORY CRITERIA	FUNCTIONALITY		WEIGHT
	<b>coordinating projects of similar nature</b>		
	<b>Experience of Project Manager</b>	<b>Indicator</b>	
	5 years 'or more experience	5	
	4 and less than 5 years' experience	4	
	3 and less than 4 years' experience	3	
	2 and less than 3 years' experience	2	
	1 and less than 2 years' experience	1	
	Less than 1 year experience	0	
<b>The company's experience, track record and knowledge in the field of project management</b>	<b>Bidder (s) are required to demonstrate relevant past experience and competency of the company in facilitation and coordination of project of similar nature</b>		<b>20</b>
	<b>Bidder (s) should submit full details of reliable contactable signed reference letters for projects of a similar scope which were successfully completed in the previous years</b>		
	<b>Company experience in project management field</b>	<b>Indicator</b>	
	4 years 'or more experience	5	
	3 and less than 4 years' experience	4	
	2 and less than 3 years' experience	3	
	1 and less than 2 years' experience	2	
	Less than 1 year experience	1	
No experience	0		
<b>Total points on functionality</b>			<b>100</b>

#### 9.4 PHASE 3: Preference Point System 80/20

9.4.1. The **third phase** is to perform an evaluation of Price and BBBEE on the bidders, that successful qualified on phase 2 (Functionality requirements).

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

#### 9.5. Calculating of points for B-BBEE status level of contribution

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

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

#### 9.6 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 BBBEE but should not be disqualified from the bidding process.
- c) They will score points out of 90 or 80 for price only and zero (0) points out of 10 or 20 for BBBEE. 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.
- d) The contract will be awarded to the tenderers scoring the highest points.

#### 10. BID SUBMISSION REQUIREMENTS

- 10.1. Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:
  - 10.1.1. The Project Management service provider must draft a table of content which will indicate where each document is located in the proposal
  - 10.1.2. The information in the CV of the proposed Project Manager should include relevant experience in the chosen area of expertise demonstrating the required competency.
  - 10.1.3. Project reference specifying the role played by the Project Management service provider in the listed projects or assignments, project value and the duration of the project (start and end date).
  - 10.1.4. Standard bidding documents (SBD1, 2, 3.3, 4, 6.1, 8 and 9) completed and signed.
  - 10.1.5. Tax compliance status requirements and/or Central Supplier Database (CSD) number or report.
  - 10.1.6. Certified copies of identity documents of directors and shareholders of the company.
  - 10.1.7. Entity registration Certificate (CK1).
  - 10.1.8. Letter of Authority to sign documents on behalf of the company.

## **11. SPECIAL CONDITIONS OF CONTRACT**

- 11.1. The performance measures for the delivery of the work by the Project Management service provider will be closely monitored by the Deputy Director: Provincial Training Coordinator(PTC), Director: Programme Training and Youth Development and the Chief Director: Environmental Protection and Infrastructure Programmes.
- 11.2. The Project Management service provider will provide the PTC or delegated official with monthly progress reports on the assignments of this tender through the online system of the Department, including processing of stipend payments through DEFF online system. Payment of stipend shall not be on the service provider's account and shall be excluded from the bidding price of the service provider's bidding price.
- 11.3. 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.

- 11.4. The Project Management service provider will inform the PTC or delegated official immediately of any situation that may hinder the progress.
- 11.5. The Project Management service provider will attend meetings to provide feedback and discuss the progress in terms of the activities of this tender as and when required by the Department.
- 11.6. The Director-General or delegated official shall do on-going performance management of the Service Level Agreement.
- 11.7. The service provider/s must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract.
- 11.8. Please take note that the Department is not bound to appoint any of the service providers submitting proposals. The Department reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
- 11.9. Bids shall remain valid and open for acceptance for a period of ninety (90) days from the bid submission date, plus any mutually agreed extension of the bid validity period. The Department may, in exceptional circumstances, request bidder (s) for an extension of the proposal validity period, prior to the expiry of the original proposal validity period. The request and the response thereto shall be made in writing. Bidder (s) agreeing to the request shall not be permitted to modify its proposal.
- 11.10. 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 corporation with members' persons in the service of the state.
- 11.11. Tenderers must submit two proposals. First envelope to include technical proposal and the second envelope to include financial proposal
- 11.12. Before any work can commence the service level agreement must be signed by both parties (the Department 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, the Department reserves the right to cancel the contract with no cost implications for the Department.
- 11.13. The evaluation of bids can only be done based on information provided to the Department.
- 11.14. DEFF reserves the right to appoint more than one Project Management service provider or only part thereof e.g. (per District / Municipality or Province).

- 11.15. The bid proposals should be submitted with all required information containing technical information.
- 11.16. DEFF will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bids.
- 11.17. Travelling costs and time spent or incurred between home and office of consultants and DEFF office will not be for the account of DEFF.
- 11.18. Suppliers/Service Providers are requested to submit the original and valid B-BBEE Status Level Verification Certificate or certified copies thereof issued by verification agencies accredited by SANAS or registered auditors approved by IRBA together with their bids, to substantiate their B-BBEE rating claims, failing which the B-BBEE preference points claimed will be forfeited.
- 11.19. 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 B-BBEE but will not be disqualified from the bidding process. They will score zero (0) points out of 20/10 for B-BBEE.
- 11.20. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 11.21. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 11.22. Poor or non-performance by the bidder will result in cancellation of the Service Level Agreement.
- 11.23. Should the Project Management service provider fail to perform, DEFF reserves the right to cancel the appointment of such Project Management service provider immediately and without any notice. DEFF also reserves the right to recover the costs incurred in arranging such training e.g. stipend of attendees and any other costs deemed necessary for the successful execution of the training.
- 11.24. DEFF reserve the right to negotiate with one or more preferred bidder/s identified in the evaluation process, regarding any terms and conditions, including prices without offering the same opportunity to any other bidder/s who has not been awarded the status of the preferred bidder/s.

- 11.25. The driving school must be located within a fifteen (50) kilometer radius of the candidate's residence or located at a distance convenient to the candidates nearest municipality.

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

- 12.1. A tenderer will not be awarded the points claimed for B-BBEE status level of contribution or contract if it is indicated in the bid documents that such a bidder intends subcontracting 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 that has the capability and ability to execute the sub-contract.
- 12.2. The contractor is not allowed after award 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 that has the capability and ability to execute the sub-contract.

## **13. PAYMENT TERMS**

- 13.1. DEFF 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. Claims will be in line with the approved deliverables as listed in section 5 above.

## **14. TECHNICAL ENQUIRIES**

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

Name: Mr Samuel Makhuvele – Limpopo Provinces: Provincial Training Coordinator

Office Telephone No. (015) 291 4604/018 381 8022

Cell No. (082) 758 3205

[smakhuvele@environment.gov.za](mailto:smakhuvele@environment.gov.za)

**ANNEXURE A – PRICING GUIDELINES - TERMS OF REFERENCE APPOINTMENT OF A SERVICE PROVIDERS TO MANAGE THE IMPLEMENTATION OF EXPANDED PUBLIC WORKS PROGRAMME (EPWP) DRIVER DEVELOPMENT PROGRAMME IN VARIOUS DISTRICT MUNICIPALITIES TOWARDS OBTAINING LEARNERS LICENCES AND DRIVING LICENCE FOR CODE EC AND CODE C1 FOR MPUMALANGA PROVINCE ONLY**

ITEM NO.	DESCRIPTION	UNIT	DISTRICT	QUANTITY	PRICE PER PERSON	TOTAL PRICE PER DISTRICT
A	Study Material (K53)	Price per per person	Ehlanzeni District Municipality	34	R	R
			Gert Sibande District Municipality	94	R	R
			Nkangala District Municipality	86	R	R
B	Provision of 1 Cloth mask and of 1 x 500ml sanitizer per participant ( <b>rates to be aligned to Instruction 5 on Covid -19 PPE rates by National Treasury</b> )	Once off price for both cloth mask and 500ml of 70% alcohol based	Ehlanzeni District Municipality	34	R	R
			Gert Sibande District Municipality	94	R	R
			Nkangala District Municipality	86	R	R
C	K53 course content Maximum 5 days	Price per day per person	Ehlanzeni District Municipality	34	R	R
			Gert Sibande District Municipality	94	R	R
			Nkangala District Municipality	86	R	R
D	Booking of Leaners License	Rates only	Ehlanzeni District Municipality	34	R	R
			Gert Sibande District Municipality	94	R	R
			Nkangala District Municipality	86	R	R
E	Learners License Issue	Rates only	Ehlanzeni District Municipality	34	R	R
			Gert Sibande District Municipality	94	R	R
			Nkangala District Municipality	86	R	R
F	Photos	Rates only	Ehlanzeni District Municipality	34	R	R
			Gert Sibande District Municipality	94	R	R
			Nkangala District Municipality	86	R	R
G	25 Lessons, including pick up and drop off within 15km	Rates only	Ehlanzeni District Municipality	34	R	R
			Gert Sibande District Municipality	94	R	R



**ANNEXURE A – PRICING GUIDELINES - TERMS OF REFERENCE APPOINTMENT OF A SERVICE PROVIDERS TO MANAGE THE IMPLEMENTATION OF EXPANDED PUBLIC WORKS PROGRAMME (EPWP) DRIVER DEVELOPMENT PROGRAMME IN VARIOUS DISTRICT MUNICIPALITIES TOWARDS OBTAINING LEARNERS LICENCES AND DRIVING LICENCE FOR CODE EC AND CODE C1 FOR MPUMALANGA PROVINCE ONLY**

ITEM NO.	DESCRIPTION	UNIT	DISTRICT	QUANTITY	PRICE PER PERSON	TOTAL PRICE PER DISTRICT
			Nkangala District Municipality	86	R	R
H	Rate per KM beyond 15km pick up and drop off	KM	Ehlanzeni District Municipality	50 KM	R	R
			Gert Sibande District Municipality	50 KM	R	R
			Nkangala District Municipality	50 KM	R	R
I	Driving License test booking	Rates only	Ehlanzeni District Municipality	34	R	R
			Gert Sibande District Municipality	94	R	R
			Nkangala District Municipality	86	R	R
J	Driving License issue	Rates only	Ehlanzeni District Municipality	34	R	R
			Gert Sibande District Municipality	94	R	R
			Nkangala District Municipality	86	R	R
<b>K</b>	<b>Subtotal - Programme Bill</b>					<b>R</b>
L	Project Managent Fee (Percentage of K)					
M	Inception Phase	%	Ehlanzeni District Municipality	%	R	R
			Gert Sibande District Municipality	%	R	R
			Nkangala District Municipality	%	R	R
N	Overall Project Management Phase	%	Ehlanzeni District Municipality	%	R	R
			Gert Sibande District Municipality	%	R	R
			Nkangala District Municipality	%	R	R
O	Milestones and Reports Phase	%	Ehlanzeni District Municipality	%	R	R
			Gert Sibande District Municipality	%	R	R

**ANNEXURE A – PRICING GUIDELINES - TERMS OF REFERENCE APPOINTMENT OF A SERVICE PROVIDERS TO MANAGE THE IMPLEMENTATION OF EXPANDED PUBLIC WORKS PROGRAMME (EPWP) DRIVER DEVELOPMENT PROGRAMME IN VARIOUS DISTRICT MUNICIPALITIES TOWARDS OBTAINING LEARNERS LICENCES AND DRIVING LICENCE FOR CODE EC AND CODE C1 FOR MPUMALANGA PROVINCE ONLY**

ITEM NO.	DESCRIPTION	UNIT	DISTRICT	QUANTITY	PRICE PER PERSON	TOTAL PRICE PER DISTRICT
			Nkangala District Municipality	%	R	R
P	Handover and Closure Phase	%	Ehlanzeni District Municipality	%	R	R
			Gert Sibande District Municipality	%	R	R
			Nkangala District Municipality	%	R	R
Q	Subtotal Project Management Fee	%	Ehlanzeni District Municipality	%	R	R
			Gert Sibande District Municipality	%	R	R
			Nkangala District Municipality	%	R	R
R	Administrative fee/overheads % of Q	%	Ehlanzeni District Municipality	%	R	R
			Gert Sibande District Municipality	%	R	R
			Nkangala District Municipality	%	R	R
<b>SUBTOTAL (K+Q+R)</b>						<b>R</b>
<b>VAT @ 15%</b>						<b>R</b>
<b>TOTAL</b>						<b>R</b>

**THE NATIONAL TREASURY**

**Republic of South Africa**



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**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

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

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

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

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## General Conditions of Contract

### 1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information; inspection.**

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.



**7. Performance security**

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

**8. Inspections, tests and analyses**

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

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

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

### **9. Packing**

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

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

### **10. Delivery and documents**

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

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

### **11. Insurance**

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

### **12. Transportation**

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

### **13. Incidental services**

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

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

#### **14. Spare parts**

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

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

#### **15. Warranty**

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

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

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

#### **24. Anti-dumping and countervailing duties and rights**

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

may be due to him

**25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

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



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



# DEPARTMENT OF ENVIRONMENTAL AFFAIRS

## BAS ENTITY MAINTENANCE FORM

Head Office Only	
Date Received	_____
Safetynet Capture	_____
Safetynet Verified:	_____
BAS/LOGIS Capt	_____
BAS/LOGIS Auth	_____
Supplier No.	_____

### The Director General

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

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

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

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

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

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

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

Company / Personal Details		
Registered Name	_____	
Trading Name	_____	
Tax Number	_____	
VAT Number	_____	
Title:	_____	
Initials:	_____	
Full Names	_____	
Surname	_____	
Persal Number	_____	
Address Detail		
Address ( Compulsory if Supplier )	Physical	Postal
	_____	_____
	_____	_____
Postal Code	_____	_____
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	_____	

**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**