



environment, forestry
& fisheries

Department: Environment, Forestry
and Fisheries
REPUBLIC OF SOUTH AFRICA

INVITATION TO BID

BID REFERENCE NUMBER: E1648

THE APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT A FEASIBILITY STUDY TO DETERMINE THE OPTIMAL ECONOMIC BENEFITS THAT COMMUNITIES CAN DERIVE FROM ZOAR COMMUNITY BIODIVERSITY ECONOMY NODE IN THE WESTERN CAPE PROVINCE AND SUBSEQUENTLY DEVELOP PROJECT-BASED BANKABLE BUSINESS PLANS FOR A PERIOD OF SEVEN MONTHS. BRANCH: BIODIVERSITY AND CONSERVATION

Contact persons:

Name: Koena Cholo

Telephone No.: (012) 399 9543

E-Mail: FCholo@environment.gov.za

Name: Fhatuwani Nevondo

Telephone No.: (012) 399 9617

E-Mail: Fnevondo@environment.gov.za

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

CLOSING DATE OF THE BID: 09 APRIL 2021 AT 11H00

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (Department of Environment, Forestry and Fisheries)					
BID NUMBER:	E1648	CLOSING DATE:	09 APRIL 2021	CLOSING TIME:	11:00
DESCRIPTION	THE APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT A FEASIBILITY STUDY TO DETERMINE THE OPTIMAL ECONOMIC BENEFITS THAT COMMUNITIES CAN DERIVE FROM ZOAR COMMUNITY BIODIVERSITY ECONOMY NODE IN THE WESTERN CAPE PROVINCE AND SUBSEQUENTLY DEVELOP PROJECT-BASED BANKABLE BUSINESS PLANS FOR A PERIOD OF SEVEN MONTHS. BRANCH: BIODIVERSITY AND CONSERVATION				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Environment, Forestry and Fisheries; The Environment House, 473 Steve Biko Road; Cnr Soutpansberg and Steve Biko Road, Arcadia Pretoria /Tshwane					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Jacques Steyn /Emily Babedi / Georgina Serumula		CONTACT PERSON	Koena Cholo or Fhatuwani Nevondo	
TELEPHONE NUMBER	012 399 9019/9080		TELEPHONE NUMBER	(012) 399 9543 or (012) 399 9617	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	JSteyn@environment.gov.za EBabedi@environment.gov.za GSerumula@environment.gov.za		E-MAIL ADDRESS	FCholo@environment.gov.za Fnevondo@environment.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER:

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

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO: E1648
CLOSING TIME 11h00	CLOSING DATE: 09 APRIL 2021

OFFER TO BE VALID FOR120.....DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: THE APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT A FEASIBILITY STUDY TO DETERMINE THE OPTIMAL ECONOMIC BENEFITS THAT COMMUNITIES CAN DERIVE FROM ZOAR COMMUNITY BIODIVERSITY ECONOMY NODE IN THE WESTERN CAPE PROVINCE AND SUBSEQUENTLY DEVELOP PROJECT-BASED BANKABLE BUSINESS PLANS FOR A PERIOD OF SEVEN MONTHS. BRANCH: BIODIVERSITY AND CONSERVATION

**(ALL APPLICABLE TAXES INCLUDED)

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

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

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

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

-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days

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

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

TOTAL: R.....

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

Name of Bidder:

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

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

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

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Department of Environment, Forestry and Fisheries

Contact Persons:

Jacques Steyn or Emily Babedi

Tel: (012) 399 9019 or (012) 399 9080

E-mail: JSteyn@environment.gov.za or EBabedi@environment.gov.za

Or for technical information –

Contact Persons:

Koena Cholo or Fhatuwani Nevondo

Tel: (012) 399 9543 or (012) 399 9617

Email: FCholo@environment.gov.za or Fnevondo@environment.gov.za

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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, shareholder², 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.

¹"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.

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

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

2.7.1 If so, furnish the following particulars:

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

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

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

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

.....

4 DECLARATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

November 2011

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

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

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

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

(*Tick applicable box*)

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

7.1.1 If yes, indicate:

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

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

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

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

(*Tick applicable box*)

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

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

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

Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
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>(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).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) 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>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</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 bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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 consortium³ 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.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2



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

FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT A FEASIBILITY STUDY TO DETERMINE THE OPTIMAL ECONOMIC BENEFITS THAT COMMUNITIES CAN DERIVE FROM ZOAR COMMUNITY BIODIVERSITY ECONOMY NODE IN THE WESTERN CAPE PROVINCE AND SUBSEQUENTLY DEVELOP PROJECT-BASED BANKABLE BUSINESS PLANS FOR A PERIOD OF SEVEN MONTHS. BRANCH: BIODIVERSITY AND CONSERVATION

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1. PURPOSE

- 1.1. To appoint service provider to conduct feasibility study to determine the optimal economic benefits that communities can derive from Zoar Community Biodiversity Economy Node in the Western Cape Province and subsequently develop project-based bankable business plans, within the Branch: Biodiversity and Conservation, for a maximum period of seven (7) months.

2. INTRODUCTION AND BACKGROUND

- 2.1. South Africa's natural capital, in the form of ecosystems, biodiversity and natural resources underpins the economy and wellbeing of society. Over the last twenty years there has been increased recognition of the value of biodiversity in quantifiable economic terms, and its essential role in promoting sustainable development and poverty alleviation. Biodiversity conservation is not only a key issue in the South African environmental arena, but the use of biological resources has been identified as a key economic strategy of millions of rural dwellers in South Africa.
- 2.2. The National Biodiversity Economy Strategy (NBES) and its implementation plan (Biodiversity Lab Outcomes) has identified, amongst others, the operationalisation of eleven Biodiversity Economy Nodes (BENs) in the nine(9) provinces of South Africa by the year 2030 as key in transforming the wildlife, bioprospecting and ecotourism sector and develop rural economies. Biodiversity Economy Nodes can be described as areas that possess exceptional biodiversity and natural assets, such as protected areas and game reserves, undeveloped and marginal communal areas with some of the most outstanding game experiences and activities. This land parcels have potential for well-developed wildlife, ecotourism and bioprospecting products supported by other sectors such as agriculture, energy, fisheries, forestry etc. BENs are platforms that provide networks to enable market access, skills transfer, creating supply chain linkages thereby achieving economies of scale especially for local SMMEs operating within it.
- 2.3. The process to operationalising a BEN include the pooling together of resources from different stakeholders (NGOs, NPOs, Municipalities, Government entities, Government departments, Private consultants, etc.) and appointing champions to facilitate the alignment of key sector interventions from the different sectors to avoid duplicating efforts, and to ensure that an enabling environment is created for node projects to get the necessary support. Consequently, key indicators of a fully operationalised BEN includes a clearly defined and mapped area, a Nodal Steering Committee with approved Terms of References, BEN champion(s), business plans for wildlife/ecotourism and bioprospecting ventures within the BEN and implementation plans for the BEN.
- 2.4. The department has prioritised Zoar Community Biodiversity Economy Node in the Western Cape Province. Below is a brief description of Zoar Community BEN:

2.4.1. Zoar Community Biodiversity Economy Node in the Western Cape Province

The origin of Zoar dates back to 1817 and was the first of the South African Missionary Society's settlements. It is situated on the R62 Tourism Route in the Little Karoo between the towns of Ladismith and Calitzdorp on the way to Oudtshoorn. It has a population of approx. 5000 made up mostly of coloured people (95%) of whom a large percentage also have a

strong link with the Khoisan who were the original inhabitants of the area. Unemployment is high with a small percentage of the working class employed in nearby towns and farms. The majority of the work is seasonal and centred around the fruit industry.

The Zoar Community Property Association (ZCPA) has been established in the settlement and the Department of Rural Development and Land Affairs is currently assisting the ZCPA to take over the land currently under the custodianship of the Kannaland Municipality. The land which is identified to established community-owned viable biodiversity economy enterprise is approximately 5880 ha adjacent to Gamkaberg nature reserve and Rooilifantskloof Nature Reserve, known as Die Sand.

- 2.5. By undertaking of this project, the DEFF will be able to determine the maximum contribution the area might have towards the attainment of the Department's vision to ensure the sustainable utilisation of biological resources by communities to sustain their livelihoods.

3. OBJECTIVES

- 3.1. To appoint suitable and qualified service provider conduct feasibility study to determine the optimal economic benefits that communities can derive from Zoar Community Biodiversity Economy Node in the Western Cape Province and subsequently develop project-based bankable business plans, initiate engagements with potential investors and set-up governance structures for the respective community-owned enterprises, within the Branch: Biodiversity and Conservation, for a maximum period of seven (7) months.

4. SCOPE AND EXTENT OF WORK

- 4.1. **SITUATIONAL ANALYSIS** - A situational analysis to be conducted for Zoar Community Biodiversity Economy Node covering but not limited to geographical and physical environment, socio-economic environment, natural and cultural assets, economic environment, economic opportunities within the biodiversity economy (wildlife, ecotourism and bioprospecting) and other opportunities, existing infrastructure and technology, institutional/legal environment, current developmental programmes, current planning and programme framework, and any key issues and challenges. The situational study should consider studies that have been undertaken previously.
- 4.2. **FEASIBILITY STUDY** - The feasibility study should include but not limited to the following:
 - 4.2.1. **A strategic planning context** - this requires a description of how the proposed projects within the BEN will support the current development priorities within the Protected Areas which is an anchor for a BEN, the economy at a Municipal and the Provincial level. The projects must be contextualised within the relevant Integrated Development Plans and other applicable planning frameworks, where they exist.
 - 4.2.2. **A legal and site review** - This must confirm the institution / community's rights to tenure and rights to enter into agreement for the identified projects amongst other consideration.
 - 4.2.3. **Existing economic opportunities** - confirmation of the current economic activities covering different sectors. Where business enterprises within the biodiversity economy (wildlife, ecotourism and bioprospecting) exists, a detailed background of each existing business

enterprise and what is needed to for these enterprises to optimally capture the market should be indicated.

4.2.4. Identify specific and implementable projects within Zoar Community BEN that are compatible with conservation and linked to, but not limited to:

- DEFF Biodiversity economy strategy.
- DEFF Biodiversity Economy Lab outcomes.
- Community based Natural Resource Management projects.
- Environmental Protection and Infrastructure projects.
- Coastal economy, where applicable.
- Heritage.
- Land restitution and reform.
- Co-management agreements.
- Tourism.
- Protected area expansion and community benefit.
- Studies that have been undertaken previously within the respective areas.

4.3. **Value Chain Management Analysis:** this requires conducting an analysis on value chain opportunities for procurement of standard list of goods and services within local communities.

4.4. **A brief concept proposal for newly identified biodiversity economy-based business opportunities is required:** this should indicate the following aspect: Size, location (coordinates), ownership of land, ecological infrastructure, value-chain opportunities and markets, capital outlays required to fully-operationalise the identified business enterprise.

4.5. **PESTLE Analysis for the existing and new proposed business enterprises operating within the biodiversity economy space in the BEN** - this requires a description for Political (what is the political situation of the country and how can it affect the business enterprise); Economic (what are the prevalent economic factors); Social (how much importance does culture has in the market and what are its determinants); Technological (what technological innovations are likely to pop up and affect the market structure); Legal (are there any current legislations that regulate the biodiversity economy or can there be any change in the legislations) and Environmental (what are the environmental concerns for the biodiversity economy).

4.6. **An indicative market review** - A rapid demand and supply analysis must be done. Key indicators for the market review will include but not limited to:

- Current market trends and new markets.
- Current trends during and post COVID-19.
- Investment patterns as per the existing and proposed Biodiversity Economy products e.g., are private developers investing money in similar product or area.
- Existing secondary research and analysis e.g., existing regional, national and international supply and demand analysis.
- An informal “test the water exercise” with private sector on community driven products.

4.7. **Environmental pre-scoping** exercise designed to screen for fatal flaws that would result from the likely impacts of the projects must be conducted. This exercise will need to identify any specific environmental issues requiring further assessment.

- 4.8. **Stakeholder and institutional analysis** - the main internal and external stakeholders including landowners, enterprises, local communities, traditional authorities and government (Local, Provincial and National); potential investors, amongst others.
- 4.9. **Organisational and human resources** - the appropriate organisational structure to be determined. Furthermore, the skills/capacity building needs for implementation of projects to be determined.
- 4.10. **An infrastructure and asset assessment** - In particular there needs to be a focus on elements of infrastructure that the institution or the state will probably have to provide. This must all be listed in the assessment and quantified. They must include not only the infrastructure on the site but the necessary support infrastructure, such as access roads.
- 4.11. A determination of the infrastructure and assets that the BEN will require for to be fully operational.
- 4.12. A Cost-benefit Analysis of the BEN.
- 4.13. **Project priority Matrix**- this required to determine the ability of project (exist and new) to immediately deliver to the aspiration of the Biodiversity Lab outcome, that is, transformation of the wildlife, bioprospecting and ecotourism sectors of South Africa, job creation, economic growth and conservation.
- 4.14. Strength, Weakness, Opportunities and Threats analysis of the BEN.
- 4.15. The identification of high biodiversity value areas within the BEN for conservation purposes.
- 4.16. Conservation threats and pressures.
- 4.17. Spatial mapping of node that includes but not limited to, layers illustrating biodiversity value; ecological infrastructure, economic activities; heritage; infrastructure, size of the land and coordinates of the identified existing and new projects.
- 4.18. Project identification and packaging through stakeholder participation and sign-off.
- 4.19. Undertaking resource leveraging for the packaged projects with the relevant implementing institution and through business plan development and the identification of the relevant financing and technical support partners.
- 4.20. The appointed service provider must:
- Cater for stakeholder engagements and necessary site visits
 - At all times observe COVID-19 regulations.
 - Ensure that all relevant stakeholders are involved.
 - Administer and coordinate any other relevant meetings.
 - Prepare regular progress reports.
 - Take into account all relevant legislation, policies and planning frameworks.
 - Able to communicate effectively in the local language.
- 4.21. **Development of Business Plans** - The appointed service provider(s) will undertake the following:
- Develop comprehensive and bankable business plans (implementable and costed) to establish viable commercial ventures. Each business plan should include but not be limited to the following:
 - Executive summary of the business venture.
 - Provide a status quo detailing the following but not limited:
 - Detailed background.

- Local and international market analysis (commercial value chains for the area) which will include analysis of access to market.
 - Competitor analysis.
 - Description of the area including the natural environment, infrastructure available and needs of the communities in the project area.
 - Provide an analysis of existing business enterprises and forms of ownerships.
 - Describe the product and service that will be taken to the market.
 - Determine the pricing for the identified products/services.
- **Develop and recommend an operational model for the project:** Develop a range but recommend one business enterprise model for the commercial activities possible in the area.
 - **Provide a financial model:** Financial projections/model consisting of the following: cost and income statements, a projected balance sheet, a 12-month cash-flow projection and a three-year cash-flow projection indicating the Return on Investment, Internal Rate of Return, Payback Period.
 - **Provide a sustainability plan for the project:** Sustainability aspects (recommendation with substantial proof to be considered when undertaking the envisaged business venture to ensure that it conforms to the three sustainability aspects, i.e., economically viability, environmentally sound and socially and culturally acceptable).
- 4.22. The service provider is expected to set-up governance structures, establishment of Biodiversity Economy Node steering committee consisting of relevant stakeholders with clear terms of reference.
- 4.23. The service provider to further initiate engagement with potential funders for one of the proposed enterprises and identify other potential investors to be approached.

5. EXPECTED DELIVERABLES / OUTCOMES

5.1. RESULT AREA 1 – Inception Phase (Situational Analysis)

The objective of the inception phase will be 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 for sound program implementation. The Inception Phase will culminate in an Inception Report submitted to DEFF which must include a detailed work-plan of activities over the remaining project duration.

5.2. **RESULT AREA 2 – Overall Project Implementation Plan (Feasibility Study, stakeholder engagement, governance structures established)** - during this phase the service provider will be expected to produce a “classic” Gantt-type indicative timetable which will provide a detailed set of activities for each phase of the project, with timelines showing when each phase and activity will start and finish. Furthermore, the the Gantt should also provide levels of input and per activity.

5.3. **RESULT AREA 3 – Milestones and Reports (Business plan, list of potential investors and proof of engagement with potential investors)** - during this phase the service provider must list all key milestones (intermediary and final) of the program, 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.

5.4. **RESULT AREA 4 – Handover and Closure (final feasibility studies, business plans, attendance registers, governance structures in place, list and proof of engagement with potential investors)** - During this phase the service provider must indicate how they plan to coordinate project wrap-up activities, which will capture all component of the programme. The service provider must ensure that all stakeholders are properly briefed and receive all relevant handover material and presentations.

6. PERIOD / DURATION OF PROJECT / ASSIGNMENT

6.1. The project will run for a duration of seven (7) months, commencing after the signing of the Service Level Agreement (SLA) by both parties and issuing of an official purchase order, which will be reviewed monthly based performance.

7. COSTING / COMPREHENSIVE BUDGET

7.1. Comprehensive budget must be provided in a separate envelope inclusive of all disbursement costs, expenses and VAT (**SBD 3.3 for detailed and Annexure A - Price Schedule Guidance**). Service provider must quote for all activities.

7.2. The budget must include travelling and accommodation costs, as these costs will be covered by the global fee proposed by the bidder. **Note:** Travelling costs and time spent or incurred between home and office of the Project Manager and DEFF office will not be for the account of DEFF.

7.3. The price (s) must include cost of supply, delivery, off-loading where applicable and prices must show a unit rate exclusive of VAT and the portion of VAT to be included before the final total cost by bidders who are registered as VAT vendors.

7.4. The service provider will be expected to provide information relating to the proposed expert applicable hourly rates in line with the provisions of deliverables in section 5 above.

7.5. DEFF reserves the right to negotiate with one or more preferred bidders identified in the evaluation process, regarding any items and conditions, including prices, location or area without offering the same opportunity to any other bidder(s) who have not been awarded the status of the preferred bidder(s).

7.6. DEFF reserve the right to benchmark and negotiate rates with successful bidder before award.

8. EVALUATION CRITERIA

8.1 The evaluation for this bid will be carried out in four (4) phases:

- Phase 1: Pre-Compliance.
- Phase 2: Pre-Qualification.
- Phase 3: Functionality Criteria.
- Phase 4: Price and B-BBEE.

8.2 PHASE 1: Pre-compliance or Initial Screening

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

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

Item No.	Administrative Requirements	Check/Compliance	Non-submission shall result in disqualification
1	Master Bid Document	provided and bound	*YES
2	1 Copy of Bid Document	provided and bound	**NO
3	Electronic copy (USB/DISK)	Provided and similar to Master Bid Document	**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	Attached CSD registration number/SARS PIN and CSD summary report	*YES
6	SCM - SBD 4 - Declaration of Interest	Completed and signed	*YES
7	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017	Completed and signed	*YES
8	SCM - SBD 8 – Declaration of Bidder's Past Supply Chain Management Practices	Completed and signed	*YES
9	SCM - SBD 9 - Certificate of Independent Bid Determination	Completed and signed	*YES
10	In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted	JV agreement completed and signed, if applicable	*YES

Item No.	Administrative Requirements	Check/Compliance	Non-submission shall result in disqualification
	with bid proposal		

***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 Pre-Qualification Requirements (Phase 2).

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

8.4 PHASE 2: Pre-Qualification Requirements

Must be completed by bidder by answering yes or no and attach proof.

Pre-qualification criteria:	Requirement	Comply Yes or No
	<p>Only Service Provider (s) who are EME or QSE, which are, at least 51% owned by black people will be considered for this bid as per Preferential Procurement Regulations 2017.</p> <p>Service Provider (s) are required to submit an original or certified copy of the B-BBEE Status Level of contributor issued by SANAS only</p> <p style="text-align: center;">OR</p> <p>A DTI B-BBEE certificate (downloaded from CIPRO) in terms of Codes of good practice” indicating that service provider is an EME/ QSE</p> <p style="text-align: center;">OR</p> <p>An original or certified copy of EME / QSE valid Sworn Affidavit which must be signed by the commissioner of oath and the deponent and must indicate a financial year and an annual turnover.</p> <p>Failure to submit an original or certified copy of the B-BBEE Status Level of contributor issued by SANAS or DTI certificate, or an original or certified copy of a signed and valid Sworn Affidavit will result on bid being non-responsive or disqualified.</p>	

Pre-qualification criteria:	Requirement	Comply Yes or No
	All certified copies of the original documents should have an original certified stamp and signature, a copy of a certified copy will not be accepted.	

8.5 PHASE 3: Functionality Criteria

8.5.1 Only bid proposals that meets Pre-Compliance, Pre-Qualification and Mandatory Requirements will be considered to be evaluated on functionality criteria.

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

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

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

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY		WEIGHT
A proposed project plan, Methodology and Management of the project	A detailed project plan with intermediate and final outputs and identified timeframes/ milestones.		30
	Proposed Methodology		
	Management of the project		
	Project plan, methodology and project management in stakeholder's engagement, biodiversity conservation, feasibility studies, business plans development and project management.	Indicator	
	Project plan well broken down with methodology, deliverables, timeframe/ milestone & management of the project including staff deployment to each activity/deliverable.	5	
	Project plan provided with methodology, deliverables, timeframe/ milestone & management of the project	4	
	Project plan provided with clear deliverables & timeframes/ milestones.	3	
	Project plan provided with no clear deliverables & timeframes/ milestones.	2	
	Project plan provided without milestones and how the deliverables will be attained.	1	
	No information provided	0	

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY		WEIGHT
Certified copies of qualification(s) in the field of Development Studies	Relevant qualification in the field of Development Studies		10
	Classification of qualification(s)	Indicator	
	A Masters qualification and above	5	
	An honours or equivalent qualification (s)	4	
	A degree qualification (s)	3	
	A three-year diploma qualification (s)	2	
	Two years diploma or a certificates qualification (s)	1	
	No qualification (s) attached/ submitted	0	
Certified copies of qualification(s) in the field of Environmental Management/Natural Sciences.	Relevant qualification in the field of Environmental Management/Natural Sciences		10
	Classification of qualification(s)	Indicator	
	A Masters qualification and above	5	
	An honours or equivalent qualification (s)	4	
	A degree qualification (s)	3	
	A three-year diploma qualification (s)	2	
	Two years diploma or a certificates qualification (s)	1	
	No qualification (s) attached/ submitted	0	
Certified copies of qualification(s) in the field of Business Studies / Economics	Relevant qualification in the field of Business Studies / Economics		10
	Classification of qualification(s)	Indicator	
	A Masters qualification and above	5	
	An honours or equivalent qualification (s)	4	
	A degree qualification (s)	3	
	A three-year diploma qualification (s)	2	
	Two years diploma or a certificates qualification (s)	1	
	No qualification (s) attached/ submitted	0	
The company's experience in feasibility study and business plan development in the field of Biodiversity Conservation.	Bidder (s) experience and track record in feasibility study and business plan development in the field of Biodiversity Conservation.		20
	Number of letters in successfully completed Project Management services and attach proof. The reference letter must reflect the following:		
	Name of Company		

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY	WEIGHT														
	<p>Contactable Contact Details: Telephone, Mobile number and email addresses</p> <p>Project Description</p> <p>Value of the contract</p> <p>Duration of the project (start and end date)</p> <table border="1" data-bbox="550 548 1275 862"> <thead> <tr> <th data-bbox="550 548 1093 593">Bidder(s) experience and track record</th> <th data-bbox="1093 548 1275 593">Indicator</th> </tr> </thead> <tbody> <tr> <td data-bbox="550 593 1093 638">5 or more reference letters</td> <td data-bbox="1093 593 1275 638">5</td> </tr> <tr> <td data-bbox="550 638 1093 683">4 reference letters</td> <td data-bbox="1093 638 1275 683">4</td> </tr> <tr> <td data-bbox="550 683 1093 728">3 reference letters</td> <td data-bbox="1093 683 1275 728">3</td> </tr> <tr> <td data-bbox="550 728 1093 772">2 reference letters</td> <td data-bbox="1093 728 1275 772">2</td> </tr> <tr> <td data-bbox="550 772 1093 817">1 reference letters</td> <td data-bbox="1093 772 1275 817">1</td> </tr> <tr> <td data-bbox="550 817 1093 862">No reference letter</td> <td data-bbox="1093 817 1275 862">0</td> </tr> </tbody> </table>	Bidder(s) experience and track record	Indicator	5 or more reference letters	5	4 reference letters	4	3 reference letters	3	2 reference letters	2	1 reference letters	1	No reference letter	0	
Bidder(s) experience and track record	Indicator															
5 or more reference letters	5															
4 reference letters	4															
3 reference letters	3															
2 reference letters	2															
1 reference letters	1															
No reference letter	0															
<p>Relevant experience of the proposed Project Manager and track record (attach profile/ CV clearly indicating the number of years) in feasibility study and business plan development in the field of Biodiversity Conservation.</p>	<p>Project Manager is required to demonstrate relevant past experience and competency in feasibility study and business plan development in the field of Biodiversity Conservation.</p> <p>The proposed Project Manager's years of experience and competency in feasibility study and business plan development in the field of Biodiversity Conservation.</p> <table border="1" data-bbox="550 1131 1275 1467"> <thead> <tr> <th data-bbox="550 1131 1093 1176">Experience of Project Manager</th> <th data-bbox="1093 1131 1275 1176">Indicator</th> </tr> </thead> <tbody> <tr> <td data-bbox="550 1176 1093 1220">5 years and more years of experience</td> <td data-bbox="1093 1176 1275 1220">5</td> </tr> <tr> <td data-bbox="550 1220 1093 1265">4 years and less than 5 years' experience</td> <td data-bbox="1093 1220 1275 1265">4</td> </tr> <tr> <td data-bbox="550 1265 1093 1310">3 years and less than 4 years' experience</td> <td data-bbox="1093 1265 1275 1310">3</td> </tr> <tr> <td data-bbox="550 1310 1093 1355">2 years and less than 3 years' experience</td> <td data-bbox="1093 1310 1275 1355">2</td> </tr> <tr> <td data-bbox="550 1355 1093 1400">1 year and less than 2 years' experience</td> <td data-bbox="1093 1355 1275 1400">1</td> </tr> <tr> <td data-bbox="550 1400 1093 1467">Less than one year experience</td> <td data-bbox="1093 1400 1275 1467">0</td> </tr> </tbody> </table>	Experience of Project Manager	Indicator	5 years and more years of experience	5	4 years and less than 5 years' experience	4	3 years and less than 4 years' experience	3	2 years and less than 3 years' experience	2	1 year and less than 2 years' experience	1	Less than one year experience	0	20
Experience of Project Manager	Indicator															
5 years and more years of experience	5															
4 years and less than 5 years' experience	4															
3 years and less than 4 years' experience	3															
2 years and less than 3 years' experience	2															
1 year and less than 2 years' experience	1															
Less than one year experience	0															
TOTAL POINTS ON FUNCTIONALITY		100														

8.6. PHASE 4: Preference Point System 80/20

8.6.1. The **fourth phase** is to perform an evaluation of Price and BBEE on the bidders that successfully qualified on phase 3 (Functionality requirements) per area/location or district.

8.6.2. **Calculation of points for price** - The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Where functionality is set as criteria, only bid proposals that meets functionality requirements will be considered to be evaluated on price and B-BBEE.

8.7. Calculating of points for B-BBEE status level of contribution

8.7.1. 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:

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

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

9. BID SUBMISSION REQUIREMENTS

- 9.1. 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:
- 9.1.1. A valid copy of the Tax Clearance Certificate or Tax Compliance Status Pin issued by SARS or copy of CSD/ MA Supplier Number.
 - 9.1.2. Entity registration Certificate (CK1).
 - 9.1.3. The profile of the company and description of similar work undertaken.
 - 9.1.4. Detailed CV of supervisor or key personnel indicating number of years' experience.
 - 9.1.5. Standard bidding documents (SBD1, 2, 3.3, 4, 6.1, 8 and 9) completed and signed.
 - 9.1.6. Reference letters of rendering similar scope of work from previous or current contracts.
 - 9.1.7. Proof of B-BBEE Status Level of Contributor.
 - 9.1.8. Agreement between service providers in the case of a joint venture/Consortium.
 - 9.1.9. Letter of authority to sign documents on behalf of the company/joint venture/Consortium.
 - 9.1.10. The following information must be endorsed on each envelope:
 - Bid number:
 - Closing date:
 - Name of the Bidder:
 - Technical Proposal or Financial Proposal.

10. SPECIAL CONDITIONS OF CONTRACT

- 10.1. The appointment of a successful Service Provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement, DEFF reserves the right and shall be entitled to cancel the award.
- 10.2. The performance measures for the delivery of the Project Management services will be closely monitored by the project manager.
- 10.3. Prospective service provider's or project management companies are advised to contact the project manager and arrange an inspection that will assist with the costing.
- 10.4. The service providers will be expected to submit monthly progress reports to the Programme Manager, within four (4) days after the end of each month for the duration of the project. Failure to submit the required reports on time may result in penalties.
- 10.5. Reports produced by the appointed service provider shall be approved by the Programme Manager before being accepted as final approved reports.
- 10.6. The Project manager shall do the ongoing performance management of the Service agreement.

- 10.7. All the conditions specified in the **General Conditions of Contract (GCC)** will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail.
- 10.8. Please take note that DEFF is not bound to select any of the firms submitting proposals. DEFF reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
- 10.9. Bidders must score a minimum of **75%** on functionality criteria in order to qualify for preference point system.
- 10.10. A valid copy of the Tax Clearance Certificate/ Tax Compliance Status Pin issued by SARS to the supplier/copy of Central Supplier Database (CSD)/ MA supplier Number must be submitted together with the bid.
- 10.11. In case of bids where Consortia / Joint Ventures / Sub-contractors are involved, such must be clearly indicated and each party must submit a separate copy of a valid Tax Clearance Certificate or copy of Tax Compliance Status Pin or CSD/ MA supplier Number together with the bid.
- 10.12. Failure to submit a valid Tax Clearance Certificate/ Tax Compliance Status Pin/ copy of CSD/ MA supplier Number will result in the invalidation of the bid.
- 10.13. A **foreign recommended bidder** with neither South African tax obligation nor history of doing business in South Africa must complete Standard Bidding Document (SBD 1) and the information must be submitted to SARS on the following email governmentinstitute@sars.gov.za to issue a confirmation of the tax obligation letter in terms of **paragraph 3.6** of the instruction note no 9 of 2017/18.
- 10.14. The bid proposals should be submitted with all required information containing technical information.
- 10.15. DEFF will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bids.
- 10.16. Tenderers must submit two identical proposals (**two envelopes**) for each bid clearly marked "**original**" and "**copy**". First envelope **marked original** to include technical proposal (**original and copy of technical**) and the second envelope marked copy to include financial proposal (**original and copy of financials**).
- 10.17. DEFF reserves the right to award the contract to one or more than one service provider or only part thereof.
- 10.18. The evaluation of Bids can only be done based on information submitted to the department.
- 10.19. Bidders failing to meet the evaluation criterion requirements as stipulated in Section 8 above will automatically be disqualified.
- 10.20. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid to substantiate their B-BBEE rating claims.
- 10.21. Any supplier who is not registered on CSD during an award stage of the tender will not be considered.
- 10.22. Before any work can commence the service, level agreement must be signed by both parties (DEFF and the successful bidder) as well as the issue of an official order.

11. SUB-CONTRACTING CONDITIONS/ REQUIREMENTS

- 11.1. 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 twenty-five (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.
- 11.2. Subcontracting after award of tender, the contractor is not allowed to sub-contract more than twenty-five percent (25%) of the contract value to another enterprise that does not have equal or higher B-BBEE status level of contributor than the contractor concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the subcontract.

12. PAYMENT TERMS

- 12.1. DEFF undertakes to pay out in full or as per deliverables within thirty (30) 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.

13. TECHNICAL ENQUIRIES

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

Name: Koena Cholo

Office Telephone No: (012) 399 9543

E-Mail: FCholo@environment.gov.za

and.

Name: Fhatuwani Nevondo

Office Telephone No: (012) 399 9617

E-Mail: Fnevondo@environment.gov.za

ANNEXURE A – PRICE GUIDELINES - TERMS OF REFERENCE FOR THE APPOINTMENT OF THE SERVICE PROVIDER(S) TO CONDUCT FEASIBILITY STUDIES TO DETERMINE THE OPTIMAL ECONOMIC BENEFITS THAT COMMUNITIES CAN DERIVE FROM ZOAR COMMUNITY BIODIVERSITY ECONOMY NODE IN THE WESTERN CAPE PROVINCE AND SUBSEQUENTLY DEVELOP PROJECT-BASED BANKABLE BUSINESS PLANS FOR A PERIOD OF SEVEN MONTHS. BRANCH: BIODIVERSITY AND CONSERVATION

Milestone (s)	Unit Measure	Team Leader (Proposed Expert 1)			Team Member (Proposed Expert 2)			Team Member (Proposed Expert 3)			Total
		Hours	Rate	Sub-total - Team Leader (Proposed Expert 1)	Hours	Rate	Sub-total Team Member (Proposed Expert 2)	Hours	Rate	Sub-total Team Member (Proposed Expert 3)	Total Project Cost (Excluding VAT)
Result Area 1 – Inception Phase (Situational Analysis)	Hours	Hrs.	R	R	Hrs.	R	R	Hrs.	R	R	R
Result Area 2 – Overall Project Implementation Plan (Feasibility Study, stakeholder engagement, governance structures established)	Hours	Hrs.	R	R	Hrs.	R	R	Hrs.	R	R	R
Result Area 3 – Final feasibility studies, business plans, attendance registers, governance structures in place, list and proof of engagement with potential investors	Hours	Hrs.	R	R	Hrs.	R	R	Hrs.	R	R	R
Result Area 4 – Handover and Closure.	Hours	Hrs.	R	R	Hrs.	R	R	Hrs.	R	R	R
Sub-total		Hrs.		R	Hrs.		R	Hrs.		R	R
TOTAL FEES											R
DISBURSEMENT OF TOTAL FEES (MAX 7%)											R
VAT @ 15%											R
TOTAL PROJECT COST											R

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

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

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

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

3. General

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

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

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

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

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

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of liability

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

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

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



DEPARTMENT OF ENVIRONMENTAL AFFAIRS

BAS ENTITY MAINTENANCE FORM

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

The Director General

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

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

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

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

Please ensure information is validate as per required bank screens .

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

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

Company / Personal Details									
Registered Name	<input style="width: 100%;" type="text"/>								
Trading Name	<input style="width: 100%;" type="text"/>								
Tax Number	<input style="width: 100%;" type="text"/>								
VAT Number	<input style="width: 100%;" type="text"/>								
Title:	<input style="width: 100%;" type="text"/>								
Initials:	<input style="width: 100%;" type="text"/>								
Full Names	<input style="width: 100%;" type="text"/>								
Surname	<input style="width: 100%;" type="text"/>								
Persal Number	<input style="width: 100%;" type="text"/>								
Address Detail									
Address <small>(Compulsory if Supplier)</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center; padding: 2px;">Physical</th> <th style="width: 50%; text-align: center; padding: 2px;">Postal</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;"><input style="width: 98%;" type="text"/></td> <td style="padding: 2px;"><input style="width: 98%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;"><input style="width: 98%;" type="text"/></td> <td style="padding: 2px;"><input style="width: 98%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;"><input style="width: 98%;" type="text"/></td> <td style="padding: 2px;"><input style="width: 98%;" type="text"/></td> </tr> </tbody> </table>	Physical	Postal	<input style="width: 98%;" type="text"/>	<input style="width: 98%;" type="text"/>	<input style="width: 98%;" type="text"/>	<input style="width: 98%;" type="text"/>	<input style="width: 98%;" type="text"/>	<input style="width: 98%;" type="text"/>
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New Detail									
<input type="checkbox"/> New Supplier information <input type="checkbox"/> Update Supplier information									
Supplier Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Department <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> CC <input type="checkbox"/> Other (Specify)								
Department Number	<input style="width: 100%;" type="text"/>								

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

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

Account Name

Account Number

Branch Name

Branch Number

Bank screen info

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

Account Type

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

ID Number

Passport Number

Company Registration Number

*CC Registration

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

Bank Stamp

Supplier Contact Details

Business

Area Code Telephone Number Extension

Home

Area Code Telephone Number Extension

Fax

Area Code Fax Number

Cell

Cell Code Cell Number

Email Address

Contact Person:

Supplier Signature

Print Name

Date (dd/mm/yyyy)

NB: All relevant fields must be completed