



environmental affairs

Department:
Environmental Affairs
REPUBLIC OF SOUTH AFRICA

INVITATION TO BID

BID NUMBER: DFFE-T012 (21/22)

TERMS OF REFERENCE FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO ASSIST THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) WITH THE PROCUREMENT, INSTALLATION, COMMISSIONING AND MAINTENANCE OF SOURCE APPORTIONMENT EQUIPMENT, AIR QUALITY MONITORING EQUIPMENT AND LABORATORY INSTRUMENTS WITHING THE PERIOD OF 12 MONTHS.

Contact persons:

<p>Name: Dr Vincent Gololo Office Telephone No: (012) 399 9203, E-mail: vgololo@environment.gov.za</p>	<p>Name: Mrs. Nyasi Ramashia Office Telephone No: (012) 399 9223, E-mail: nyasi@environment.gov.za</p>
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NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

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

CLOSING DATE OF THE BID: 01 SEPTEMBER 2021 AT 11H00

PART A INVITATION TO BID /

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DFEE-T012(21/22)	CLOSING DATE:	01 SEPTEMBER 2021	CLOSING TIME:	11:00
DESCRIPTION	TERMS OF REFERENCE FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO ASSIST THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFE) WITH THE PROCUREMENT, INSTALLATION, COMMISSIONING AND MAINTENANCE OF SOURCE APPORTIONMENT EQUIPMENT, AIR QUALITY MONITORING EQUIPMENT AND LABORATORY INSTRUMENTS WITHING THE PERIOD OF 12 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Environmental Affairs; 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	Mr Jacque Steyn / Ms Emily Babedi / Nico Mamojele		CONTACT PERSON	Dr Vincent Gololo / Mrs. Nyasi Ramashia	
TELEPHONE NUMBER	012 399 9019/9080/9075		TELEPHONE NUMBER	(012) 399 9203/ 9222	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	jsteyn@environment.gov.za/ ebabedi@environment.gov.za/ nmamojele@environment.gov.za		E-MAIL ADDRESS	vgololo@environment.gov.za / nramashia@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:

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.

.....

.....

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

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members YES/NO
 of the company have any interest in any other related companies
 whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

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
- b) Either the 80/20 preference point system will be applicable to this tender.

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.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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



**forestry, fisheries
& the environment**

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

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

TERMS OF REFERENCE

TERMS OF REFERENCE FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO ASSIST THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) WITH THE PROCUREMENT, INSTALLATION, COMMISSIONING AND MAINTENANCE OF SOURCE APPORTIONMENT EQUIPMENT, AIR QUALITY MONITORING EQUIPMENT AND LABORATORY INSTRUMENTS WITHING THE PERIOD OF 12 MONTHS

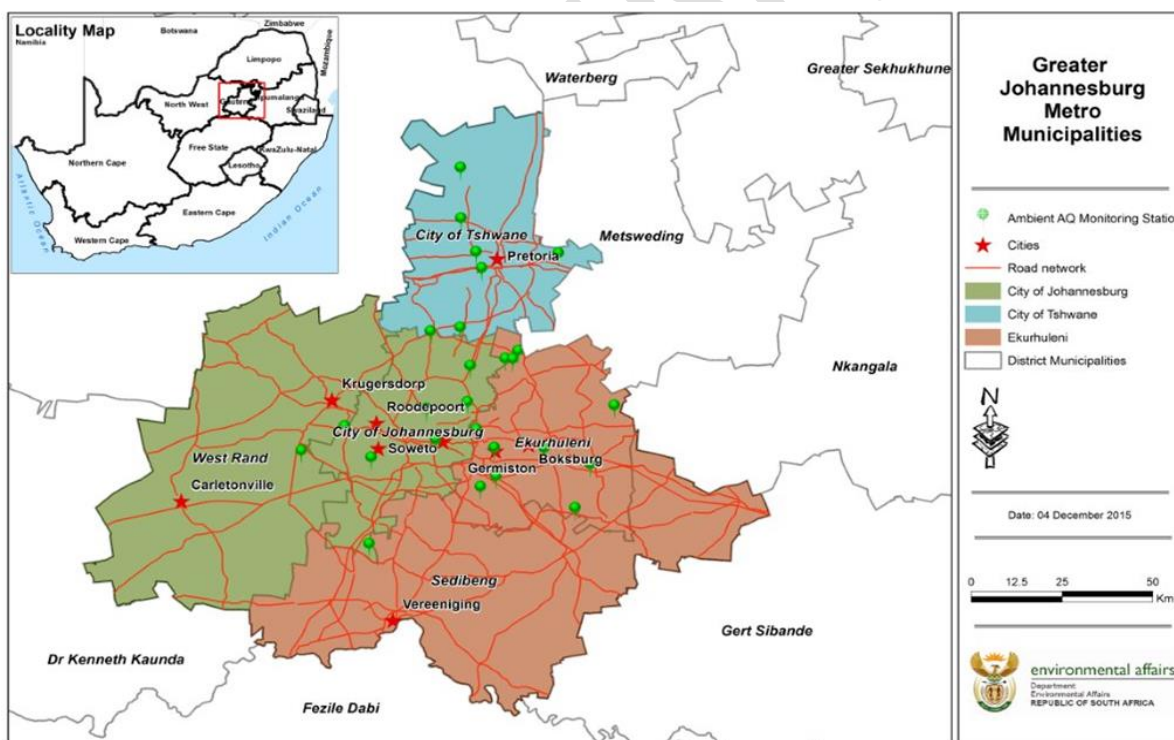
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4	Scope and extend of work	4
5	Expected deliverables/outcomes	7
6	Period/Duration of project/assignment	8
7	Costing/Comprehensive budget	8
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9	Bid Submission Requirements	15
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1. PURPOSE

- 1.1. To appoint a service provider who will assist the Department of Forestry, Fisheries and the Environment (DFPE) to procure, install, commission and maintain source apportionment equipment and laboratory instruments for Greater Johannesburg Area (GJA) air quality management plan.

2. INTRODUCTION AND BACKGROUND

- 2.1 The Greater Johannesburg Area (GJA) (see map below) of South Africa is made up of three (3) metropolitan municipalities, (i) the City of Johannesburg, (2) the City of Ekurhuleni, and (iii) the City of Tshwane. Today, about 40% of South Africa's total Gross Domestic Product (GDP) is generated from those three cities. The area is experiencing fast rates of industrial expansion, and a greater amount of vehicle usage, all leading to increased concentrations of air pollutants that ultimately affect the cities' ambient air quality. The area and its people are subjected to high levels of emissions from a range of sources—both outdoor and indoor—that are degrading ambient air quality while simultaneously worsening the GHG emissions particularly from short-lived climate pollutants (SLCP). Existing data indicate annual average concentrations of PM₁₀ have been measured in the nearby Vaal and Highveld priority areas at 40–80 µg/m³ and 35–80 µg/m³, respectively, with peak concentrations occurring during winter months when there is an increased use of different energy sources for indoor heating.



- 2.2 South Africa's national standards for PM₁₀ are set at 40 µg/m³ for the annual average, indicating that both areas with reported data are frequently exceeding the standards by a significant margin. PM_{2.5} levels have been measured in these same two locations at levels between 25–50 µg/m³ and 10–40 µg/m³, respectively. The PM_{2.5} standard, set at 20 µg/m³, is also frequently exceeded. While deteriorating levels of air quality are known to have serious public health impacts, there is lack of understanding of the contribution of various sources to overall air quality in South Africa. Additionally, there is lack of understanding of the health and economic benefits of options for **reducing exposure to air pollutants**, short-lived climate pollutants (SLCPs), and greenhouse gas (GHG)

emissions in the Greater Johannesburg Area, particularly in the three metropolitan municipalities of Johannesburg, Ekurhuleni, and Tshwane.

2.3 Lack of specific equipment to measure PM_{2.5} in existing monitoring stations and lack of a benefit-cost analysis using the GAINS model in selecting best mitigation options are impeding the capacity of the Department of Forestry, Fisheries and the Environment in strengthening Air Quality Management planning of the Greater Johannesburg Area.

2.4 The World Bank stakeholders have expressed an urgent need for increased support on pollution management in order to respond to the magnitude of the threat to human health and economies. In response to this demand, the World Bank has established the Pollution Management and Environmental Health (PMEH) programme. The overarching objectives of the PMEH AQM city projects are, for a given urban air quality management region, to:

- establish analytical capacity in a city to develop air quality management plan that protect human health from the adverse impact of air pollution in a cost-effective way,
- collect the necessary information that describes the specific conditions in a city,
- establish the institutional governance structure and stakeholder consultation processes that are required for effective policy interventions, and
- develop a concrete air quality management plan that is consulted with stakeholders and decision makers.

2.5 The Bank has awarded the contract for the AQMP template and the source apportionment and the department is responsible for procurement of capital goods for source apportionment study, laboratory equipment and air quality monitoring equipment. The equipments are summarized in the table below.

Project Equipment	Phase	Specifications
Source apportionment:		Source Apportionment Monitoring Equipment and Supplies, including sequential samplers, filter cassettes and holders and other supplies as well as meteorological measurement equipment and flowmeters.
Air quality monitoring:		AQM equipment necessary to repair/replace/upgrade routine measurements in DEFF's GJA AQM network. These include additional ozone, fine particle and black carbon monitors as well as meteorological instruments, data loggers, data acquisition equipment and software.
Laboratory equipment and supplies		Analytical Chemistry Equipment and Supplies, including analytical instruments, calibration and other standards, associated laboratory equipment and other consumables and laboratory supplies.

2.6 The Bidders are allowed to bid for one or more Lot of equipment as specified in Section 4.

3. OBJECTIVES

Procurement, installation, commissioning and maintenance of the following equipment:

- Source Apportionment Monitoring Equipment and Supplies, including sequential samplers, filter cassettes and holders and other supplies as well as meteorological measurement equipment and flowmeters.
- AQM equipment necessary to repair/replace/upgrade routine measurements in DFFE's GJA AQM network. These include additional ozone, fine particle and black carbon monitors as well as meteorological instruments, data loggers, data acquisition equipment and software.
- Analytical Chemistry Equipment and Supplies, including analytical instruments, calibration and other standards, associated laboratory equipment and other consumables and laboratory supplies.

4. SCOPE AND EXTENT OF WORK

4.1 The appointed service provider will be required to procure, install, commission, and maintain one or more of the following **Lots** of equipment:

Lot 1: Laboratory Equipment

Equipment	Technical Specification	Quantity
Particle Counter	Instrument for testing room environments. Particle counter with software and long term data storage. Instrument must be capable of measuring Particle size range 0.1 to 10 micron diameter, accuracy 5% . Compliant with ISO 21501-4.	1
multiple-wavelength carbon analyzer	The instrument shall be a Lab-based OC/EC carbon aerosol analyzer for measuring OC/EC/TC deposited on quartz filters capable of performing the NIOSH 5040 method, IMPROVE-A, EUSAAR2, and custom user-defined protocols based on a non-dispersive infrared CO2 detection method. A Dual-Optics Transmission/Reflectance (TOT and TOR) version is needed that measures at at least 7 wavelenths between 400 and 1,000 nm and is able to apportion 'brown' carbon associated with biomass burning. Min Detection limits: OC [0.18 µg C/cm2]; EC [0.04 µg C/cm2]; TC [0.22 µg C/cm2].	1
multiple-wavelength carbon analyzer accessories	Full set of replacement lamps; replacement photodiodes (transmittance and reflectance) and optical calibration standards	11
Dual Chain Ion Chromatograph System	A dual chain IC system is preferred where one injection leads to simultaneous anion and cation analyses. Two single channel systems with one injection for anion analysis and another one injection for cation analysis might also be proposed.	1

IC Pumps (2)	High pressure PEEK pumps; Flow range 0.01-5 mL/min or higher; max pressure ~5,000 psi; flow accuracy +/- 0.1%; No. of eluent lines - 2 with a solvent tray	2
IC Oven	Temp range: 10C - 80C; Temp Accuracy: +/- 0.5 C; Temp stability: +/- 0.2 C; Column capacity: at least 2 columns for the dual system	1
IC Columns	Columns and guard columns for the ion separation (anion: chloride, nitrate, phosphate and sulfate) (cation: ammonium, calcium, magnesium, potassium and sodium)	2
IC Detector	Detector compartment with two conductimetric detectors in a thermostatic area (between 20 C up to 50 C). One detector for anions and one detector for cations. Background <0.1 nS/cm; Stability: < 0.001 C; Resolution: 5 pS/cm	2
IC Software and PC	Software module for data acquisition and instrument control system; fully automated calibration via instrument control software with ability to control multiple chromatography chains.	1
Seven Anion Standards	FI, Cl, NO ₂ , NO ₃ , Br, SO ₄ and PO ₄ @ 20, 100 and 200 ppm	26
Six Cation Standards	Li, Na, NH ₄ , K, Mg, Ca @ 50, 200, 250, 500, 250, 500 ppm	36
Single chain High Pressure Liquid Chromatography (HPLC) system for sugars/carbohydrates	HPLC system capable of measuring various sugars and markers for biomass combustion.	1
HPLC pump	High pressure pump in PEEK; Flow range: 0.010-5 mL/min or higher; Max. Pressure: 15,000 PSI, Flow accuracy: +/- 0.1% with solvent tray	1
HPLC oven	Temp range: 10 C - 70 C; Temp accuracy: +/- 0.5 C; Temp stability: +/- 0.2 C	1
HPLC column	Column and guard column capable of carbohydrate separation	1
HPLC detector	multimodal (CD/PAD) amperometric detector including a working electrode and reference electrode; maintenance kit for cleaning the working cell and polish.	1
HPLC Software and PC	Data acquisition software module for data acquisition and instrument control; fully automated calibration via instrument control software.	1
HPLC Calibration standards (Sucrose & KHP)	Sucrose: Concentration 1800mg/L; KHP: Concentration 1800mg/L	2
CH ₄ Calibration gas		2
CO ₂ Calibration gas		2

Lot 2: Laboratory Supplies

Item	Product Specifications	Quantity
Gravimetric Analysis		
Anti-static device		1
Calibration and check weights	Class 1 weights, 50, 100, 200, 500 milligrams	1
Light Box	45.7 x 60.9 cm Work Surface	1
Plastic tipped forceps		1
Water Soluble Anions and		

Cations by IC		
Nanopure water system	System capable of 18.2 Mega Ohm filtration, and background detection of traceable carbons using UV detection	1
Extraction sonicator	Steady reliable sonication of extraction vials, with space large enough to accomodate full sets of samples (Dimension 30x50x20 cm or superior)	1
Extraction shaker	Shaker capable of mixing samples at a steady pace shaking. Minimum dimension of the plate 30 x 28 cm	1
Pipettes	Full series of adequate pipettes to accommodate use. 5uL, 10 uL, 50 uL, 100 uL, 200 uL, 500 uL and 1 mL set are most appropriate (3 sets)	1
Organic and Elemental Carbon		
Pipettor for calibration and calibration checks (5uL,10uL,15uL,20uL)	Fixed volume pipettors	1
Gas Syringes for gas calibrations	1mL	3
Prefiring oven (for prefiring filters)		1
Ceramic bowls (for prefiring filters)		2
Filter Punches (tool to take punches with)	Hammer-driven small hole punches, 5/16" dia, 4.5" length, steel	5
NIST-certified Thermocouple Thermometer (0-1500° C)		1
Dry Cal Flow Calibrator (to calibrate gas flow)	5-500 mL/min	1
Support Equipment		
Electronic Leak Detector (to assist in determining leaks)	w/LED & sound leak indicator; min detectable leak rates He - 1e-5 cc/sec; H2 - 1e-5 cc/sec; N2 - 1.4e-3 cc/sec; Ar - 1e-4 cc/sec; CO2 - 1e-4 cc/sec	1
Multimeter (to check volatage, current, resistance of instrument parts)	Measures AC/DC voltage 0-600V; current 0 - 10A (20A overload for 30 sec max); resistance, continuity, frequency and capacitance; provides min/max/avg with elapsed time to record signal fluctuations	1
Glass Plate (to take sample punch on)	4" Dia. x 1/4" thick, clear surface (or similar)	10

Lot 3: Laboratory Consumable and Spare

Item	Product Specifications	Quantity
Water Soluble Anions and Cations by IC		
Technical Specifications		
Extraction vials	15 mL cell culture BioStar guaranteed sterile tubes	4000
Sample vials	Thermo 1.5 mL PPE vials	5000
Standard Vial	Thermo 10 mL PPE	500
Analytical Column (Anion)	Depends on Target Anions and estimated concentration 4,2 mm- AS 16,19,20	2

Analytical Column (Cation)	CS 16 Cation Column, 5mm column	2
Guard Column (Anion)	corresponds to column	2
Guard Column (Cation)	corresponds to column	2
Eluent Generator Cartridge (MSA)	Methanesulfonic acid cartridge (2 options, one for ICS 3000 and 5000)	6
Eluent Generator Cartridge (KOH)	Potassium hydroxide cartridge	3
anion Suppressor		1
Cation Suppressor		1
18.2 M Ohm filtered water		1
PEEK tubing and fittings	Various	1
Maintenance Consumable PTFE fittings		1
Pipette Tips	Aerosol guarded or sterile guaranteed to be used at a minimum	5000
DC Compartment valve		1
Organic and Elemental Carbon		
Injection Septa (Used as gas injection port)		2
Teflon reducing ferrules		5
PTFE Ferrule Set (Used on back of oven)		1
Manganese Oxide		2
Manganese Oxide Reaction Oven		2
Quartz boats		2
Quartz light pipes		2
Sample Oven Thermocouple		2
Manganese Oxide Reaction Oven Thermocouple (Back of instrument)		2
Soda Lime Indicating		2
Pipette Tips (Used for wet injections)	Volume 0.1-20 μ L and Volume 2-200 μ L	2
Polyester wipes		4
Relays		5
Snoop liquid leak detector		2

Lot 4: Air Quality Monitoring

Item	Product Specifications	Quantity
PM2.5/10 dual cutpoint inlet		1
Multi-wavelength Aethalometer (BC/BrC +CO2)		4
ozone analyzer	EPA /EN Approved Method. Outputs : RS232 / RS485, TCP /IP Precision : ± 0.4 ppb (or better) at 500 range Span drift : ± 1% full scale or better Zero drift : < 0.4 ppb per day or better	4
Envidas data logger	Envidas Data Logging for "LIVE" Reporting to SAAQIS which includes the provision for hardware and software: <ul style="list-style-type: none"> • Envidas data logging system. • SMART UPS for the Envidas Industrial PC • 3G Router with extended high gain Aerial. • 19" Monitor & Keyboard 	3
Nox analyzer	EPA /EN Approved Method (Provide evidence). Outputs : RS232 / RS485, TCP /IP Precision : ± 0.4 ppb (or better) at 500 range Span drift : ± 1% full scale or better Zero drift : < 0.4 ppb per day or better	2
RM Young Met Equipment	RM young wind monitor 0-1V/0-5V output RM young Relative humidity/temperature sensor 0-1V RM young solar radiation (0-1V) RM young Pressure sensor (0-5V) RM young rain gauge	2
Black Carbon	Multi-Angle Absorption Photometers (MAAP) for the measurement of atmospheric black carbon The instruments must meet the following minimum specifications: Detection Limit (10 Minute Average) <50ng/m ³	3
Dual PM10/PM2.5	U.S. EN / EPA Approved PM-10 and PM-2.5 equivalent monitor Continuous, non-stepwise using beta attenuation technology. Internal data logging of user-specified variables; Ethernet with embedded FTP server, US, RS-232, and RS-485 Precision ±3µg/m ³ (one-hour average), ±5µg/m ³ (24-hour average)	1

SO2 Analyzer	SO2) – EPA /EN Approved Method EPA /EN Approved Method Outputs : RS232 / RS485, TCP /IP Precision : ± 0.4 ppb (or better) at 500 range Span drift : ± 1% full scale or better Zero drift : < 0.4 ppb per day or better	1
Dichotomous PM2.5/10 Sampler	PM10 US EPA or EN sampling head	4
DeltaCal DC-1 flow meter	Measures flowrates from 1.5 to 19.5 LPM	2

Lot 5: Fields Equipment

Item	Product Specifications	Quantity
Dichotomous PM2.5/10 Sampler	PM10 US EPA or EN sampling head	4
DeltaCal DC-1 flow meter	Measures flowrates from 1.5 to 19.5 LPM	1

Lot 6: Field Consumables and Supplies

Item	Product Specifications	Quantity
Teflon-membrane filters	Teflon membrane disc filter, 2 micron pore size, 47 mm diameter	3800
Quartz-fiber filters	Pallflex Tissuquartz, 47 mm diameter	3800

5. EXPECTED DELIVERABLES / OUTCOMES

- 5.1. **Output A: Procurement of goods** - The appointed service provider will carry out all the work required to procure and install the equipments

Table 1: Output A: Procurement, Installed and Commissioned of Equipment

Description	Verifiable Indicator	Means of verification
Output A: Procured, installed, commissioned equipment	<ul style="list-style-type: none"> AQ monitoring equipment as specified in the Lots and/ or Source apportionment monitoring equipment as specified in the Lots 	A report detailing list of equipment procured and installed

	And/or AQ-related analytical chemistry equipment as specified in the Lots (See Section for the Lots)	
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5.2. **Output B: Maintenance** - procured and installed equipment for period of 12 months

Table 2: Output B Maintenance of the procured, installed and commissioned equipment

Description	Verifiable Indicator	Means of verification
Output of Activity C: Maintenance of the procured, installed and commissioned equipment	Procured equipment operating efficiently for period of 12 months	A report detailing the equipment maintenance plan and their performance

NB: All equipment must be compliant with relevant accreditation standards.

6. PERIOD / DURATION OF PROJECT / ASSIGNMENT

- 6.1. Project must be completed within twelve months (12) months after the signing of the SLA by both parties and issuing of an official order by DFFE.

7. COSTING / COMPREHENSIVE BUDGET

- 7.1. Comprehensive budget must be included in the bid proposal inclusive of all disbursement costs, expenses and VAT.
- 7.2. The service provider needs to indicate pricing stages per work packages. Payment will be based on deliverables signed off by the Project Manager from DFFE.
- 7.3. The service provider shall be bound to execute all of the required quantities of scope as needed by the DFFE during the period of the contract;
- 7.4. DFFE reserve the right to negotiate with preferred bidder/s identified in the evaluation process, regarding any terms and conditions, including prices without offering the same opportunity to any other bidder/s who has not been awarded the status of the preferred bidder/s.
- 7.5. DFFE reserve the right to bench mark and negotiate rates with successful bidders before award
- 7.6. The tables below should be used as a pricing guideline menu by service provider(s) when quoting with prices valid for 90 days.

Milestone (s)	Sub-total
Procured, installed, commissioned equipment	R
Maintenance of the procured, installed and commissioned equipment	R
Other	R
VAT @ 15%	R
Total Cost	R

8 EVALUATION CRITERIA

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

- Phase 1: Pre-compliance or Initial Screening
- Phase 2: Mandatory Requirements
- Phase 3: Functionality Evaluation/ 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 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.

8.2.2. The bid proposal will be screened for compliance with administrative requirements as indicated below and bidders must answer/ tick **YES/ NO** column:

Item No.	Requirement	Check/Compliance	Non-submission shall result in disqualification?	YES	NO
1	Master Bid Document	provided and bound	Yes		
Included in the Bid Document					
2	SCM - SBD 1 - Invitation to Bid	Completed and signed	Yes		
3	CSD registration number/ CSD Summary/ Registration Report	CSD registration number/SARS PIN and CSD summary report	Yes		
4	Pricing Schedule	Completed and signed	Yes		
5	SCM - SBD 4 - Declaration of Interest	Completed and signed	Yes		
6	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017	Completed and signed, supported by B-BBEE Certificate if applicable or Affidavit if applicable	No		
7	SCM - SBD 8 – Declaration of Bidder's Past Supply Chain Management Practices	Completed and signed	Yes		

Item No.	Requirement	Check/Compliance	Non-submission shall result in disqualification?	YES	NO
8	SCM - SBD 9 - Certificate of Independent Bid Determination	Completed and signed	Yes		
9	In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable	Yes		
10	Entity registration Certificate (CK1)	Attached	No		
11	Electronic copy (USB or CD)	provided and bound	*NO		

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

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

NB: Bidders failing to meet the Pre-Compliance or Initial Screening requirements will automatically be disqualified and not be evaluated for Functionality

8.4. PHASE 3: Functionality Criteria

8.3.1. Only bid proposals that meets Pre-Compliance or Initial Screening, mandatory requirement will be considered to be evaluated on functionality criteria,

8.3.2. 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.

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

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

PHASE 3		
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)	WEIGHT
A proposed project plan, methodology and management of the project in supply, delivery, installation, commissioning and maintenance of the Source Apportionment and Lab Equipment	A details project plan with intermediate and final outputs and identified methodology, management of project, deliverables, timeframes/ milestones.	25
	Project plan, methodology and project management	Indicator
	Clear Project management skills, coupled with excellent Project plan and methodology action well broken down; with detailed objectives and milestones.	5

PHASE 3			
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
	Project plan and methodology action well broken down; with detailed objectives and milestones.	4	
	Project plan and methodology, action identification basic; clear objectives and clear milestones.	3	
	Action plan provided with no deliverables and timeframes.	2	
	Task not well understood/ Limited information provided on the action plan	1	
	No information provided	0	
Certified Qualifications of Project Team to be assigned to the project.	Relevant qualification in the areas of Environmental Science, Chemistry, Chemical Engineering, Environmental Engineering, Electrical and Electronic Engineering		20
	Qualifications of key personnel	Indicator	
	A Masters qualification and above	5	
	An honours or equivalent qualification (s)	4	
	A degree or BTech 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	
Technical Capability/ expertise and track record of the Project Manager to be assigned to the project in air monitoring and source apportionment.	Bidder (s) are required to demonstrate that they have the necessary resources and technical expertise to undertake and successfully complete the project.		40
	Bidder (s) should submit curriculum vitae for the key personnel proposed to be employed on the project. Curriculum vitae are to include specific details of these individuals including, inter alia, relevant experience and to include contactable reference, and past experience in air quality monitoring, sample analysis and source apportionment work.		
	Experience of key personnel in air monitoring, sample analysis and source apportionment work.	Indicator	
	6 years 'or more experience	5	
	5 and less than 6 years' experience	4	
	3 and less than 5 years' experience	3	
	2 and less than 3 years' experience	2	
	1 and less than 2 years' experience	1	

PHASE 3			
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
	Less than 1 year experience	0	
The company's experience, track record and knowledge in the fields of air quality monitoring, sample analysis and source apportionment study.	Bidder (s) are required to demonstrate relevant past experience and competency of the company in air quality monitoring, sample analysis and source apportionment study.		15
	Bidder (s) should submit full details of, and attach contactable signed references for, projects of a similar scope which were successfully completed in the previous years in air quality monitoring, sample analysis and source apportionment study.		
	Company experience in air quality monitoring, sample analysis and source apportionment study.		Indicator
	5 years 'or more experience		5
	4 and less than 5 years' experience		4
	3 and less than 4 years' experience		3
	2 and less than 3 years' experience		2
	1 and less than 2 years' experience		1
Less than 1 year experience		0	
TOTAL POINTS ON FUNCTIONALITY			100

8.4. **PHASE 5: Preference Point System 80/20**

8.4.1. The **fifth phase** is to perform an evaluation of Price and BBBEE on the bidders, that successful qualified on phase 4 (Functionality requirements).

8.4.2. **Calculation of points for price –**

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

8.4.3 **Calculating of points for B-BBEE status level of contribution**

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

Phase 3: 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

8.5. Requirements for B-BBEE

- a) Bidders must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by **SANAS** only. The Exempted Micro Enterprise that do not have B-BBEE certificate must submit an original/ certified copy of the DTI sworn affidavit in terms of Codes of good practice certified by Commissioner of Oath together with their bids, to substantiate their B-BBEE claims.
- b) A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid to substantiate their B-BBEE rating claims. Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for BBEE but should not be disqualified from the bidding process.
- c) They will score points out of 80 for price only and zero (0) points out of 10 or 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 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 indicating number of experience
 - 9.1.5. Standard bidding documents (SBD1, 2, 3.3, 4, 6.1, 8 and 9).

- 9.1.6. Proof of B-BBEE Status Level of Contributor
- 9.1.7. Electronic copy (USB/Disk).
- 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. Financials should be included in the technical proposal (envelope).

10. SPECIAL CONDITIONS OF CONTRACT

- 10.1 The performance measures for the procurement, installation, commissioning and maintenance of source apportionment equipment, air quality monitoring equipment and laboratory instruments will be closely monitored by DFFE.
- 10.2 The Service Provider/s will submit soft or hard copy monthly reports for the first quarter of the project and submit quarterly progress reports for the remainder of the project to the Programme manager, within 4 days after the end of each month and quarter for the duration of the project. Failure to submit the required reports on time will result in penalties as agreed upon during contracting or signing of Service Level Agreement.
- 10.3 The Programme manager shall do the ongoing performance management of the Service agreement.
- 10.4 The Service Provider/s must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract. Prior to the appointment of a replacement, the Programme Manager must approve such appointment. If the senior has to leave the project, a period of at least a month is required, in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed able to transfer skills and knowledge.
- 10.5 The World Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the World Bank Group Sanctions Framework. In further pursuance of this policy, bidders shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the World Bank to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, bid submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the World Bank.
- 10.6 A Bidder that has been sanctioned by the Bank, pursuant to the Bank's Anti-Corruption Guidelines, in accordance with its prevailing sanctions policies and procedures as set forth in the World Bank Group Sanctions Framework shall be ineligible to be prequalified for, initially selected for, bid for, propose for, or be awarded a Bank-financed contract or benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined.
- 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 DFFE is not bound to select any of the firms submitting proposals. DFFE reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
- 10.9 **DEFF reserve the right to negotiate with one or more preferred bidder/s identified in the evaluation process, regarding any terms and conditions, including prices without offering the same opportunity to any other bidder/s who has not been awarded the status of the preferred bidder/s.**
- 10.10 **DEFF reserve the right to bench mark and negotiate rates with successful bidders before award**

- 10.11 Bidders must score a minimum of **75%** (The minimum qualifying score that must be obtained for functionality in order for a tender to be considered further should not be generic. It should be determined separately for each tender on a case-by-case basis. The minimum qualifying score must not be prescribed so low that it may jeopardize the quality of the service required nor so high that it may be restrictive to the extent that it jeopardizes the fairness of the SCM system).
- 10.12 The proposal should include, amongst other, the following:
 A proposed plan of action;
 A list of references;
 Ability to ensure continuing of staff on the project
 Financials.
- 10.13 **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.**
- 10.14 **Where non-compliant tax status is detected upon contracting, reasonable period (7 working days) will be allowed to the prospective bidder to sort the tax matters out, failing-which the bidder will be disqualified.**
- 10.15 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.
- 10.16 DFFE reserves the right to appoint only service providers that are registered on the Central Supplier Database of National Treasury.
- 10.17 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.
- 10.18 Comprehensive Curriculum Vitaes' (CV) of the staff who will be available for the duration of the contract must be attached. **In case where bidders submitted CV's of personnel from other companies, bidders must indicate if the personnel is sub-contracted or employed full time or part-time, and indicate the period of the engagement with the bidder. A signed agreement between two parties or an agreement between personnel and a company must be included with the proposal.**
- 10.19 The bid proposals should be submitted with all required information containing technical information.
- 10.20 DFFE Entity Maintenance form included in the bid documents must be completed and returned with the bid proposals.
- 10.21 DFFE will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bids.
- 10.22 Travelling costs and time spent or incurred between home and office of consultants and DFFE office will not be for the account of DFFE.
- 10.23 Intellectual property rights will belong to DFFE
- 10.24 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**).
- 10.24.1 First envelope with the technical proposal including the following:

- A valid copy of the Tax Clearance Certificate or Tax Compliance Status Pin issued by SARS or copy of CSD/ MA Supplier Number.
- Entity registration Certificate (CK1)
- A response to the terms of reference.
- A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (excluding cost for the project).
- profile of the company and description of similar work undertaken,
- numbers, names and CVs of consultants assigned to the project, including their roles and responsibilities,
- Agreement between service providers in the case of a joint venture/Consortium
- Letter of authority to sign documents on behalf of the company/joint venture/Consortium.

10.24.2 The proposal envelope with the financial proposal (pricing schedule (SBD3.3) or other spreadsheets with all cost related items, cost breakdown) (original). No financials should be included in the technical proposal (envelope)

10.24.3 The following information must be endorsed on the envelope:

- Bid number:
- Closing date:
- Name of the Bidder:
- Technical Proposal or Financial Proposal.

10.25 Before any work can commence the service level agreement must be signed by both parties (DFFE and the successful bidder) as well as the issue of an official order and should there be any dispute regarding the finalisation of the agreement, DFFE reserves the right to cancel the contract with no cost implications for the Department.

10.26 The evaluation of Bids can only be done based on information required by the department.

10.27 Bidders failing to meet pre-qualification criteria, mandatory requirements, local production and content will automatically be disqualified.

10.28 Tenderers are requested to submit the original and valid B-BBEE Status Level Verification Certificate or certified copies thereof issued by SANAS only or DTI B-BBEE Sworn Affidavit or an EME/QSE B-BBEE Sworn Affidavit certified by Commissioner of Oath together with their bids, to substantiate their B-BBEE rating claims, failing which the B-BBEE preference points claimed will be forfeited.

10.29 In a case whereby a pre-qualification criteria requires B-BBEE status level of contributor bidders **MUST** submit an original and valid B-BBEE Status Level Verification Certificate or certified copies thereof issued by SANAS only or DTI B-BBEE Sworn Affidavit or an EME/QSE B-BBEE Sworn Affidavit certified by Commissioner of Oath, failure to submit an original or certified copies will result in bid being disqualified.

10.30 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.

10.31 Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.

10.32 A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capacity and the ability to execute the sub-contract.

10.33 Prospective suppliers and / or public entities interested in pursuing opportunities with the Department and within the South African government must register on the National Treasury Central Supplier Database.

- 10.34** Prospective suppliers and / or public entities must provide the department with their CSD registration number on submission of their bid proposals including those of sub-contractors and/ or joint venture companies.
- 10.35** Any supplier who is not registered on CSD during an award stage of the tender will not be considered.

11 Sub-contracting conditions/ requirements

- 11.1** In a case whereby sub-contracting is not set as a pre-qualification criteria, however the tenderer is intending to sub-contract portion of work, such tenderer awarded a contract may only enter into sub-contracting arrangements with the approval of the department.
- 11.2** In relation to a designated sector, a contractor will not be allowed to subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 11.3** A tenderer will not be awarded the points claimed for B-BBEE status level of contribution or contract if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 11.4** The contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

12 Payment terms

DFFE undertakes to pay out in full or as per deliverables within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports 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:

Project Director: Dr Vincent Gololo
Acting Director: Atmospheric Policy, Regulation and Planning,
Private Bag X447, Pretoria, 0001
Office Telephone No: (012) 399 9203,
E-mail: vgololo@environment.gov.za

OR /alternatively

Project Manager: Mrs. Nyasi Ramashia
Control Environment Officer: Priority Area Planning
Office Telephone No: (012) 399 9223,
E-mail: nyasi@environment.gov.za

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.

Js General Conditions of Contract (revised July 2010)



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											
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Address (Compulsory if Supplier)											
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)										
	<input style="width: 100%; height: 15px;" type="text"/>										
Department Number	<input style="width: 100%; height: 15px;" 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