



**BID NO: SAMS/096/2023/24: APPOINTMENT OF TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF FIVE (5) YEARS FOR THE SOUTH AFRICAN MARITIME SAFETY AUTHORITY (SAMS).**

**PART 1**

**1.1 LETTER OF INVITATION TO THE SERVICE PROVIDER:**

**BIDS TO BE SUBMITTED TO:**

South African Maritime Safety Authority  
146 Lunnon Road  
Cnr Jan Shoba & Lunnon Road  
Hillcrest  
0183

Attention: I Mothoane

Tel: 012 366 2600

email: imothoane@samsa.org.za

**ISSUE DATE: 15 MARCH 2024**

Contact mandatory briefing will be conducted for this bid.

**Venue: N/A**

**Date: N/A**

**Time: N/A**

**CLOSING DATE: 17 APRIL 2024 at 11:00 am**

## 1.2. OBJECTIVES

South African Maritime Safety Authority (SAMSA) hereby wishes to appoint a Travel Management Company (TMC) for a period of five (5) years. The appointed TMC will be required to provide service to all the SAMSA offices located in South Africa.

A service provider will be selected under the procedures described in this Request for Proposal (RFP) document.

### **Technical and administrative queries:**

Queries relating to these documents may be addressed in writing only quoting the Bid No. for attention: [imotoane@samsa.org.za](mailto:imotoane@samsa.org.za)

### **Submission of Bids:**

- Number of ORIGINAL bid documents for contract signing TWO.
- Electronic Copy of the original document in PDF (flash drive) ONE.

Bid documents must contain two original documents, initialled on each page thereof and signed where required (two separate envelopes: one for Pricing and the other for technical document).

A digital version on USB/Memory stick containing the bid document and all other supporting documents (fully submitted bid proposal with its attachments) must be provided of all tender documentation within the bid envelope.

**These serve as the original sets of bid documents and form part of the contract.**

The proposals may be submitted in sealed envelopes delivered at the Pretoria Office South African Maritime Safety Authority 146 Lunnon Road, Cnr Jan Shoba & Lunnon Road, Hillcrest,0183 and should be deposited in the box located at the reception.

The Bid number and tender description **MUST** be clearly indicated on the cover of the bid document. It is the responsibility of each bidder when submitting to ensure that they complete the Tender Register at the Reception. The closing date and time for receipt of tenders is **17 APRIL 2024** at 11H00.

**IT IS THE RESPONSIBILITY OF EACH PROSPECTIVE BIDDER TO ARRIVE EARLY TO SUBMIT A BID AS THEY WILL BE REQUIRED TO FOLLOW BUILDING SECURITY PROTOCOLS OF REGISTRATION. SAMSA WILL NOT BE RESPONSIBLE FOR BIDDERS WHO ARRIVE LATE AND CLAIM THAT THEY WERE HELD AT SECURITY FOR REGISTRATION, WHICH WILL NOT BE ACCEPTED AS A REASON FOR LATE ARRIVAL OR LATE SUBMISSION.**

Facsimile, and late tenders will not be accepted. It is important to note that all bids lodged will be examined to determine compliance with the bidding requirements and conditions. Bids with obvious deviation from the requirements, will be eliminated. Interested Bidders are expected to submit returnable documents on the original tender issued by SAMSA and written in black ink. This tender document may not be reproduced.

## **PART 2 - INSTRUCTIONS**

### **1. INTRODUCTION SAMSA**

1.1. The South African Maritime Safety Authority (SAMSA) was established on the 1st of April 1998 under the SAMSA Act 5 of 1998. The objectives of the Authority are:

- To ensure safety of life and property at sea;
- To prevent and combat pollution from ships in the marine environment; and
- To promote the Republic's maritime interests.

SAMSA has also been charged with the responsibility of executing the following:

- Administration of the Merchant shipping (National Small Vessel Safety) Regulation, 2007, as amended (the Regulations). The Regulations extends SAMSA's Core mandate to include inland waterways (only waterways accessible to the public) within the Republic. That is to ensure boating safety on our waters.
- Implementing and executing the Long-Range Identification and Tracking (LRIT) of vessels along the South African coastline. The Long-Range vessels monitoring system assist in securing South Africa's coastal waters in the midst of the rising lawlessness at sea, with particular reference to the worrying scourge of pirate attacks along the east coast of Africa.

SAMSA's head office is based in Pretoria, while there are 8 other offices based along the South African coastline.

### **2. CONDITIONS OF BID AND CONTRACT**

#### **2.1 GUIDELINE ON COMPLETION**

21.1. Bidders must ensure compliance on a paragraph-by-paragraph basis. Bids not completed in the manner prescribed may be considered incomplete and rejected.

#### **2.2. CONFIDENTIALITY**

2.2.1 The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid.

2.2.2 All bidders are bound by a confidentially agreement preventing the unauthorized disclosure of any information regarding SAMSA or of its activities to any other organization or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of the accounting authority or the delegate.

#### **2.3 INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT**

2.3.1 Copyright of all documentation relating to this assignment belongs to SAMSA. The successful bidders may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.

2.3.2 All the intellectual property rights arising from the execution of this Tender as read with the Agreement shall vest in SAMSA and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.

2.3.3 In the event that the service provider would like to use any information or data generated in terms of the Services, the prior written permission must be obtained from SAMSA.

2.3.4 SAMSA shall own all materials produced by the service provider during the course of, or as part of the Services including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts, know-how and other information whether capable of being copyrighted or not

## **2.4 CONTRACTUAL COMMITMENT**

2.4.1 No commitment of any kind, contractual or otherwise shall exist unless and until a formal written agreement has been executed by or on behalf of SAMSA. Any notification of preferred bidder status by SAMSA shall not give rise to any enforceable rights by the Bidder. SAMSA may cancel this Request for Proposal (RFP) any time prior to the formal written agreement being executed by or on behalf of SAMSA. SAMSA reserves the right at its sole discretion, and at any time, to amend, deviate from, postpone, discontinue or terminate the transaction/procurement process without incurring any liability whatsoever to any other party. SAMSA reserves the right not to award this tender to the highest ranked or highest scoring bidder, as it needs to align its procurement practices to governance practices that are in line with its own growth path. These may include but are not limited to driving socio-economic development objectives that are enshrined in various government policies.

## **2.5 PAYMENTS**

2.5.1 Payment terms may be negotiated with the successful bidder before awarding the bid.

2.5.2 SAMSA will pay the service provider for the service rendered in line with the contract. No additional amounts will be payable by SAMSA to the contractor without prior approval of the additional scope of work.

2.5.3 The service provider shall from time to time during the duration of the contract, invoice SAMSA for the services rendered. No payment will be made to the service provider unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to SAMSA.

2.5.4 Payment shall be made into the bidder's bank account or per cheque payment normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).

2.5.5 The service provider shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other moneys required to be paid in terms of applicable law.

## **2.6 NON-COMPLIANCE WITH DELIVERY TERMS**

2.6.1 As soon as it becomes known to the service provider that he will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, SAMSA must be given immediate written notice to this effect. SAMSA reserves the right to implement remedies as provided for in the SLA.

## **2.7 WARRANTIES**

2.7.1 The service provider warrants that: It is able to conclude this Agreement to the satisfaction of SAMSA.

2.7.2 Although the service provider will be entitled to provide services to persons other than SAMSA, the service provider shall not without the prior written consent of SAMSA, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.

## **2.8 PARTIES NOT AFFECTED BY WAIVER OR BREACHES**

2.8.1 The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof

2.8.2 No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.

## **2.9 SUBMITTING OF FRAUDULENT DOCUMENTS**

2.9.1 The bidder must declare any Partnership or JV arrangements when submitting the proposal.

2.9.2 All parties to the bid (JV or Partnership) must submit all the required returnable documents as per the requirement of the tender.

2.9.3 A trust, consortium or joint venture must submit a consolidated B-BBEE certificate to indicate their status level in line with the BBBEE Code of Good Practice. A copy of the joint venture / consortium agreement must be included.

2.9.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate bid.

2.9.5 Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. National Treasury will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

2.9.6 The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

## **2.10 SUBCONTRACTING AFTER AWARD OF TENDER**

2.10.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of SAMSA.

## **2.11 PROTECTION OF PERSONAL INFORMATION ACT (POPIA)**

2.11.1 The bidder must be compliant with the Protection of Personal Information Act 4 of 2013.

2.11.2 The bidder must have the necessary appropriate physical, technological, administrative and technical security measures to ensure the protection and confidentiality of personal information that it, or its employees, its

contractors or other authorised individuals comes into contact with to prevent loss or damage, or unauthorized access, processing or destruction.

## **2.12 COUNTER CONDITIONS**

2.12.1 SAMSA draws bidders' attention that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidation of such bids.

## **2.13 RESPONSE PREPARATION COSTS**

2.13.1 SAMSA is **NOT** liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

## **2.14 CANCELLATION PRIOR TO AWARDING**

2.14.1 SAMSA reserves the right to withdraw and cancel the Bid Invitation prior to making an award. The cancellation grounds include insufficient funds, where the award price is outside of the objective determined fair market-related price range or any process impropriety.

## **2.15 COLLUSION, FRAUD AND CORRUPTION**

2.15.1 Any effort by Bidder/s to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.

## **2.16 FRONTING**

2.16.1 SAMSA, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. Should SAMSA establish any of the fronting indicators as contained in the Department of Trade and Industry's "Guidelines on Complex Structures and Transactions and Fronting" during such inquiry/investigation, the onus is on the bidder to prove that fronting does not exist. Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies SAMSA may have against the bidder concerned.

### **2.17.1 RETURNABLE DOCUMENTS - COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents)**

- Number of ORIGINAL bid documents for contract signing **TWO**
- Electronic Copy of the original document in PDF (flash drive) **ONE**

Bid documents must contain two original documents, initialled on each page thereof and signed where required (two separate envelopes: one for Pricing and the other for technical document). A digital version on USB/Memory stick containing the bid document and all other supporting documents (fully submitted bid proposal with its attachments) must be provided of all tender documentation within the bid envelope. These serve as the original sets of bid documents and form part of the contract.

## 2.18 SUBMISSION FORMAT (RETURNABLE SCHEDULES)

The verification during this stage is to review bid responses for purposes of assessing compliance with RFP requirements, whereby a bidder may be disqualified if they do not fully comply, which requirements include the following:

	Tick
Invitation to Bid (SBD 1) must be fully completed and signed.	
Submission of fully completed SBD 4 (Bidder's disclosure).	
Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the relevant documents as proof for the points claimed for specific goal/s,	
Detailed Proposal	
Submission of the General Conditions of a Contract (GCC)	
<b>Pricing Schedule</b>	<b>To be submitted in a separate envelope</b>

## 2.19 QUERIES AND CLARIFICATIONS

2.19.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (letter or e-mail). Please make reference to Tender Notice and Invitation to Tender page of this bid pack for contact details. The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.

## 2.20 REASONS FOR DISQUALIFICATION

2.20.1 SAMSA reserves the right to disqualify any bidders who do not comply with one or more of the following bid requirements and may take place without prior notice to the bidder:

- Bidder whose tax matters are not in order (Instruction Note 09 of 2017/2018 Tax Compliance Status will apply);
- submitted incomplete information and documentation according to the requirements of this Bid document;
- submitted information that is fraudulent, factually untrue or inaccurate information;
- received information not available to other potential bidders through fraudulent means;
- failed to comply with technical requirements as stipulated in the Bid document;
- misrepresented or altered material information in whatever way or manner;
- promised, offered or made gifts, benefits to any SAMSA employee;
- canvassed, lobbied in order to gain unfair advantage;
- committed fraudulent acts; and • acted dishonestly and/or in bad faith etc.

## 2.21 VALIDITY PERIOD

2.21.1 Bid should remain valid for at least hundred and twenty (**120**) days after the closing date.

2.21.2 The bidder should hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender document.

2.21.3 If requested by the employer, consider extending the validity period stated in the tender document for an agreed additional period.

2.21.4 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.

## **2.22 LATE BIDS**

2.22.1 Late submissions will not be accepted. A submission will be considered late if it arrived one minute after 11:00am or any time thereafter. The bid (tender) box shall be locked at exactly 11:00am and bids arriving late will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

## **2.23 IMPORTANT DATES**

Release of RFP	:	<b>15 MARCH 2024</b>
Last day of queries	:	<b>04 APRIL 2024</b>
Responses to queries	:	<b>09 APRIL 2024</b>
Closing date for submission of proposals	:	<b>17 APRIL 2024</b>

SAMSA reserves the right to amend any date specified above. Any changes will be communicated to the interested parties.

## **2.24 TRANSFORMATION**

2.24.1 SAMSA promotes transformation within the maritime services sector of the South African economy and as such, bidders are encouraged to partner with majority black owned entities (51% black owned and controlled). Such partnerships may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

## **2.25 CLIENT BASE**

2.25.1 SAMSA reserves the right to contact references during the evaluation and adjudication process to obtain information.

## **2.26 LEGAL IMPLICATIONS**

2.26.1 Successful service providers will enter into a service level agreement with SAMSA.



## **2.27 PROHIBITIONS OF RESTRICTIVE PRACTICES**

- a) In terms of section 4(1) 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:
- directly or indirectly fixing a purchase or selling price or any other trading condition;
  - dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
  - collusive bidding.
- b) If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and 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.

## **2.28 PRESENTATION**

2.28.1 SAMSA may require presentations/interviews from short-listed bidders as part of the bid process.

## **2.29 SIGNATORIES**

2.29.1 All responses to this tender should be signed off by the authorised signatories of the bidder.

## **2.30 SPECIAL TERMS AND CONDITIONS**

- The SAMSA reserves the right to accept or reject any submission in full or in part, and to suspend this process and reject all proposals or part thereof, at any time prior to the awarding of the contract, without thereby incurring any liability to the affected bidders.
- This bid and the contract will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the PFMA. The special terms and conditions of contract are supplementary to that of the general conditions of the contract.
- Where, however, the special conditions of contract are in conflict with the general conditions of contract, the general conditions of contract will prevail.
- The SAMSA is the sole adjudicator of the suitability of the venue for the purpose for which it is required. Therefore, the SAMSA's decision in this regard will be final.
- No bids sent by the facsimile or email will be accepted.
- Bids must only be submitted at the SAMSA Office in Pretoria by the specified date and time.
- Bidders are welcome to be present at the opening of bids, but no pricing will be read out.
- The annexures are part of the bid documentation and must be signed by the bidder and attach to the bid document.
- The bid forms must not be retyped or redrafted but copies may be used. Additional offers may be made but only photocopies of the original documents. Additional offers/submissions are regarded as

separate and must be treated as such by the bidder. The inclusion of various offers as part of a single submission in one envelope is not allowed and will not be considered. Additional bid offers must be submitted separately in separate sealed envelopes.

- Bidders are required to provide SAMSA with their tax compliance status PIN.
- Proof of registration on the Central Supplier Database (CSD) must be provided.
- No tender shall be awarded to a bidder who is not tax compliant. SAMSA reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such a bidder whose verification against the Central Supplier Database (CSD) proves non-compliant.
- Certified copy of B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the founding documents of a CC must be submitted.

## **DISCLAIMERS**

SAMSA has produced this document in good faith. SAMSA, its agents, and its employees and associates do not warrant its accuracy or completeness. To the extent that SAMSA is permitted by law, SAMSA will not be liable for any claim whatsoever and how so ever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this document due to any misinterpretation of this document. SAMSA makes no representation, warranty, assurance, guarantee or endorsements to any provider/bidder concerning the document, whether with regard to its accuracy, completeness or otherwise and SAMSA shall have no liability towards the responding service providers or any other party in connection therewith.

***NB: Important Notice: Bidders are to be aware of scammers who pose as SAMSA employees selling bid documents or offering monetary gratuity in exchange for information or awarding of bids. SAMSA is in no way selling the bid document, all documents shall be found on the SAMSA website and eTender Portal and awarded bids are notified through the website under “bids awarded” and SAMSA shall never ask any bidder for monetary gratuity in exchange for information or manipulating outcome of bids.***

## **PART 3: SCOPE OF WORK**

### **1.1 BACKGROUND**

Accountable to the Minister of Transport, SAMSA was established on 1 April 1998 in terms of the South African Maritime Safety Authority Act 5 of 1998. SAMSA's objective is to lead and champion South Africa's maritime interests as custodians and stewards of maritime policy, vigorous promoters of the maritime sector and giving full and complete effect to our obligations for the benefit of all stakeholders. To promote South Africa's maritime interests and development and position the country as an International Maritime Centre while ensuring maritime safety, health and environmental protection.

### **1.2 OBJECTIVES**

### **1.3 SCOPE OF WORK**

#### **1.3.1 DEFINITIONS**

**Accommodation** means the rental of lodging facilities while away from one's place of abode, but on authorised official duty.

**After-hours service** refers to an enquiry or travel request that is actioned after normal working hours, i.e. 17h00 to 8h00 am on Mondays to Fridays and twenty-four (24) hours on weekends and public holidays

**Air travel** means travel by airline on authorised official business.

**Authorising Official** means the employee who has been delegated to authorise travel in respect of travel requests and expenses, e.g. line manager of the traveler.

**Car Rental** means the rental of a vehicle for a short period of time by a Traveler for official purposes.

**Department** means the organ of state, Department or SAMSA that requires the provision of travel management services.

**Domestic travel** means travel within the borders of the Republic of South Africa.

**Emergency service** means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from original planned trip.

**International travel** refers to travel outside the borders of the Republic of South Africa.

**Management Fee** is the fixed negotiated fee payable to the Travel Management Company (TMC) in monthly instalments for the delivery of travel management services, excluding any indirect service fee not included in the management fee structure (visa, refund, frequent flyer tickets etc.).

**Merchant Fees** are fees charged by the lodge card company at the point of sale for bill back charges for ground arrangements.

**Quality Management System** means a collection of business processes focused on consistently meeting customer requirements and enhancing their satisfaction. It is expressed as the organizational structure, policies, procedures, processes and resources needed to implement quality management.

**Regional travel** means travel across the border of South Africa to any of the Countries in the African Continent.

**Service Level Agreement (SLA)** is a contract between the TMC and SAMSA that defines the level of service expected from the TMC.

**Shuttle Service** means the service offered to transfer a Traveler from one point to another, for example from place of work to the airport.

**Third party fees** are fees payable to third party service providers that provides travel related services on an ad hoc basis that is not directly provided by the TMC. These fees include visa fees and courier fees.

**Transaction Fee** means the fixed negotiated fee charged for each specific service type e.g. international air ticket, charged per type per transaction per traveler.

**Traveller** refers to a SAMSA official, consultant or contractor travelling on official business on behalf of SAMSA

**Travel Booker** is the person coordinating travel reservations with the Travel Management Company

**Travel Management Company or TMC** refers to the Company contracted to provide travel management services (Travel Agents).

**Travel Voucher** means a document issued by the Travel Management Company to confirm the reservation and/or payment of specific travel arrangements.

**Value Added Services** are services that enhance or complement the general travel management services e.g. Rules and procedures of the airports.

**VAT** means Value Added Tax.

**VIP or Executive Service** means the specialised and personalised travel management services to selected employees of Government by a dedicated consultant to ensure a seamless travel experience.

### **1.3.2 Overall Requirement:**

SAMSA's requirements for domestic and/or international travel in line with the policy covers the following, but not limited to:

- a) Air travel
  - Plan, arrange, amend bookings as requested, confirm bookings and execute payment by pre-agreed means of all air travel bookings
  - Negotiate discounts and the most cost effective air travel options with all available airlines which meet the minimum standard on behalf of SAMSA and report efforts made on this periodically

- Negotiate discounts (rands or credits) on accumulated expenditure for air travel with all available airlines on behalf of SAMSA and revert back to SAMSA for executive decisions as appropriate
- b) Vehicle Rental
- Arrange, amend bookings as requested and confirm bookings for all vehicle rentals and/or shuttles bookings to satisfy SAMSA' minimum requirements and execute payment.
  - Negotiate discounts/vouchers with all available vehicle rental and/or shuttle service providers on behalf of SAMSA and report efforts made on this periodically.
- c) Accommodation
- Arrange, amend bookings as requested and confirm bookings for all accommodation needs to satisfy SAMSA' minimum requirements and execute payment.
  - Negotiate discounts/vouchers with all major hotel groups or lodges that meet the standard requirements on behalf of SAMSA and report efforts made on this periodically
- d) Travel Insurance, Visa and Passport
- The Travel Management Company should also, where relevant provide service relating to travel insurance, visas, passports, special and/or once off arrangements, etc.

### **1.3.3 Travel Volumes**

The current SAMSA total volumes per annum includes air travel, accommodation, car hire, forex, conference, etc. The table below details the number of transactions for the FY 2022/2023 as follows:

<b>ON-LINE / OFF-LINE BOOKINGS</b>				
ITEM	Transaction Type	Estimated Total Volume	On-line: 90%	Off-line: 10%
1	Air Travel – International	30	27	3
2	Air Travel – Regional	5	4,5	0,5
3	Air Travel – Domestic	1300	1170	130
4	Air Travel – International (Re-issue)	10	9	1
5	Air Travel – Regional (Re-issue)	2	1,8	0,2
6	Air Travel – Domestic (Re-issue)	250	225	25
7	Refunds – Air Domestic	50	45	5
8	Refunds – Air Regional	1	0,9	0,1
9	Refunds – Air International	5	4,5	0,5
10	Car Rental – Domestic	400	360	40
11	Car Rental – Regional	0	0	0
12	Car Rental – International	0	0	0
13	Transfers/Shuttle – Domestic	300	270	30
14	Transfers/Shuttle – Regional	10	9	1
15	Transfers/Shuttle – International	60	54	6
16	Accommodation – Domestic	800	720	80
17	Accommodation – Regional	5	4,5	0,5
18	Accommodation – International	30	27	3
19	Bus/Coach Bookings	80	72	8
20	Train bookings – International	5	4,5	0,5
21	Visa Assistance	20	18	2
	(Provision of documents and advice)	0	0	0
22	SMS Notifications	2000	1800	200
24	Parking bookings	100	90	10
25	Cancellations	100	90	10
26	Changes to bookings	400	360	40
27	After Hours Services	150	135	15
28	Additional Ad-hoc Reports (per report)	36	32,4	3,6
29	Customised Reports (per report)	36	32,4	3,6
30	Travel Lodge card Reconciliation	36	32,4	3,6
	<b>TOTAL NO OF TRANSACTION</b>	<b>6221</b>	<b>5598,9</b>	<b>622,1</b>

**Note:** These figures are projections based on the 2022/2023 FY trends and they may change during the tenure of the contract. The figures are meant for illustration purposes to assist the bidders to prepare their proposal.

### 1.3.4 SERVICE REQUIREMENTS

1.3.4.1 SAMSA has the following requirements that must be met by the appointed Travel Management Company:

- a) All air travel tickets, accommodation, vehicle and shuttle vouchers will be timeously delivered/e-mailed to SAMSA via the relevant staff. Only in exceptional cases and where prior agreement is in place with SAMSA,

may travel arrangements be requested/collected or received by any other person not directly employed by SAMSA.

- b) The Travel Management Company must allocate a sufficient number of staff to manage this account which includes travel consultants, key account management and finance personnel as well as overall management.
- c) SAMSA requires a 24-hour service, where emergencies occur and where the direct involvement of the TMC is necessary to resolve any issues concerning travel related issues that may arise. An emergency contact number (or numbers) should be provided for issues that may arise during or outside of the normal working hours.
- d) Take overall responsibility to confirm all bookings, air travel, shuttle services, vehicle rentals, accommodation bookings, visa/passport applications, etc. and ensure that payment has been made.
- e) Confirmation communication to SAMSA must be done timeously prior to the travel date/ time of any booking.
- e) Communicate emergency/short notice changes with regard to flights, accommodation, land transportation, etc. effectively and as soon as available to avoid SAMSA travellers being stranded without being informed of the relevant changes in advance.
- f) Provide a dedicated contact team for SAMSA arrangements.
- g) Ensure correct referencing of transactions for travel lodge card reconciliation and correct budget allocation

1.3.4.2 Reports: The following is required with respect to reports for submission to SAMSA:

- a) Financial reports detailing all expenses incurred per month for all transactions processed for payment purposes. The report shall be provided to SAMSA monthly, based on the agreed date for expenses incurred the previous month.
- b) Management Information System (MIS) report detailing all transactions and expenses incurred each, within a specified period (monthly; quarterly; annually) or on an ad hoc basis. The report shall as a minimum include a detailed summary of all transactions processed, and customize categories as requested. This can include, but not limited to, class of travel, missed savings, supplier usage etc.
- c) The TMC will be responsible for ensuring continuous negotiations for lower tariffs or higher discounts and report on efforts made in this regard on a quarterly basis. Where there are specials and discount on fares / tariffs, the travel management should notify SAMSA for consideration.
- d) Benefits, discounts, refunds, etc. received from the service providers should be declared as part of the monthly report.

1.3.4.3 General Requirement

The successful bidder will be required to provide travel management services. Deliverables under this section include without limitation, the following:

- a). The travel services will be provided to all Travelers travelling on behalf of SAMSA, locally and internationally. This will include employees, contractors, consultants, and clients where the agreement is that SAMSA is responsible for the arrangement and cost of travel.
- b). Provide travel management services during normal office hours and after-hours:  
Normal office: Monday to Friday - 08h00- 17h00  
After-hours: Monday to Friday – 17h00 to 08h00, weekends and after-hours.
- c). Familiarisation with current SAMSA travel business processes.
- d). Familiarisation with current travel suppliers and negotiated agreements that are in place between SAMSA and third parties. Assist with further negotiations for better deals with travel service providers.
- e). Align with current SAMSA Travel Policy and implementations of controls to ensure compliance.
- f). Penalties incurred as a result of the inefficiency or fault of a travel consultant will be for the TMC's account, subject to the outcome of a formal dispute process.
- g). Provide a facility for SAMSA to update their travelers' profiles.
- h). Manage the third-party service providers by addressing service failures and complaints against these service providers.
- i). Consolidate all invoices from travel suppliers.
- j). Provide a detailed transition plan for implementing the service without service interruptions and engage with the incumbent service provider to ensure a smooth transition.

#### 1.3.4.4 Reservations

The Travel Management Company will:

- a. receive travel requests from travelers and/or travel bookers, respond with a minimum of 3 quotations, where practical. Upon the receipt of the relevant approval, the travel agent will issue the required e-tickets and vouchers immediately and send it to the travel booker and traveler via the agreed communication medium.
- b. always endeavor to make the most cost-effective travel arrangements based on the request from the traveler and/or travel booker.
- c. apprise themselves of all travel requirements for destinations to which travelers will be travelling and advise the Traveler of alternative plans that are more cost effective and more convenient where necessary.
- d. obtain a minimum of three (3) price comparisons for all travel requests where the routing or destination permits.
- e. book the negotiated discounted fares and rates where possible.



- f. must keep abreast of airline carrier schedule changes as well as all other alterations and new conditions affecting travel and make appropriate adjustments for any changes in flight schedules prior to or during the traveler's official trip. When necessary, e-tickets and billing shall be modified and reissued to reflect these changes.
- g. book parking facilities at the airports where required for the duration of the travel.
- h. respond timely and process all queries, requests, changes, and cancellations timeously and accurately.
- i. must be able to facilitate group bookings (e.g., for meetings, conferences, events, etc.)
- j. must issue all necessary travel documents, itineraries and vouchers timeously to traveler(s) prior to departure dates and times.
- k. advise on all visa requirements and facilitate the process well in advance.
- l. advise the traveler of all inoculation requirements well in advance.
- m. assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.
- n. facilitate the bookings that are generated through their own or third party Online Booking Tool (OBT) where it can be implemented.
- o. note that , unless otherwise stated, all cases include domestic, regional and international travel bookings.
- p. negotiated airline fares, accommodation establishment rates, car rental rates, etc. that are negotiated directly or established by National Treasury or by SAMSA are non- commissionable, where commissions are earned for SAMSA bookings all these commissions should be returned to SAMSA on a quarterly basis.
- q. ensure confidentiality in respect of all travel arrangements and concerning all persons requested by SAMSA.
- r. timeous submission of proof that services have been satisfactorily delivered (invoices) as per SAMSA' instructions.

#### 1.3.4.5. **Air Travel**

- a. The TMC must be able to book full-service carriers as well as low-cost carriers.
- b. The TMC will book the most cost-effective airfares possible for domestic travel.
- c. For international flights, the airline which provides the most cost effective and practical routings may be used.
- d. The TMC should obtain three or more price comparisons where applicable to present the most cost effective and practical routing to the traveler.
- e. The airline ticket should include the applicable airline agreement number as well as the individual loyalty program number of the traveler (if applicable).

- f. Airline tickets must be delivered electronically (SMS and/or email format) to the traveler(s) and travel bookers promptly after booking before the departure times.
- g. The TMC will be responsible for the tracking and management of unused e-tickets as per agreement with the institution and provide a report on refund management once a quarter.
- h. The TMC must during their report period provide proof that bookings were made against the discounted rates on the published fairs where applicable.
- i. Ensure that travelers are always informed of any travel news regarding airlines (like baggage policies, checking in arrangements, etc.)
- j. Assist with lounge access if and when required.

#### **1.3.4.6 Accommodation**

- a. The TMC will obtain price comparisons within the maximum allowable rate matrix as per the cost containment instruction of the National Treasury.
- b. The TMC will obtain three price comparisons from accommodation establishments that provide the best available rate within the maximum allowable rate and that is located as close as possible to the venue or office or location or destination of the traveler
- c. This includes planning, booking, confirming and amending of accommodation with any establishment (hotel group, private hotel, guest house or Bed & Breakfast) in accordance with SAMSA' travel policy.
- d. SAMSA travelers may only stay at accommodation establishments with which SAMSA has negotiated corporate rates. Should there be no rate agreement in place in the destination, or should the contracted establishment be unable to accommodate the traveler, the TMC will source suitable accommodation bearing in mind the requirement of convenience for the traveler and conformation with acceptable costs, or as stipulated in written directives issued from time to time by the National Treasury or SAMSA.
- e. Accommodation vouchers must be issued to all SAMSA travelers for accommodation bookings and must be invoiced to SAMSA as per arrangement. Such invoices must be supported by a copy of the original hotel accommodation charges.
- f. The TMC must during their report period provide proof, where applicable, that accommodation rates were booked within the maximum allowable rates as per the cost containment instruction of the National Treasury.
- g. Cancellation of accommodation bookings must be done promptly to guard against no show and late cancellation fees.

#### **1.3.4.7. Car Rental and Shuttle Services**

- a. The TMC will book the approved category vehicle in accordance with the SAMSA Travel Policy with the appointed car rental service provider from the closest rental location (airport, hotel and venue).
- b. The travel consultant should advise the traveler on the best time and location for collection and return considering the Traveler's specific requirements.

- c. The TMC must ensure that relevant information is shared with travelers regarding rental vehicles, like e-tolls, refueling, keys, rental agreements, damages and accidents, etc.
- d. For international travel the TMC may offer alternative ground transportation to the traveler that may include rail, buses, and transfers.
- e. The TMC will book transfers in line with the SAMSA Travel Policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.
- f. The TMC should manage shuttle companies on behalf of SAMSA and ensure compliance with minimum standards. The TMC should also assist in negotiating better rates with relevant shuttle companies.
- g. The TMC must during their report period provide proof that negotiated rates were booked, where applicable.

#### **1.3.4.8. After Hours and Emergency Services**

- a. The TMC must provide a consultant or team of consultants to assist Travelers with after hours and emergency reservations and changes to travel plans.
- b. A dedicated consultant/s must be available to assist VIP/Executive Travelers with after hour or emergency assistance.
- c. After hours ' services must be provided from Monday to Friday outside the official hours (17h00 to 08h00) and twenty-four (24) hours on weekends and Public Holidays.
- d. A call centre facility or after hours contact number should be available to all travelers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.
- e. The Travel Management Company must have a standard operating procedure for managing after hours and emergency services. This must include purchase order generation of the request within 24 hours.

#### **1.3.4.9 Communication**

- a. The TMC may be requested to conduct workshops and training sessions for Travel Bookers and any other SAMSA representative.
- b. All enquiries must be investigated, and prompt feedback be provided in accordance with the Service Level Agreement.
- c. The TMC must ensure sound communication with all stakeholders, to ensure a smooth continuous workflow.

#### **1.3.4.10 Financial Management**

- a. The TMC must implement the rates negotiated by SAMSA with travel service providers or the discounted air fares, or the maximum allowable rates established by the National Treasury where applicable.

- b. The TMC will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to SAMSA for payment within the agreed period.
- c. Enable savings on total annual travel expenditure, and this must be reported, and proof provided during monthly and quarterly reviews.
- d. The TMC will be required to offer a 30-day bill-back account facility to institutions should a lodge card not be offered. 'Bill back', refers to the supplier sending the bill back to the TMC, who, in turn, invoices SAMSA for the services rendered.
- e. Where pre-payments are required for smaller Bed & Breakfast /Guest House facilities, these will be processed by the TMC. These are occasionally required at short notice and even for same day bookings.
- f. Consolidate Travel Supplier bill-back invoices.
- g. In certain instances where institutions have a travel lodge card in place, the payment of air, accommodation and ground transportation is consolidated through a corporate card vendor.
- h. The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to SAMSA' Financial Department on the agreed period (e.g., weekly). This includes attaching the Travel Authorisation or Purchase Order and other supporting documentation to the invoices reflected on the Service provider bill-back report or the credit card statement.
- i. Ensure Travel Supplier accounts are settled timeously.

#### **1.3.4.11 Technology, Management Information and Reporting**

- a. The TMC must have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools.
- b. The implementation of an Online Booking Tool to facilitate bookings should be considered to optimise the services and related fees.
- c. All management information and data input must be accurate.
- d. The TMC will be required to provide SAMSA with standard monthly reports and or any ad-hoc reports that may be required.
- e. Reports must be accurate and be provided as per SAMSA' specific requirements at the agreed time. Information must be available on a transactional level that reflect detail including the name of the traveler, date of travel, spend category (example air travel, shuttle, accommodation).
- f. SAMSA may request the TMC to provide additional management reports, including National Treasury required reports, as per template or format required at no additional cost.
- g. Reports must be available in an electronic format for example Microsoft Excel.
- h. Service Level Agreements reports must be provided on the agreed date. It will include but will not be limited to the following:

#### **1.3.4.12 Travel**

- a) After hours' Report;
- b) Compliments and complaints;
- c) Long term accommodation and car rental;
- d) Extension of business travel to include leisure;
- e) Upgrade of class of travel (air, accommodation and ground transportation);
- f) Bookings outside Travel Policy.
- g) Cost center reports
- h) Passenger reports

#### **1.3.4.13 Finance**

- a) Reconciliation of commissions/rebates or any volume driven incentives;
- b) Creditor's ageing report;
- c) Creditor's summary payments;
- d) Daily invoices;
- e) Reconciled reports for Travel Lodge card statement;
- f) No show report;
- g) Cancellation report;
- h) Receipt delivery report;
- i) Monthly Bank Settlement Plan (BSP) Report;
- j) Refund Log;
- k) Open voucher report, and
- l) Open Age Invoice Analysis.

(i) The TMC will implement all the necessary processes and programs to ensure that all the details secure at all times and not accessible by any unauthorised parties.

#### **1.3.4.14 Account Management**

- a. An Account Management structure should be put in place to respond to the needs and requirements of the SAMSA and act as a liaison for handling all matters with regard to delivery of services in terms of the contract.
- b. The TMC must appoint a dedicated Account or Business Manager that is ultimately responsible for the management of the SAMSA' account.
- c. The necessary processes should be implemented to ensure good quality management and ensuring traveler satisfaction at all times.
- d. A complaint handling procedure must be implemented to manage and record the compliments and complaints of the TMC and other travel service providers.
- e. Ensure that the SAMSA' Travel Policy is enforced.
- f. The Service Level Agreement (SLA) must be managed, and customer satisfaction surveys conducted to measure the performance of the TMC.
- g. Ensure that workshops/training is provided to Travelers and/or Travel Bookers
- h. During reviews, comprehensive reports on the travel spend and the performance in terms of the SLA must be presented.

#### **1.3.4.15 Value Added Services**

The TMC must provide the following value-added services:

- a. Destination information for regional and international destinations:
  - i. Health warnings
  - ii. Weather forecasts
  - iii. Places of interest
  - iv. Visa information
  - v. Travel alerts
  - vi. Location of hotels and restaurants
  - vii. Information including the cost of public transport
  - viii. Rules and procedures of the airports
  - ix. Business etiquette specific to the country
  - x. Airline baggage policy and
  - xi. Supplier updates
- b. Electronic voucher retrieval via web and smart phones;
- c. SMS notifications for travel confirmations;
- d. Travel audits;

- e. Global Travel Risk Management;
- f. VIP services for Executives that include but is not limited to check-in support.

#### **1.3.4.16 Cost Management**

- a. The National Treasury cost containment initiative and the SAMSA Travel Policy is establishing a basis for a cost savings culture.
- b. It is the obligation of the TMC Consultant to advise on the most cost-effective option at all times, and costs should be within the framework of the National Treasury's cost containment instructions.
- c. The TMC plays a pivotal role to provide high quality travel related services that are designed to strike a balance between effective cost management, flexibility, and traveler satisfaction.
- d. The TMC should have in-depth knowledge of the relevant supplier(s)' products, to be able to provide the best option and alternatives that are in accordance with SAMSA' Travel Policy to ensure that the traveler reaches his/her destination safely, in reasonable comfort, with minimum disruption, cost effectively and in time to carry out his/her business.

#### **1.3.4.17 Quarterly and Annual Travel Reviews**

- a. Quarterly reviews are required to be presented by the Travel Management Company on all SAMSA travel activity in the previous three-month period. These reviews are comprehensive and presented to SAMSA' Procurement and Finance teams as part of the performance management reviews based on the service levels.
- b. Annual Reviews are also required to be presented to SAMSA' Senior Executives.
- c. These Travel Reviews will include without limitation the following information:
  - 1. After hours report;
  - 2. Total quarterly spend and savings;
  - 3. Bookings outside Travel Policy;
  - 4. Complaints
  - 5. Supplier spend report
  - 6. Online vs offline usage report
  - 7. Travel trends report
  - 8. Report on no-shows / missed flights

#### **1.3.4.18 Office Management**

- a. The TMC to ensure high quality service to be delivered at all times to the SAMSA' travelers. The TMC is required to provide SAMSA with highly skilled and qualified human resources of the following roles but not limited to:
  - a. Senior Consultants
  - b. Travel Manager (Operational)

- c. Finance Manager I Branch Accountant
- d. Admin Back Office (Creditors I Debtors/Finance Processors)
- e. Key Account Manager

#### **CONTRACT DURATION**

The appointed service provider will be required to start with project implementation immediately after signing the contract. The service provider will be expected to maintain and support the system for a period of five (5) years.



## **PART 4: PRICING MODEL**

**1.1 N.B:** All prices should be inclusive of VAT. No variation, to the accepted quote, will be allowed unless the service provider has obtained prior written approval from SAMSA.

### **Payment Terms**

- The SAMSA undertakes to pay valid tax invoices in full within thirty (30) days from statement date for services rendered; and
- All supporting documents for services rendered should be submitted together with the tax invoices as and when a service has been rendered.
- **Validity**
- A Proposal shall remain valid for hundred and twenty (120) days after the closing date of the submission for proposals. A Proposal which is valid for a shorter period may be rejected by the SAMSA for non-responsiveness.
- In exceptional circumstances, SAMSA may solicit the bidder's consent to an extension of the period of the validity of the bid. The request and responses thereto shall be made in writing. A bidder that has been granted the request will neither be required nor permitted to modify the Proposal.

## **1.2 PRICE PROPOSAL**

<b>ON-LINE / OFF-LINE BOOKINGS</b>							
ITEM	Transaction Type	Estimated Total Volume	On-line: 90%	Off-line: 10%	Unit Price: Online	Unit Price: Offline	TOTAL Price
1	Air Travel – International	30	27	3	R	R	R
2	Air Travel – Regional	5	4,5	0,5	R	R	R
3	Air Travel – Domestic	1300	1170	130	R	R	R
4	Air Travel – International (Re-issue)	10	9	1	R	R	R
5	Air Travel – Regional (Re-issue)	2	1,8	0,2	R	R	R
6	Air Travel – Domestic (Re-issue)	250	225	25	R	R	R
7	Refunds – Air Domestic	50	45	5	R	R	R
8	Refunds – Air Regional	1	0,9	0,1	R	R	R
9	Refunds – Air International	5	4,5	0,5	R	R	R
10	Car Rental – Domestic	400	360	40	R	R	R
11	Car Rental – Regional	0	0	0	R	R	R
12	Car Rental – International	0	0	0	R	R	R
13	Transfers/Shuttle – Domestic	300	270	30	R	R	R
14	Transfers/Shuttle – Regional	10	9	1	R	R	R
15	Transfers/Shuttle – International	60	54	6	R	R	R
16	Accommodation – Domestic	800	720	80	R	R	R
17	Accommodation – Regional	5	4,5	0,5	R	R	R
18	Accommodation – International	30	27	3	R	R	R
19	Bus/Coach Bookings	80	72	8	R	R	R
20	Train bookings – International	5	4,5	0,5	R	R	R
21	Visa Assistance	20	18	2	R	R	R
	(Provision of documents and advice)	0	0	0			
22	SMS Notifications	2000	1800	200	R	R	R
24	Parking bookings	100	90	10	R	R	R
25	Cancellations	100	90	10	R	R	R
26	Changes to bookings	400	360	40	R	R	R

27	After Hours Services	150	135	15	R	R	R
28	Additional Ad-hoc Reports (per report)	36	32,4	3,6	R	R	R
29	Customised Reports (per report)	36	32,4	3,6	R	R	R
30	Travel Lodge card Reconciliation	36	32,4	3,6	R	R	R
	<b>TOTAL NO OF TRANSACTION</b>	6221	5598,9	622,1			
Percentage for Online Booking: 90%							
Percentage for Offline Booking: 10%							
<b>PRICE THAT BE USED FOR EVALUATION PURPOSES</b>					R	R	R

**Conference fees**

Item	Description	Event Estimated Cost	Percentage Fee	Rand Value
1	Venue hire Fee (as a % of the Total turnover of the event)	R250 000,00		R

## **PART 5. EVALUATION CRITERIA**

### **1.1 LEGISLATIVE AND REGULATORY FRAMEWORK**

1.1.1 The evaluation of bids received will be conducted with accordance with the prescripts of the Preferential Procurement Policy Framework Act 2000 (Act no.5 of 2000), its Regulations of 2022 and the evaluation criteria as stipulated in the specification/terms of reference and special conditions of contract.

### **1.2 PHASE 1: EVALUATION PROCESS AND CRITERIA**

1.2.1 Phase one evaluation will include the following:

- (i) Verify all declarations (SBD 4 – Declaration of interest);
- (ii) Determine whether any Government official participated in the bidding process;
- (iii) Verify whether all applicable forms have been signed;
- (iv) Submission of the Tax certificate and the copy of the CSD;
- (v) All bids will be evaluated in terms of functionality and preference point system which comprises of the following:

1.2.2 In addition to the above bidders are required to submit the following documents as reflected in this Bid document, which cover the following:

- Technical Proposal in line with the Technical Evaluation Criteria

**Note:** Failure to comply with the requirements assessed in Level 1 (governance), may lead to disqualification of bids.

### **1.3. PHASE 2 – MANDATORY REQUIREMENT**

#### **MANDATORY REQUIREMENT**

##### **Mandatory requirements:**

All bid responses that do not meet the Mandatory Technical Requirements will be disqualified and will not be considered for further evaluation on the Other Technical Requirements.

##### **The Mandatory Technical Requirements are as follows:**

1.3.1 Bidders are required to submit their current valid International Air Transport Association (IATA) license/certificate (certified copy).

**PHASE 3 - FUNCTIONALITY/TECHNICAL EVALUATION**

- a) bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.
- b) bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder.
- c) bidders will not rate themselves but need to ensure that all information is supplied as required.
- d) the Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- e) the BEC will individually evaluate the responses received against the following criteria as set out below: each individual criterion on the score sheet using the following scale:

The threshold values set for the qualification of bid is **75/100** for weight and all the bidders who score below this score will be eliminated.

FUNCTIONALITY CRITERIA	MAXIMUM SCORE
<p><b><u>EXPERIENCE</u></b></p> <p>Bidder has provided the profile of the company indicating the number of years that a company has in the travel management services industry.</p> <p><b><u>Sub-Criteria</u></b></p> <p>0-2 years= 0            3-5 years= 5            Above 5 – 10 years = 10            Above 10 years = 15</p>	<p><b>15</b></p>
<p><b><u>REFERENCE LETTERS</u></b></p> <p>Reference letters from at least three (3) contactable existing/recent clients (within past 3 years) rendering similar services must be attached.</p> <p>3 or more letters = 15            2 letters = 10            1 letter = 5            0 letters = 0</p>	<p><b>15</b></p>
<p><b><u>PROJECT SIZE IN TERMS OF RAND VALUE OF PREVIOUS</u></b></p>	

<p><b><u>PROJECT SIMILAR TO TRAVEL MANAGEMENT SERVICES</u></b></p> <p><b><u>N.B</u></b> Provide measurable supporting documents e.g appointment letter, order or a contract.</p> <p><b><u>Sub criteria</u></b></p> <p>R1 Million to 5 Million (5 points)  &gt; R5 to R20 Million (10 points)  &gt;Over R20 Million (15 points)</p>	<p><b>15</b></p>
<p><b><u>SERVICES</u></b></p> <p><b>(i) Manage all reservations/ bookings</b> (10 points)</p> <p><b><u>Sub-criteria</u></b></p> <ul style="list-style-type: none"> <li>• Manage off-line domestic and international travel reservations/ bookings (2 points)</li> <li>• Manage online booking system (4 points)</li> <li>• Manage travel booking process, approvals, issuing of travel vouchers/ itineraries, reporting etc. (2 points)</li> <li>• What technology communication platforms/ applications does the TMC use (2 points)</li> </ul>	<p><b>25</b></p>
<p><b>(ii) Manage cancelled/ no-show reservations</b> (5 points).</p> <p><b><u>Sub-criteria</u></b></p> <ul style="list-style-type: none"> <li>• Describe in detail how will the unused/ cancelled air tickets be handled i.e. managed, reported, and communicated and the refunds process. How do you manage hotel / vehicle cancellations / no-shows? (5 points)</li> <li>• No information provided by the bidder (0 point).</li> </ul>	
<p><b>(iii) Invoicing &amp; account reconciliation</b> (5 points)</p> <p><b><u>Sub-criteria</u></b></p> <ul style="list-style-type: none"> <li>• Describe how invoicing and account reconciliation will be handled, including supporting documents. How will you manage the travel management lodge card? (5 points)</li> <li>• No information provided by the bidder (0 point).</li> </ul>	

<p><b>(iv) After-hours &amp; emergency services (5 points)</b></p> <p><b><u>Sub-criteria</u></b></p> <ul style="list-style-type: none"> <li>• Describe your After-hours/ emergency service process and accessibility. In case of emergencies or disasters, how do you track employees that are travelling? The bidder must have capacity to provide reliable and consistent after hours and emergency support services. The bidder must indicate if after-hours / emergency services are insourced or outsourced (5 points)</li> <li>• No information provided by the bidder (0 point).</li> </ul>	
<p><b><u>OFFICE SUPPORT AND MANAGEMENT</u></b></p> <p><b><u>Sub-criteria</u></b></p> <p>Provide a detailed plan for implementing the travel management services and project plan implementation timelines and with project team:</p> <ul style="list-style-type: none"> <li>• Bidders has submitted a project plan with clear timelines (5 points) and with project team (5 points)</li> <li>• Bidders submitted project plan with clear timelines but did not indicate the project team (5 points)</li> <li>• Bidder did not submit project plant but has indicated the project team (5 points)</li> <li>• Bidder 's project plan not clear and project team not indicated (0 points)</li> </ul>	<b>10</b>
<p><b><u>BUSINESS CONTINUITY PLAN</u></b></p> <p><b><u>Sub-criteria</u></b></p> <ul style="list-style-type: none"> <li>• How will the TMC address system downtime and back up recovery of information, times, maintenance period. Provide details of the disaster recovery plan in the event of power failure, technical difficulties, or resource unavailability (5 points).</li> <li>• No information provided by the bidder (0 point).</li> </ul>	<b>5</b>
<p><b><u>DATA MANAGEMENT</u></b></p> <p><b><u>Sub-criteria</u></b></p> <ul style="list-style-type: none"> <li>• Describe how travellers' data privacy interests will be safeguarded (5 points)</li> <li>• No information provided by the bidder (0 point).</li> </ul>	<b>5</b>

<p><b><u>EXPERTISE/ EXPERIENCE/QUALIFICATIONS OF SUPPORT PERSONNEL TO BE ASSIGNED TO THE SAMSA CONTRACT. (CVS DETAILING COMPETENCY OF ALL PERSONNEL TO BE ASSIGNED TO CIPC FOR ALL REQUIRED SERVICES).</u></b></p> <p><b><u>Sub- criteria</u></b></p> <ul style="list-style-type: none"> <li>• <b>Account Manager:</b> 2-5 years (1 point), &gt;5 years (2 points)</li> <li>• <b>Senior Travel Consultant:</b> 3-5 years (1 point), &gt;5 years (2 points)</li> <li>• <b>Intermediate Travel Consultant:</b> 2-4 years (1 points) &gt;4 years (2 points)</li> <li>• <b>Junior Travel Consultant:</b> 1-3 years (1 points) &gt;3 years (2 points)</li> <li>• <b>Finance Contact:</b>2-5 years (1 point), &gt;5 years (2 points)</li> </ul>	<b>10</b>
<b>TOTAL SCORE</b>	<b>100</b>

**1.5 PHASE 4 PRESENTATION/DEMONSTRATION**

Bidders who managed to score a minimum of 75% will proceed to the next phase of evaluation which is to conduct a presentations to SAMSA (at own expenses for at least **30 minutes (maximum) 20 min presentation and 10 min questions and answers) on how they will assist SAMSA to render a service in respect of travel services.** Failure to attend the presentation when called upon will disqualify the bidder(s). Bidders presentations should focus on the evaluation criteria to substantiate further merits of their bid.

Bidders who managed to achieve a minimum score of 75 out of 100 on functionality will be called for presentations. The presentation will be evaluated according to the scorecard below:

NO	CRITERIA	MAXIMUM POINTS
1	<p><b>Experience</b></p> <p>Bidder must indicate that they have five (5) or more years in the travel management service industry offering general services. (10)</p> <ul style="list-style-type: none"> <li>- Five (5) or above = 5 points</li> <li>- Less than 5 years or not provided = 0 points</li> </ul> <p>Bidder must indicate that they have experience of managing reservations online and off-line.</p>	<b>10</b>



	<ul style="list-style-type: none"> <li>- Information provided = 5 points</li> <li>- No information provided = 0</li> </ul>	
	<p><b>Online Services</b></p> <ul style="list-style-type: none"> <li>• <b>Live demo presentation of the online booking system: local and international travel booking process, approvals, issuing of travel vouchers/ itineraries, reporting etc. (20)</b> <ul style="list-style-type: none"> <li>- Live demo presentation: 5</li> <li>- No live demo presentation: 0</li>   <li>- Local travel example (air &amp; land): 5 points</li> <li>- No local travel example (air &amp; land): 0 points</li>   <li>- International travel example (air &amp; land): 5 points</li> <li>- No international travel example (air &amp; land): 0 points</li>   <li>- Demonstrate approval process: 5 points</li> <li>- No demonstration of approval process: 0 points</li> </ul> </li> <li>• <b>Describe the treatment of unused tickets, covering unused ticket reporting and airline refund process. (15)</b> <ul style="list-style-type: none"> <li>- Information provided on unused ticket treatment and reporting = 5 points</li> <li>- An example provided on unused ticket reporting = 5 points</li> <li>- Information provided on airline refund process = 5 points</li> <li>- No information: 0 points</li> </ul> </li> <li>• <b>Invoicing and travel lodge card reconciliation (10)</b> <ul style="list-style-type: none"> <li>- Describe how invoicing will be handled and list all supporting documents to validate the claim = 5 points</li> <li>- SAMSA will be making use of lodge card to settle all travel arrangements, please indicate how reconciliation process will be handled, to ensure efficiency= 5 points</li> <li>- No information: 0 points</li> </ul> </li> <li>• <b>After-hours and emergency services. The bidder must have capacity to provide reliable and consistent after hours and emergency support services. The bidder must indicate how it is accessed, located, owned or outsourced. (10)</b> <ul style="list-style-type: none"> <li>- Capacity information presented: 5 points</li> <li>- Is the service in-house or outsourced:</li> </ul> </li> </ul>	<p><b>55</b></p>

	<ul style="list-style-type: none"> <li>- In-house =5 points</li> <li>- Outsourced = 0 points</li> <li>- Information not provided: 0 points</li> </ul>	
	<p><b>Systems</b></p> <ul style="list-style-type: none"> <li>• <b>Describe how travellers’ data privacy interests will be safeguarded (5)</b> <ul style="list-style-type: none"> <li>- Information that confirms provided: 5 points</li> <li>- Information not provided: 0 points</li> </ul> </li> <li>• <b>Ability to provide required solution without subcontracting. (5)</b> <ul style="list-style-type: none"> <li>- Is the system owned and operated by you? <b>Yes = 5 points / No = 0 points</b></li> </ul> </li> <li>• <b>Present a project plan and team to set up the online tool, train, on-board and time frame (5)</b> <ul style="list-style-type: none"> <li>- Information provided for project plan and the team : 5 points</li> <li>- No information provided for project planning and team: 0 points</li> </ul> </li> <li>• <b>Provide a sample of the monthly travel management report review reports (5)</b> <ul style="list-style-type: none"> <li>- Air travel report: 1 point</li> <li>- Passenger report: 1 point</li> <li>- Open / unused ticket report: 1 point</li> <li>- Supplier report: 1 point</li> <li>- Travel commodity (air/ accommodation/ car etc.) expense report: 1 point</li> </ul> </li> </ul>	20
		<b>85</b>

The points will be converted to 100%. Bidders who managed to achieve a minimum score of 80 out of 100 on functionality will proceed to be evaluated on the Price and SAMSA Specific goals.

**1.6 PHASE 5: EVALUATION CRITERIA IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (ABOVE R50 MILLION).**

1. The following preference point systems are applicable to invitations to bid:
  - 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).
2. Either the 90/10 or 80/20 preference point system will be applicable in this bid. The lowest/ highest acceptable bid will be used to determine the accurate system once bids are received.
3. Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:
  - (a) Price; and
  - (b) Specific Goals.

## POINTS AWARDED FOR PRICE

### THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ Ps = 80 \left( 1 - \frac{Pt-P}{P} \right) & \mathbf{or} & Ps = 90 \left( 1 - \frac{Pt-P}{P} \right) \end{array}$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

# **STANDARD BIDDING DOCUMENTS**

## INVITATION TO BID

<b>BID NUMBER:</b>	SAMSA/096/2023/24	<b>CLOSING DATE:</b>	17 APRIL 2024	<b>CLOSING TIME:</b>	11 H00 AM
<b>DESCRIPTION</b>	APPOINTMENT OF TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF FIVE (5) YEARS FOR THE SOUTH AFRICAN MARITIME SAFETY AUTHORITY (SAMSA).				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
SOUTH AFRICAN MARITIME SAFETY AUTHORITY					
146 LUNON ROAD					
CNR JAN SHOBA & LUNNON ROAD, HILLCREST					
HATFIELD, 0183					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	IVOR MOTHOANE				
TELEPHONE NUMBER	012 366 2600				
FACSIMILE NUMBER	012 366 2601				
E-MAIL ADDRESS	<a href="mailto:imothoane@samsa.org.za">imothoane@samsa.org.za</a>				
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
NAME OF CONTACT PERSON					
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:		<b>OR</b>	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 THE QUESTIONNAIRE BELOW]
---	--	--	--

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO
- ES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO
- IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  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 PIN 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:** .....

**BIDDER’S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder’s declaration**

Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:  
.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:  
.....  
.....  
.....



*the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.*

### **3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

*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.*

## THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

### INTRODUCTION

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

### 1 PILLARS OF THE PROGRAMME

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

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

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of R10 million (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts

and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

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

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

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

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

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

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

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required; the following steps will be followed:

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

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

Bid number: .....

Closing date:.....

Name of bidder.....

Postal address .....

Signature.....

Name (in print)..... Date.....

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to bid:

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).

Either the 90/10 or 80/20 preference point system will be applicable in this bid. The lowest/ highest acceptable bid will be used to determine the accurate system once bids are received.

Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:

- (c) Price; and
- (d) Specific Goals.

1.2 The preference point system application must not exceed 100 and must be applied as per below:

1.2.1 The 80/20 preference system:

The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS**</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

\*\* Point allocation break down provide below

1.2.1.1 SPECIFIC GOALS: 80/20

SPECIFIC GOAL	Points
<b>Goal 1: Historically Disadvantaged Individuals (14)</b>	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	7
b) who is a female	5
c) who has a disability	2
<b>Goal 2: who is youth</b>	<b>3</b>
<b>Goal 3: Locality <b>Gauteng Province</b></b>	<b>3</b>
<b>TOTAL</b>	<b>20</b>

1.2.2 The 90/10 preference system:

The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	90
<b>SPECIFIC GOALS**</b>	10
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

\*\* Point allocation break down provide below

1.2.2.1 SPECIFIC GOALS: 90/10

SPECIFIC GOAL	Points
<b>Goal 1: Historically Disadvantaged Individuals (14)</b>	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	4
b) who is a female	2
c) who has a disability	1
<b>Goal 2: who is youth</b>	<b>1</b>
<b>Goal 3: Locality <b>Gauteng Province</b></b>	<b>2</b>
<b>TOTAL</b>	<b>10</b>

1.3 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the bid, will be interpreted to mean that preference points for specific goals are not claimed.

1.4 SAMSA 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 SAMSA.

## 2. DEFINITIONS

- (a) **“locality”** means the promotion of SMMEs located within the specific area;
- (b) **“bid”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive bidding process or any other method envisaged in legislation;
- (c) **“price”** means an amount of money bided for goods or services, and includes all applicable taxes less all unconditional discounts;
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“bid for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between SAMSA and a third party that produces revenue for SAMSA, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (f) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left( 1 - \frac{P_t - P}{P} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P}{P} \right) \end{array}$$

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

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left( 1 + \frac{P_t - P}{P} \right) & \mathbf{or} & P_s = 90 \left( 1 + \frac{P_t - P}{P_{max}} \right) \end{array}$$

Where

$P_s$  = Points scored for price of bid under consideration



Pt = Price of bid under consideration  
 Pmax = Price of highest acceptable bid

**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. Specific goals for the bid and points claimed are indicated per the table below.

4.1.1. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 1.4

	SPECIFIC GOAL	Percentage (%) owned	Points claimed (as per 1.4) (multiply % by the points allocated on 1.4)
HDI	Equity ownership <b>by persons who</b> had no franchise in the national elections		
	Equity ownership <b>by women</b>		
	Equity ownership <b>by disabled persons</b>		
	Equity ownership <b>by youth</b>		
	<b>Locality- Gauteng Province</b>		

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

5.1. Name of company/firm.....

5.2. Company registration number: .....

5.3. Company/ firm physical address (for claiming locality points):  
 .....  
 .....

5.4. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

5.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
 .....

.....  
 .....

5.6. TOTAL NUMBER OF YEARS THE COMPANY/ FIRM HAS BEEN IN BUSINESS?  
 .....

5.7. List of shareholder/s information to be used to calculate the points claimed in paragraph 4.3.

NAME	ID NUMBER	HDI** (**Yes / No)			Youth** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

5.8. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the bid, qualifies the company/ firm for the preference(s) shown and I 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 4.1 and 5.6, the contractor may be required to furnish documentary proof to the satisfaction of SAMSA that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, SAMSA 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 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, if deemed necessary.

..... <b>SIGNATURE(S) OF BIDDER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....

**NB: THE FOLLOWING DOCUMENTS WILL BE USED TO CALCULATE YOUR SPECIFIC GOALS**

- ID copies of ALL listed owner/s as per CSD report
- BBBEE Certificate
- Valid Medical assessment classified by the Health Professions Council of South Africa
- Address as listed on CSD or CK accompanied by valid proof of residence. Any one of the following valid documents reflecting one of the listed owners names and physical residential address will be sufficient as proof of residence: Utility bill, e.g. municipal water and lights account or property managing agent statement. Bank statement. Municipal councillor's letter.

## **GENERAL CONDITIONS OF CONTRACT**

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

## **2. Application**

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

- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

### **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

### **4. Standards**

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

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

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 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 contract 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
- (ii) 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 antidumping 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 Limitation of liability**

27. 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.

28.1 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 (NIP) Programme**

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.

#### **34.1 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.