

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HEALTH: WESTERN CAPE  
GOVERNMENT HEALTH AND WELLNESS**

BID NUMBER: **WCGHCC0010/2024**

CLOSING DATE: **19 APRIL 2024**

CLOSING TIME: **11:00**

**WCGHCC0010/2024 RENDERING OF A COMPREHENSIVE RADIOLOGY SERVICE IN THE  
GEORGE, KNYSNA & OUDTSHOORN AREA FOR A THREE (3) YEAR PERIOD.**

**The successful bidder will be required to complete and sign a written Contract Form (WCBD 7.1)**

**BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX MARKED "DEPARTMENT OF HEALTH" SITUATED AT:**

Department of Health Bid Box marked "Department of Health" situated at main entrance of Supply Chain Management Offices (M9 building) on premises of Karl Bremer Hospital, c/o Mike Pienaar Boulevard & Frans Conradie Avenue, Bellville. Open Mondays to Fridays from 7:30 am to 5 pm (excluding public holidays). Please contact Mr M Ramjan during office hours for directions should you have any difficulty finding the building

**Please note the following important information and requirements:**

1. The B-BBEE status level attained by the bidder will be used to determine the number of points contemplated in the Preferential Procurement Regulations.
2. Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration. Should uncertainty exist regarding access to the building or the location of the Department's bid box, bidders are advised to refrain from soliciting the advice of the security personnel on duty and to rather contact **Mr M Ramjan at [marco.ramjan@westerncape.gov.za](mailto:marco.ramjan@westerncape.gov.za) or (021) 834 9021** for assistance. No names of bidders or prices will be read out at the time of closing.
3. All bids must be submitted on the official forms – (not to be re-typed) and only originally signed documents will be considered.
4. All bids must be accompanied by a letter signed by the bidder authorizing the Department, in the name and stead of the bidder, to confirm with third parties the accuracy of any information submitted as part of this bid.
5. Bidder to indicate which other currently pending bids issued by the Department it has applied for, and which bids, if any, have been awarded to it in the past. If bidders have previously submitted offers for other bids or are at the same time bidding in relation to the supply of other goods/services, the Department reserves the right to compare the respective bid documentation and information provided by the bidder.
6. This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.
7. The 80:20 Preferential Procurement Points System is applicable to this bid.
8. Please refer all technical/specification enquiries to:

**Dr M Kemp**

**Email address:** [Marnie.Kemp@westerncape.gov.za](mailto:Marnie.Kemp@westerncape.gov.za)

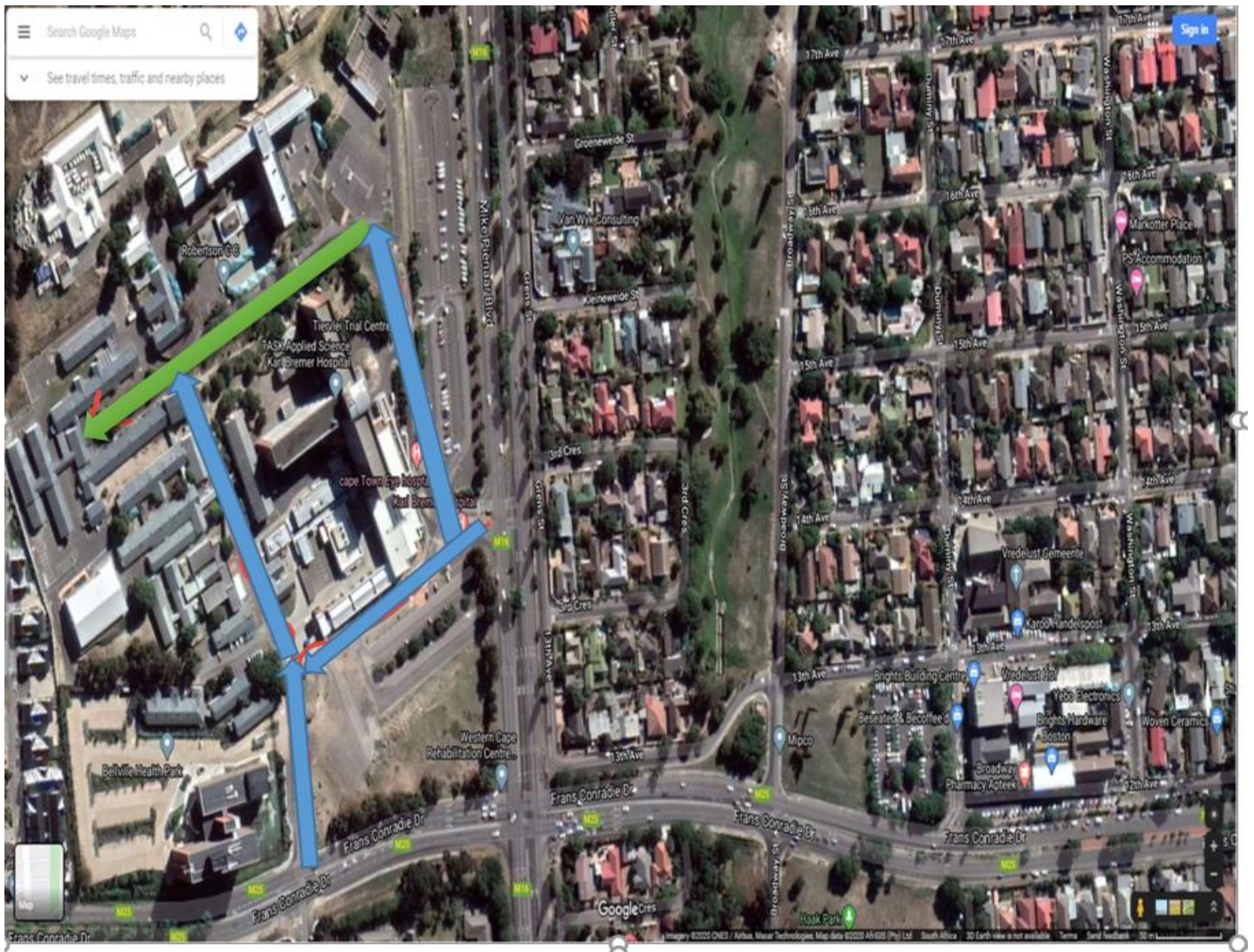
**Tel:** (044)-802 4539/ 4540



**MR ALDRID JACOBS**  
**DEPUTY DIRECTOR: CLINICAL SOURCING**  
**DATE: 20 March 2024**

MAP

DIRECTION TO BID BOX LOCATED AT M9 BUILDING



Please confirm that you are duly registered on the **Central Supplier Database**.

YES/NO

### Supplier Database Registration for Formal Competitive and Limited Bidding

All Bidders must be duly registered on the Central Supplier Database (CSD) at the time of bid closing.

Any prospective **unregistered bidders** must register as a supplier on the **CSD prior to bidding**.

Central Supplier Database	
Self-registration	<a href="http://www.csd.gov.za">www.csd.gov.za</a> (self-registration only)
Contact email	<a href="mailto:SCMeProcurement.DOH@westerncape.gov.za">SCMeProcurement.DOH@westerncape.gov.za</a>

Bidders already registered on the CSD must have confirmation of their registration AND ensure that their status is up to date prior to bidding by contacting [www.csd.gov.za](http://www.csd.gov.za).

**In instances where a bidder's tax compliance status cannot be verified or if a bidder's tax status is non-compliant on the CSD, the bidder will be afforded 7 working days to confirm tax compliance in order for the bid to be considered.**

Only the B-BBEE status reflected **on form WCBD 6.1 in their bid document** will apply to the evaluation of the relevant formal bids and **not their B-BBEE status on CSD**. Bidders are further required to complete the attached **form WCBD4**. All other mandatory documents held on CSD will be accepted by Western Cape Government Health and Wellness (WCGHW) for the consideration of formal bids.

### GENERAL NOTE

WCGHCC0010/2024 RENDERING OF A COMPREHENSIVE RADIOLOGY SERVICE IN THE GEORGE, KNYSNA & OUDTSHOORN AREA FOR A THREE (3) YEAR PERIOD.

Preferential Procurement Policy 80/20 will be applied when evaluating this bid.

**In terms of the preferential point system, the monetary value of this bid is represented by 100 points of which 80 points represent price and 20 points represent preferential procurement objectives (participation goals).**

### SUMMARY OF BID FORMS REQUIRED TO MAKE UP A BID

Please do not include unnecessary documents in your bid, as this makes your offer cumbersome to handle. The following completed bid documents are the documents required in your bid and can be submitted to this office in the order as suggested:

- **WCBD 1** The Bid (**failure to complete this form and sign it in full will invalidate your offer.**)
- **WCBD 3.1** Pricing Schedule (**failure to complete this form will invalidate your offer**)
- **WCBD 3.1/2** Information relating to pricing structures (firm & non-firm prices)
- **WCBD 3.4** Specification (**failure to complete this form will invalidate your offer**)
- **WCBD 4** Declaration of Interests, Bidders past SCM Practices and Independent Bid Determination
- **WCBD 5** The National Industrial Participation Programme
- **WCBD 6.1** Preference points claim form to claim points for Broad-Based Black Economic Empowerment level of contribution.
- **B-BBEE Certificate/Affidavit attested by a Commissioner of Oaths**

### Additional documents

- Proof of your company's standing if preference points are claimed, (certified copies in all cases, please) i.e.
- Copies of Shares certificates or CK1 forms
- Copies of shareholders' agreements, participation agreements (in the case of a Close Corporation), voting pool agreements or venture agreements (whichever is applicable to your business)
- Names of Trustees and their status if your business is a trust
- A legal entity organogram of your business
- A copy of your registration with the Registrar of Companies.

**SECTION 1: INTRODUCTION**

**WCGHCC0010/2024 RENDERING OF A COMPREHENSIVE RADIOLOGY SERVICE IN THE GEORGE, KNYSNA & OUDTSHOORN AREA FOR A THREE (3) YEAR PERIOD.**

THIS BID IS DUE AT **11:00 ON FRIDAY, 19 APRIL 2024**

VALIDITY EXPIRES ON **SATURDAY, 17 August 2024 (120 DAYS)**

**1.1 STRUCTURE OF THE DOCUMENT**

This Bid Document contains the following sections:

S/N	DESCRIPTION
	<b>Table of Contents</b>
1	<b>Introduction:</b> including abbreviations and acronyms, queries, scope, bid submissions, and timeline
2	<b>Bid Conditions and Special Conditions of Contract:</b> Including preferential procurement, rights of parties, Bid Documents, supplier database registration, mandatory documentation, prequalification criteria, briefing session and acceptance of bid.
3	<b>Special Conditions of Contract (SCC): to be read with Section 10: GCC and Section 6: Specifications</b>
4	<b>Western Cape Bid Document (WCBD 1)</b>
5	<b>Pricing schedule (WCBD 3.1) To be read with Section 3: SCC and Section 10: GCC</b>
6	<b>Specifications (WCBD 3.4): To be read with Section 3: SCC and Section 10: GCC</b>
7	<b>Declaration of Interest (WCBD 4)</b>
8	<b>The National Industrial Participation Programme (WCBD 5)</b>
9	<b>Preference Point Claim Form (WCBD6.1)</b>
10	<b>General Conditions of Contract (GCC): to be read with Section 3: SCC</b>
11	<b>Bidders' Checklist</b>

**1.2 ABBREVIATIONS & ACRONYMS USED THROUGHOUT THIS DOCUMENT**

The following abbreviations and acronyms, used throughout this document, shall have the following meaning:

CSD	Central Supplier Database
WCBD	Western Cape Bidding Document
WCGHW	Western Cape Government Health and Wellness
ZAR	South African Rand

**1.3 QUERIES**

All queries shall be directed to the appropriate official, as shown below:

Contact	Email	Telephone
Marco Ramjan	<a href="mailto:marco.ramjan@westerncape.gov.za">marco.ramjan@westerncape.gov.za</a>	(021) 834 9021

Bidders should not rely on any information other than that supplied in these documents or other written information supplied by the officials listed in par. 1.3 above.

**1.4 SCOPE**

1.4.1 The Western Cape Department of Health (hereafter referred to as 'the Department') invites Bidders to submit bids for Rendering of a comprehensive radiology service in the George, Knysna & Oudtshoorn Area for a three (3) Year Period.

**1.5 INVITATION TO BID**

1.5.1 The invitation to bid will be published on the National Treasury website: <https://www.etenders.gov.za/Home/opportunities?id=1>.

**1.6 SUBMISSION OF BIDS**

1.6.1 Bidders should ensure that bids are delivered timeously to the correct address by bid closing date and time at **11:00 am on FRIDAY, 19 April 2024**

**BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX MARKED "DEPARTMENT OF HEALTH AND WELLNESS" AT:**

Department of Health Bid Box marked "Department of Health" situated at main entrance of Supply Chain Management Offices (M9 building) on premises of Karl Bremer Hospital, c/o Mike Pienaar Boulevard & Frans Conradie Avenue, Bellville. Open Mondays to Fridays from 7:30 am to 5 pm (excluding public holidays). Please contact Marco Ramjan during office hours for directions should you have any difficulty finding the building

1.6.2 **Late bid and/or sample submissions will not be accepted for consideration.**

1.6.3 By the time of bid closing, Bidders are required to submit a hard copy of all documents, including all pages of this bid document, all its annexures and any requested or supplementary information provided by the bidder in response to this call for bids.

1.6.4 Bids submitted by Joint Ventures of two or more companies must be accompanied by the document of formation of the Joint Venture, authenticated by a notary public or other official deputed to witness sworn affidavits in which is defined precisely the conditions under which the Joint Venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the companies forming the Joint Venture and any other information necessary to permit a full appraisal of its functioning. Bidders to also take note of the applicable section of WCBD1 – Part B – Section 2.

1.6.5 Bids submitted by telegram, telex, fax or email will not be considered.

1.6.6 Bidders are advised to refrain from soliciting the advice of the Security Personnel on duty should there be any uncertainty regarding the location of the Department's bid box. Any queries in this regard should be posed to the officials listed in par. 1.3.

**SECTION 2: BID CONDITIONS AND CONDITIONS OF CONTRACT**

**2.1 APPLICABLE CONDITIONS AND PREFERENTIAL PROCUREMENT**

- 2.1.1 This bid is subject to:
- the General Conditions of Contract (GCC);
  - any other Special Conditions of Contract (SCC);
  - the application of the **80:20** Preferential Procurement Points System;
  - the provisions outlined in this Section 2.
- 2.1.2 The conditions form part of the bid and failure to comply herewith may invalidate your bid.
- 2.1.3 **Order of Precedence:**
- 2.1.3.1 The General Conditions of Contract form part of all Bid Documents for the Department and may not be amended.
- 2.1.3.2 The SCC supplements the GCC.
- 2.1.3.3 Whenever there is a conflict between the SCC and GCC, the SCC shall prevail.
- 2.1.4 In this document words in the singular also mean the plural and vice versa and words in the masculine also mean the feminine and neuter.
- 2.1.5 Offers are to be valid for **120 Calendar Days** from the closing date and time of bid.
- 2.1.6 The cost of complying with all the conditions, obligations and liabilities described in the General and Special Conditions of Contract and Specifications are deemed to be included in the prices stated in Section 5. The Bidder shall have no claim for further payment in respect of any work or method of execution, unless described, implied or specifically provided for in the Contract.

**2.2 RIGHTS OF THE PARTIES**

- 2.2.1 Receipt of this invitation to bid does not confer any right on any party in respect of the services or in respect of, or against, the Department. Conversely, parties have no rights, expressed or implied, with respect to any of the services because of their participation in the bid process.
- 2.2.2 The Department reserves the right, at its sole discretion, to:
- a) withdraw any services, in whole or in part, from the scope of this bid, prior to the award of the bid;
  - b) terminate any party's participation in the bid process for non-compliance with bid requirements that are both material and mandatory;
  - c) accept or reject any response to this invitation to bid without liability to any party;
  - d) amend the bid process, including its closing date or any other date within its scope, on reasonable notice to bidders and at its sole discretion;
  - e) cancel the bid or any part of the bid before the bid has been awarded, if:
    - i. Due to changed circumstances, there is no longer a need for goods or services specified in the invitation.
    - ii. Funds are no longer available to cover the total envisaged expenditure.
    - iii. No acceptable tender is received.
    - iv. There is a material irregularity in the tender process.
  - f) not accept the lowest or any other bid and to accept the bid which it deems to be in the best interest of the Department; and
  - g) reject all responses submitted and to embark on a new bid process.
- 2.2.3 The decision to cancel or amend the tender invitation shall be published in the same way that this tender invitation was advertised.
- 2.2.4 Any personal information provided by any party in any bid or tender documents, is provided for, and may only be used by, each party for the purposes of completing the procurement and supply process in question and attending to any ancillary matters relating to such procurement process. The parties undertake to use any personal information provided by any other party only for the purposes for which such personal information was provided, unless otherwise agreed in writing between the parties. Nothing contained in these tender documents shall be construed as excluding the application of the Promotion of Access to Information Act, 2000 (Act 2 of 2000) and the Protection of Personal Information Act, 2013 (Act 4 of 2013).

**2.3 BID DOCUMENTS**

- 2.3.1 Bid Documents shall be completed in black ink only.
- 2.3.2 All documentation submitted will be in English.
- 2.3.3 All bids must be deposited in a sealed envelope, marked with the name and address of the bidder, the bid number and closing date. The envelope shall not contain documents related to any bid other than that indicated on the envelope.
- 2.3.4 Bidders must respond to all sections of this bid and provide completed, signed, original Bid Documents and all

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mandatory documents as outlined in Paragraph 2.5. Only original, signed documents will be considered by the Department as official bid submissions. Bidders may prepare photocopies for their own records.

- 2.3.5 No alterations, erasures, omissions or additions shall be made to the text or condition of these documents, except where expressly requested. Should any unauthorised change be made, such changes will not be recognised, and the original document shall apply.
- 2.3.6 No offers may be submitted on documents other than the Bid Documents included herein. The Bid Documents may not be re-typed or redrafted.
- 2.3.7 Any additional information which the Bidder feels appropriate for inclusion in their offer and made available to the Department for consideration should be furnished as a separate Annexure to the Bidder's offer.
- 2.3.8 Bidders must ensure that no pages are omitted or duplicated in their bid submissions. The Department accepts no liability arising from omitted or duplicated pages.
- 2.3.9 Failure to submit any of the information requested may result in the Bidder being disqualified.
- 2.3.10 The Department reserves the right to confirm with third parties the accuracy of any information submitted as part of this bid.

**2.4 SUPPLIER DATABASE REGISTRATION**

- 2.4.1 **All bidders must be duly registered on the Central Supplier Database (CSD) at the time of bid closing.**
- 2.4.2 **In instances where a bidder's tax compliance status cannot be verified or if a bidder's tax status is non-compliant on the CSD, the bidder will be afforded 7 working days to confirm tax compliance in order for the bid to be considered.**
- 2.4.3 Only the B-BBEE status reflected on form WCBD 6.1 in their bid document will apply to the evaluation of the relevant formal bids and not their B-BBEE status on CSD. Bidders are further required to complete the attached form WCBD4. All other mandatory documents held on WESTERN CAPE SUPPLIER EVIDENCE BANK (WCSEB) will be accepted by Western Cape Government Health and Wellness (WCGHW) for the consideration of formal bids.
- 2.4.4 All prospective unregistered bidders are invited to self-register on the CSD on [www.csd.gov.za](http://www.csd.gov.za)- such **registration is to be completed at the time of bid closing.**
- 2.4.5 All **bidders who are already registered on the CSD** are advised to confirm their registration status on [www.csd.gov.za](http://www.csd.gov.za) before submitting their bid.
- 2.4.6 Assistance with the registration process can be sought by contacting the Department's e-Procurement Helpdesk at: [SCM.eProcurementDOH@westerncape.gov.za](mailto:SCM.eProcurementDOH@westerncape.gov.za).

**2.5 MANDATORY WESTERN CAPE BID DOCUMENTS**

2.5.1 Bidders must complete all the following mandatory Western Cape Bid Documents:

<b>Western Cape Bid Document (WCBD) Reference</b>	<b>Western Cape Bid Document Name</b>	<b>Comment</b>
WCBD 1	Offer by the Bidder and Bid Summary	Failure to complete this form and sign it in full will invalidate your offer.
WCBD 3.1	Pricing Schedule	Failure to complete this form will invalidate your offer
WCBD 3.4	Specifications	Failure to complete this form will invalidate your offer
WCBD 4	Declaration of Interest	Failure to complete this form and sign it in full will invalidate your offer.
WCBD 5	The National Industrial Participation Programme	Failure to complete this form and sign it in full will invalidate your offer.
WCBD 6.1	Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 and Codes of Good Practice	N/A

- 2.5.2 Please do not include unnecessary documents in your bid, as this makes your offer cumbersome to handle.
- 2.5.3 **Only the B-BBEE status stated on the completed WCBD 6.1 listed above will apply to the evaluation of this bid and not the B-BBEE status on the Western Cape Supplier Evidence Bank (WCSEB) or CSD.**
- 2.5.4 The mandatory Western Cape Bid Documents and all further mandatory documents are listed in **Section 11**.



**2.6 AWARD**

The Department reserves the right to award the Services in part or in whole and will determine the award of the bid to the Service Provider, based on compliance to mandatory requirements and specifications (measured through clinical acceptability), and thereafter price and preference points.

**2.7 CONSENT TO THE AWARD**

The Service Provider will be required to indicate their consent to the award by means of a completed and signed contract form following the award. The Service Provider will be notified and presented with the 'Contract Form - Purchase of Goods/Works/Services (WCBD 7.1)' for acceptance.

Bidders are advised to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their bid is accepted.

**2.8 CONTACT DETAILS**

Bidders are required to provide the particulars of the contact person responsible for all queries related to this bid, and if bidders are successful, this contract, and to whom all correspondence can be directed:

Name & Surname: .....

Designation: .....

Telephone no with area code: .....

Fax no: .....

Cell phone no: .....

Email address: .....

### SECTION 3: SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract form part of the Contract which will be concluded between the Department and the Service Provider. By submitting a bid in response to this call for submissions, Bidders accept all the Special Conditions listed herein. The Special Conditions of Contract are to be read as incorporating all provisions in all sections of this bid, and, together with the General Conditions of Contract, constitute the full bid.

#### 3.1 DEFINITIONS

For purposes of this Bid Document:

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

terms defined in the GCC are used through this document.

#### 3.2 TRANSFER, CESSION AND USE OF SUBCONTRACTORS

The Bidder may not assign, cede, transfer, sell or alienate in any way this Contract or any part thereof to any other person or company without prior written approval from the Department for the Contract period as stipulated in the GCC.

The Bidder may only appoint subcontractors as identified in the WCBD 6.1 in Section 10 of this document and must seek written approval from the Department prior to implementing any change to its subcontractor agreements.

The Department will have no contractual relationship through this Contract with any subcontractor appointed by the Bidder. However, any subcontractor appointed by the Bidder shall be subject to all Departmental policies, strategies, rules, laws and regulations.

The Bidder will be exclusively responsible for contractual compliance by any subcontractor. This includes the delivery of services, all damage caused by a sub-contractor, and the management and payment of any subcontractor appointed to deliver the services.

#### 3.3 PRICES

Bid prices shall be quoted in South African Rand (ZAR) and be inclusive of all costs and applicable taxes, i.e. prices shall be quoted nett and VAT inclusive. The department reserves the right to award per institution taking into consideration the bidders' capability and ability to execute the contract.

#### 3.4 FIRM PRICES (SEE WCBD3.1/2, PARAGRAPHS 1.1-1.3)

Bids at firm prices for the duration of the contract may receive preference over bids of which prices are not firm. Different bid price structures for various periods during the contract period, which are subject to fluctuation, will not be considered.

#### 3.5 NEGOTIATIONS

3.5.1 The Department reserves the right to enter into negotiations with bidders and contractors regarding inter alia price revisions, increases and service delivery should it be deemed necessary.

#### 3.6 ORDERING RESTRICTIONS AND QUANTITIES

Institutions shall not be restricted to minimum quantities. The quantities indicated in the specifications are only estimates and not guaranteed and will be determined solely by the requirements of Institutions.

#### 3.7 CLINICAL EVIDENCE

The Department reserves the right to request clinical evidence of any product or service if and when required.

#### 3.8 PAYMENT

In the interest of security and expeditious payment, it is the policy of the Department to effect payments by electronic funds transfer (EFT) as far as possible.

If a successful bidder is not yet a regular participant in Departmental contracts and has not been registered already, the supplier will be required to furnish the Department with its banking details for the systems in operation (LOGIS, BAS, SYSPRO) in order to be registered. Successful bidders must ensure, therefore, that their banking details are provided to institutions on request where necessary.

Payment shall be made within 30 days from receipt of a valid, correct invoice.

#### 3.9 STATEMENT OF SUPPLIES AND SERVICES

Contractors must comply when requested by the Department or person appointed by the Department to furnish particulars of supplies delivered against contracts awarded in consequence of this bid. If a contractor fails to do so, the Department, without prejudice to any other rights that it may have, may institute enquiries at the expense of the contractor to obtain the required particulars.

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The successful bidder will be provided 60 days to capacitate themselves to render the service as per the advertised specifications.

**3.10 COMPLIANCE FOR QUALITY**

Random samples will be collected to conduct quality compliance testing throughout the contract period.

**3.11 PENALTIES**

3.11.1 Penalties and pro rata deductions:

- Deductions and penalties will be incurred against the Service Provider if institutions turnaround time is not adhered to.
- The Service Provider will be penalized, and pro rata deductions will be made for not adhering to Bid specifications.

3.11.2 Miscellaneous penalties:

- For every hour (or part thereof) that a report submission is over the agreed turnaround time, 5% of the contracted value for that report will be deducted as a penalty.
- Failure to produce the monthly feedback report before the 10th of each month will result in a 1% of the monthly contract value percentage.

**3.13 TERMINATION OF APPOINTMENT**

3.13.1 Notwithstanding any other provision in this contract, The Department shall be entitled to terminate the contract forthwith by written notice to the successful bidder if the successful bidder:

- enters insolvency;
- commits a fraudulent or dishonest act; not limited to invoices and SARS matters etc.
- is, through its own actions, prevented from performing its duties for a period exceeding 5 (five) days;
- is guilty of any conduct which is prejudicial to The Department's interest;
- has a civil judgment entered against it;
- renders a standard of service which is below the standards set out in the bid specifications and fails to remedy such standard of service within 7 (seven) consecutive days of receiving written notice informing it of such breach;

3.13.2 The Department reserves the right to terminate the contract for individual institutions or as a whole, within the scope of the contract, where poor performance has failed to be remedied following the issuance of three (3) warning letters, and or breach has been identified. **Contractors who is in breach of contract will be listed on the Restricted Supplier and Tender Defaulter.**

3.13.3 The department reserves the right to terminate/suspend the contract for individual institutions where it has become evident that the department can provide said service in-house and has the capacity to do so. The department shall provide reasonable notice to the contracted party. Such termination/suspension shall be without prejudice to either party's rights, claims, or remedies that may have accrued up until the termination/suspension date. The department shall exercise this right to termination/suspension in good faith and shall provide written notice to the contracted party specifying the termination/suspension date, which shall be no less than 35 days.

**THE BID**

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the Department on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of, and incorporated into, this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/We agree that: -
  - (a) the offer herein shall remain binding upon me/us and open for acceptance by the Department during the validity period indicated and calculated from the closing hour and date of the bid, unless otherwise agreed to in writing;
  - (b) this bid and its acceptance shall be subject to the relevant laws and regulations, as amended from time to time, the important conditions at the end of this document and the Preference Certificate (if attached), with all of which I am/we are fully acquainted;
  - (c) If I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Department may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the Department and I/we will then pay to the Department any additional expense incurred by the Department having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid; the Department shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other bid or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the Department may sustain by reason of my/our default;
  - (d) if my/our bid is accepted the contract will be concluded on signature of the letter of acceptance;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid and I/we choose domicilium citandi et executandi (should be a full street address where service of documents will be accepted) in the Republic at:  
  

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3. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
5. Notwithstanding any Sub-Contracting, Co-Contracting or Joint Venture entered into, I/we agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me/us as a result of such action.
6. I/We declare that I/we have participation\*/no participation\* in the submission of any other offer for the supplies/services described in the attached documents. If in the affirmative, state name(s) of tenderer(s) involved:

\*(Delete whichever is not applicable)

**Section 4**

PART A  
**INVITATION TO BID**

**WCBD 1**

**ZERO-TOLERANCE TO FRAUD, THEFT AND CORRUPTION (ANTI-FRAUD, THEFT AND CORRUPTION)**

THE WCG IS COMMITTED TO GOVERN ETHICALLY AND TO COMPLY FULLY WITH ANTI-FRAUD, THEFT AND CORRUPTION LAWS AND TO CONTINUOUSLY CONDUCT ITSELF WITH INTEGRITY AND WITH PROPER REGARD FOR ETHICAL PRACTICES.

THE WCG HAS A ZERO TOLERANCE APPROACH TO ACTS OF FRAUD, THEFT AND CORRUPTION BY ITS OFFICIALS AND ANY SERVICE PROVIDER CONDUCTING BUSINESS WITH THE WCG.

THE WCG EXPECTS ALL ITS OFFICIALS AND ANYONE ACTING ON ITS BEHALF TO COMPLY WITH THESE PRINCIPLES TO ACT IN THE BEST INTEREST OF THE WCG AND THE PUBLIC AT ALL TIMES.

THE WCG IS COMMITTED TO PROTECTING PUBLIC REVENUE, EXPENDITURE, ASSETS AND REPUTATION FROM ANY ATTEMPT BY ANY PERSON TO GAIN FINANCIAL OR OTHER BENEFIT IN AN UNLAWFUL, DISHONEST OR UNETHICAL MANNER.

INCIDENTS AND SUSPICIOUS ACTIVITIES WILL BE THOROUGHLY INVESTIGATED AND WHERE CRIMINAL ACTIVITY IS CONFIRMED, RESPONSIBLE PARTIES WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>WCGHCC0010/2024</b>	CLOSING DATE:	<b>19 April 2024</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	<b>RENDERING OF A COMPREHENSIVE RADIOLOGY SERVICE IN THE GEORGE, KNYSNA &amp; OUDTSHOORN AREA FOR A THREE (3) YEAR PERIOD.</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>Supply Chain Management Offices (M9 building) on premises of Karl Bremer Hospital, c/o Mike Pienaar Boulevard &amp; Frans Conradie Avenue, Bellville</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Mr M Ramjan</b>		CONTACT PERSON	<b>Marnie Kemp</b>	
TELEPHONE NUMBER	<b>021 834 9021</b>		TELEPHONE NUMBER	<b>2744-802 4539 / 4540</b>	
FACSIMILE NUMBER	<b>N/A</b>		FACSIMILE NUMBER	<b>N/A</b>	
E-MAIL ADDRESS	<b>Marco.Ramjan@westerncape.gov.za</b>		E-MAIL ADDRESS	<b>Marnie.Kemp@westerncape.gov.za</b>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>AND</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	
IF YES, WAS THE CERTIFICATE ISSUED BY A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACREDITATION SYSTEM (SANAS)	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMES&amp; QSEs) MUST BE SUBMITTED TOGETHER WITH A COMPLETED 6.1 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/ SERVICES/ WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b>	<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)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, 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 (WCBD7).**

**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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE WITH TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE AND CSD NUMBER AS MENTIONED IN 2.3 ABOVE.
- 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:** .....

**PRICING SCHEDULE**

**WCBD 3.1**

**WCGHCC0010/2024 RENDERING OF A COMPREHENSIVE RADIOLOGY SERVICE IN THE GEORGE, KNYSNA & OUDTSHOORN AREA FOR A THREE (3) YEAR PERIOD.**

<b>NAME OF BIDDER:</b> .....	<b>BID NUMBER: WCGHCC0010/2024</b>
<b>CLOSING TIME: 11:00 ON 19 APRIL 2024</b>	

**OFFERS SHALL BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID**

ITEM	DESCRIPTION OF ITEM	ESTIMATED QUANTITY FOR THREE YEARS (A)	BID PRICE IN SA CURRENCY INCLUDING VAT (UNIT PRICE)			
			YEAR 1	YEAR 2	YEAR 3	Average Price (B)
	<b>CONTINUOUS AND COMPREHENSIVE RADIOLOGY SERVICE</b>					
1	CT BRAIN - UNCONTRASTED	400	R.....	R.....	R.....	R.....
2	CT BRAIN - CONTRASTED	400	R.....	R.....	R.....	R.....
3	CT BRAIN & FACIAL BONES - TRAUMA	400	R.....	R.....	R.....	R.....
4	CT SPINE/ REGION-TRAUMA	400	R.....	R.....	R.....	R.....
5	CT CHEST-WITH CONTRASTED	400	R.....	R.....	R.....	R.....
6	CT ABDOMEN-WITH UNCONTRASTED	400	R.....	R.....	R.....	R.....
7	CT ABDOMEN-WITH CONTRASTED	400	R.....	R.....	R.....	R.....
8	CT BODY-WITH CONTRASTED	400	R.....	R.....	R.....	R.....
9	CTA/REGION	400	R.....	R.....	R.....	R.....
10	CT PLANNING	800	R.....	R.....	R.....	R.....
11	MRI BRAIN-UNCONTRASTED	400	R.....	R.....	R.....	R.....
12	MRI BRAIN-CONTRASTED	400	R.....	R.....	R.....	R.....

**WCGHCC0010/2024 RENDERING OF A COMPREHENSIVE RADIOLOGY SERVICE IN THE GEORGE, KNYSNA & OUDTSHOORN AREA FOR A THREE (3) YEAR PERIOD.**

13	MRI SPINE/REGION-UNCONTRASTED	400	R.....	R.....	R.....	R.....
14	MRI SPINE/REGION-CONTRAST	400	R.....	R.....	R.....	R.....
15	MRI BODY/REGION-WITH CONTRAST	400	R.....	R.....	R.....	R.....
16	MR JOINT/REGION	400	R.....	R.....	R.....	R.....
17	MRA/REGION	400	R.....	R.....	R.....	R.....
18	US-ABDOMEN	400	R.....	R.....	R.....	R.....
19	DOPPLER/REGION	400	R.....	R.....	R.....	R.....
20	BARIUM SWALLOW/MEAL	400	R.....	R.....	R.....	R.....
21	BARIUM ENEMA	400	R.....	R.....	R.....	R.....
22	GASTROGRAFFIN FOLLOW THROUGH	400	R.....	R.....	R.....	R.....
23	BMD-DEXA	400	R.....	R.....	R.....	R.....
24	After hours fee per Investigation		R.....	R.....	R.....	R.....
<b>TOTAL IN SA CURRENCY INCLUDING (Based on an average price per investigation)</b>  <b>(A x B)</b>			R.....	R.....	R.....	R.....

**NOTE TO BIDDERS:**

**1. IF NON-FIRM PRICES ARE OFFERED, PLEASE COMPLETE ATTACHED WCBD 3.1/2 FORMS.**

**2. PRICE MUST INCLUDE VAT. CONTRAST AND ALL MATERIALS/ CONSUMABLES**



## DEFINITION OF PRICING STRUCTURES

For the purpose of this bid the following explanations are provided:

### 1. Firm prices

- 1.1 Firm prices means **prices which are only subject to adjustments in accordance with the actual increase or decrease** resulting from the changes, imposition or abolition of customs or excise duty and any other duty, levy, or tax which is binding upon the **contractor** in terms of a law or regulation and has a demonstrable influence on the prices of any supplies, for the execution of the contract.

The following two pricing structures will also be considered as firm prices – **please note that a combination of these two pricing structures will not be allowed:**

- 1.2 Firm prices linked to fixed period adjustments, i.e. FIVE tier prices (firm 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year prices), and only subject to the variables indicated in the above paragraph.
- 1.3 Firm prices subject to rate of exchange variations. (It is compulsory that the table below be completed for prices subject to rate of exchange variations).

**Note:** All claims for rate of exchange must be made **within 60 days of delivery** in order for bidders to qualify for price adjustments.

Any advantage due to a more profitable exchange rate must be passed on to the Western Cape Government.

Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

**WCBD 3.1/2**

**2. Non-firm prices**

**Non-firm prices** are prices **linked to proven adjustments**.

2.1 It is compulsory that the variable factors and their weights be indicated where prices are linked to proven adjustments.

The table below serves only as a guide and bidders must include all other information deemed necessary.

ITEM NO	PRICE	OVERHEADS AND PROFIT	VARIABLE FACTOR (Provide factor e.g. manufacturer increase)	WEIGHT OF VARIABLE FACTOR/S

2.2 In cases where prices are subject to the escalation formula, the following table must be completed.

In this category price escalations will only be considered in terms of the following:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + \dots Dn \frac{Rnt}{Rno} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V) P = 85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
- D1, D2 = Each factor of the bid price e.g. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2 etc. must add up to 100%.
- R1t, R2t = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

**3. The following index/indices was/were used to calculate the bid price:**

- 3.1 Index .....dated                      Index .....dated                      Index .....dated
- Index .....dated                      Index .....dated                      Index .....dated

**WCBD 3.1/2**

3.2 Please furnish a breakdown of your price in terms of above-mentioned formula. The total of the various factors must add up to 100%.

<b>(D1, D2 etc. e.g. Labour, transport etc.)</b>	<b>PERCENTAGE OF BID PRICE</b>

**PLEASE NOTE:** Proven cost adjustments and formula-based adjustments cannot both be considered at the same time.

**Section 6**

**WCBD 3.4**

<b>NAME OF BIDDER:</b> .....	<b>BID NUMBER:</b> WCGHCC0010/2024
<b>CLOSING TIME:</b> 11:00	<b>CLOSING DATE:</b> 19 APRIL 2024

**OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.**

**WCGHCC0010/2024 RENDERING OF A COMPREHENSIVE RADIOLOGY SERVICE IN THE GEORGE, KNYSNA & OUDTSHOORN AREA FOR A THREE (3) YEAR PERIOD.**

**THIS DOCUMENT MUST BE COMPLETED IN CONJUNCTION WITH WCBD 3.1 IN BLACK OR BLUE INDELIBLE INK (NOT IN PENCIL) (FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**

**IMPORTANT NOTE:**

In the event of a deviation from the requested technical requirements, full details of the deviation must be provided. If needed a separate sheet with details regarding the deviation must be provided with clear reference to the numbered section in the specification document.

**INSTRUCTIONS:**

**\* Bidders must complete the entire document in full. Failure to provide all requested information will result in non-compliance.**

.....

SCOPE (EVALUATION CRITERIA)			
RENDERING OF A COMPREHENSIVE RADIOLOGY SERVICE IN THE GEORGE, KNYSNA & OUDTSHOORN AREA FOR A THREE (3) YEAR PERIOD.			
	<p><b>APPLICABLE DOCUMENTS</b>  <i>The onus rests with the prospective tenderer to avail him/herself of the following documents which form part of this specification:</i></p>	<p><b>REPLY: "COMPLY OR DO NOT COMPLY" IN THE BOXES BELOW</b>                      Do <b>not</b> type.                      Add comments or attachments as required. Where it is stipulated that a document must be submitted, it is <b>mandatory</b> to attach the documents. Failure to submit the mandatory documents will render the bid non-compliant.</p>	
<b>PART 1</b>	<b>ADJUDICATING PROCESS</b>	* If no reply is required, bidders shall take note by replying "noted" next to the relevant section.	
1.1	This bid will be adjudicated in terms of the Preferential Procurement System in accordance with the information provided in the Preference Procurement Points Claim Forms.	Comply	Do not Comply
1.2	Preference Points shall only be allocated to bids which are found to be acceptable and compliant with the requirements and specifications	Comply	Do not Comply
<b>2</b>	<b>EVALUATION CRITERIA</b> Bids will be deemed to be acceptable if:		
2.1	<b>COMPLIANT WITH THE SPECIFICATION</b> Which includes interalia;		
2.1.1	<b>Statutory and other Requirements</b>		
2.1.2	Only bidders who comply with Part 3: Statutory and other Requirements will be considered for acceptance.	Comply	Do not Comply
2.1.2.1	Failure to submit applicable documentary evidence on the closing date of the bid shall lead to the exclusion of the offer submitted.	Comply	Do not comply
2.1.2.2	Bidders are requested to submit the following relevant documents with their bid application:	Comply	Do not Comply
(a)	<p><b>Public or private company:</b></p> <ul style="list-style-type: none"> <li>Public or private company registration certificate</li> <li>Names of the directors and shareholders certificates</li> </ul>	Comply	Do not Comply
(b)	<p><b>Close corporation:</b></p> <ul style="list-style-type: none"> <li>CK1 certificate- Registration of Closed Corporation</li> <li>CK2 certificate- Change of name or ownership</li> </ul>	Comply	Do not Comply
(c)	<p><b>Joint Ventures:</b> Partnership Agreement</p>	Comply	Do not Comply

(d)	Registration for Compensation for Occupational Injuries and Diseases Act 130 of 1993	Comply	Do not Comply
(e)	Letter of good standing with the commissioner for COID	Comply	Do not Comply
(F)	Registration for Unemployment Insurance Fund Registration. Letter of good standing with the commissioner for UIF.	Comply	Do not Comply
<b>3</b>	<b>COMPLIANT WITH LATENT AND OTHER FACTORS WHICH MAY AFFECT THE AWARD OF THE BID</b>	<b>REPLY: "COMPLY OR DO NOT COMPLY" IN THE BOXES BELOW</b> Do <b>not</b> type. Add comments or attachments as required. Where it is stipulated that a document must be submitted, it is <b>mandatory</b> to attach the documents. Failure to submit the mandatory documents will render the bid non-compliant.	
	Which includes interalia;		
<b>3.1</b>	<b>Capacity of the bidder</b>		
	Only bidders whose organisation and infrastructure is deemed by the Department to be adequate to provide the foreseeable and specific requirements of the contract in accordance with Part 4: Questionnaire: Organisational, Financial and Infrastructure Capacity of Bidder together with physical validation will be considered for acceptance.	Comply	Do not Comply
<b>4.1</b>	<b>DEFINITIONS</b>		
<b>4.1</b>	<b>Contractor</b>		
	The organisation or individual providing contracted Radiology services. The organization or "individual" providing contracted Radiology services.	Comply	Do not Comply
<b>4.2</b>	<b>User/Department</b>		
	The authority, performing scans and retaining a contractor to carry out the radiological examinations of these scans, in accordance with an agreed contract.	Comply	Do not Comply
<b>4.3</b>	<b>Contract and Conditions</b>		
<b>4.3.1</b>	<b>Contract</b> The contract is a legal document that results from the acceptance of a bid and is inclusive of the bid documentation pertaining to the invitation, site instructions, the bid response and the General Conditions of the Contract.	Comply	Do not Comply
<b>4.3.2</b>	<b>Conditions</b> All conditions and <i>procedures</i> laid down which may affect the legal aspects of the bid or the contract.	Comply	Do not Comply

4.4	<b>Bid</b> A written offer, in prescribed format, to provide a radiological examinations service to the User	Comply	Do not Comply
4.4.1	<b>Bidder</b> The organisation or individual completing and submitting the bid.	Comply	Do not Comply
4.5	<b>Site Instructions</b> (generic and specific) An operational document detailing the specific duties to be performed and conditions to be met in terms of the contract.	Comply	Do not Comply
4.6	<b>Co-ordinator</b> The representative of the User.	Comply	Do not Comply
4.7	<b>Specification</b> The document setting out the proposed services to be supplied in terms of the contract.	Comply	Do not Comply
4.8	<b>Status Quo</b> The condition or state of affairs of the bidder and bidding organisation as at the date of bid.	Comply	Do not Comply
4.9	<b>General Conditions of Contract</b> The General Conditions of the Contract are attached to the bid document and form part of the specification.	Comply	Do not Comply
4.10	<b>May</b> Indicates the existence of an option.	Comply	Do not Comply
4.11	<b>Shall/Must</b> Indicates that a statement is mandatory.	Comply	Do not Comply
4.12	<b>Should</b> Indicates recommendations	Comply	Do not Comply
4.13	<b>Interpretations</b>		
4.13.1	Words referring to the singular also include the plural and vice versa where the context so requires	Comply	Do not Comply
4.13.2	Any gender includes the other.	Comply	Do not Comply
4.13.3	Reference to person(s) includes all entities, (i.e. corporations, associations, partnerships, close corporations, government or local authorities, and other legal entities and natural persons).	Comply	Do not Comply
<b>PART 2</b>	<b>ADDITIONAL CONDITIONS OF CONTRACT</b>		
<b>5</b>	<b>Bidders are to indicate in the column provided that he/she has read and understood the specific conditions.</b>		
5.1	<b>Liability</b>		
5.1.1	The contractor shall at all times be responsible for the acts and omissions, e.g. death, injury, assault, unlawful unrest, etc. of his employees when they provide any services to the Provincial Government in terms of the bid and act within the course and scope of these duties and employment.	Comply	Do not Comply
5.1.2	The contractor indemnifies and holds the Provincial Government blameless against the damage to property	Comply	Do not Comply

	and loss of property of the Provincial Government and any third party that may be involved.		
5.2	<b>Advertising and Trading</b> Neither the successful bidder nor his staff shall be entitled to offer any article for sale, sell any article or distribute any article free of charge on the site.	Comply	Do not Comply
5.3	<b>Changes to Bidder Operational Status</b> Material deviations from the position as it was at time of awarding the bid may result in Department having to apply remedial action	Comply	Do not Comply
5.4	<b>Service Level Agreement</b> A service level agreement will be entered into with the Successful bidder.	Comply	Do not Comply
5.5	<b>Contract period</b> The contract period is for thirty-six months (36) with an option to extend for a period as determined by the Department.	Comply	Do not Comply
5.6	<b>Permanent Reduction or Increase in scope of Service</b>		
5.6.1	The reduced price shall be negotiated with the Service Provider and shall be calculated on a proportional basis.	Comply	Do not Comply
5.6.2	The increased price shall be negotiated with the Service Provider and shall be calculated on a proportional basis.	Comply	Do not Comply
5.7	<b>Occupational Health Safety Act</b>		
5.7.1	The Service Provider shall accept liability in terms of Section 37 of the Occupational Health and Safety Act (No. 85 of 1993).	Comply	Do not Comply
5.7.1	The Department shall not be held liable for any contracted illness or infection to the Service Provider or his staff arising from their duties.	Comply	Do not Comply
5.8	<b>Loss, Damage and Safekeeping of Hospital Property</b> Similarly, the loss of any other Hospital property due to the negligence of the Service Provider.	Comply	Do not Comply
5.9	<b>Hospital Property Found</b> The Service Provider shall immediately return to the authorise Hospital representative an item of Hospital property found/recovered by the Service Provider's staff in the course of their duties.	Comply	Do not Comply
5.10	<b>Liaison</b> The Contractor shall appoint a Contract Project Officer who shall work in close co-operation with the Contract Manager to facilitate the flow of accounts, payments, information, solving of problems, etc. between the parties.	Comply	Do not Comply
5.11	<b>Monitoring</b> The Medical Manager has the final prerogative to declare that all the services rendered by the Contractor conform to the specifications of the contract in terms of quality and process	Comply	Do not Comply



<p><b>PART3:</b></p>	<p><b>STATUTORY AND OTHER REQUIREMENTS</b></p>	<p><b>REPLY: "COMPLY OR DO NOT COMPLY" IN THE BOXES BELOW</b>                  Do <b>not</b> type.                  Add comments or attachments as required. Where it is stipulated that a document must be submitted, it is <b>mandatory</b> to attach the documents. Failure to submit the mandatory documents will render the bid non-compliant.</p>																										
<p>6</p>	<p>Every question must be answered by marking the applicable "Yes" or "No" block with an "X".</p> <p>Failure to comply with this requirement or the provision of acceptable, well-motivated written explanations where deviations occur, may lead to immediate disqualification of the bid.</p>																											
	<p>All information provided in this Section shall or may be verified by The Department.</p>																											
	<p>Where documentary evidence is required such documentation so required must be the original or copies certified by a Commissioner of Oaths.</p>																											
	<p>Relevant documentation and copies of such documentation must be attached to the last page of this section.</p>																											
<p>6.1</p>	<p><b>Organizational status of Bidder</b></p> <table border="1" data-bbox="209 1274 911 1469"> <tr> <td>Individual ownership</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> <tr> <td>A company</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> <tr> <td>A close corporation</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> <tr> <td>Partnership</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> <tr> <td>Joint venture</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Individual ownership	Yes		No		A company	Yes		No		A close corporation	Yes		No		Partnership	Yes		No		Joint venture	Yes		No		<p>Comply</p>	<p>Do not Comply</p>
Individual ownership	Yes		No																									
A company	Yes		No																									
A close corporation	Yes		No																									
Partnership	Yes		No																									
Joint venture	Yes		No																									
<p>6.2</p>	<p><b>Documentary Evidence Required</b></p> <table border="1" data-bbox="209 1559 930 1868"> <tr> <td>Company: Public or private company registration issued by the Registrar of Companies, including the names of the directors and shareholders certificates of each shareholder.</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Close corporation: CK1 and CK2 certificates of the Registrar of Close Corporations.</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Copy of partnership agreement and Ventures and consortia a memorandum of understanding.</td> <td>Yes</td> <td>No</td> </tr> </table>	Company: Public or private company registration issued by the Registrar of Companies, including the names of the directors and shareholders certificates of each shareholder.	Yes	No	Close corporation: CK1 and CK2 certificates of the Registrar of Close Corporations.	Yes	No	Copy of partnership agreement and Ventures and consortia a memorandum of understanding.	Yes	No	<p>Comply</p>	<p>Do not Comply</p>																
Company: Public or private company registration issued by the Registrar of Companies, including the names of the directors and shareholders certificates of each shareholder.	Yes	No																										
Close corporation: CK1 and CK2 certificates of the Registrar of Close Corporations.	Yes	No																										
Copy of partnership agreement and Ventures and consortia a memorandum of understanding.	Yes	No																										

<b>6.3</b>	<b>Registration in terms of the Compensation Occupational inquires and Disease Act 130 of 1993.</b>				
<b>6.3.1</b>	Is the bidder registered with the Commissioner for COID? directors and shareholders certificates of each shareholder.	Yes	No	Comply	Do not Comply
<b>6.4</b>	<b>Unemployment Insurance Fund Registration (UIF)</b>				
<b>6.4.1</b>	Is the bidder registered with the Commissioner for UIF?	Yes	No	Comply	Do not Comply
<b>6.4.2</b>	Provide documentary evidence (letter of good standing) of current valid registration.			Comply	Do not Comply
<b>6.5</b>	<b>Occupational Health and Safety Act, 1993 (Act 85 of 1993) and Regulations of the Act</b>				
<b>6.6</b>	Is the bidder prepared to accept full responsibility in terms of Section 37(2) of the said Act?	Yes	No	Comply	Do not Comply
<b>6.7</b>	<b>Labour Broking</b>				
<b>6.7.1</b>	Is the bidder considered to be a Labour Broker?	Yes	No	Comply	Do not Comply
<b>6.7.2</b>	Is the bidder registered with The Confederation of Private Employment Services (CAPESS) or any other Association affiliated to it? i.e. National Staffing Association (NSA). Provide proof of current registration.	Yes	No	Comply	Do not Comply
<b>6.7.3</b>	Provide current IRP30 certificate issued by the Receiver of Revenue.			Comply	Do not Comply
<b>6.8</b>	<b>Skills Development Levies Act (9 of 1999)</b>				
<b>6.8.1</b>	Is the bidder registered with the Department?	Yes	No	Comply	Do not Comply
<b>6.8.2</b>	Provide documentary evidence of current valid registration.			Comply	Do not Comply
<b>6.9</b>	<b>VAT Registration</b>				
<b>6.9.1</b>	Is the bidder registered for VAT?	Yes	No	Comply	Do not Comply
<b>6.9.2</b>	Provide VAT Registration Number.			Comply	Do not Comply
<b>6.10</b>	<b>Pay as you earn (PAYE)</b>				
<b>6.10.1</b>	Is the bidder registered with the Commissioner for PAYE?	Yes	No	Comply	Do not Comply
<b>6.10.2</b>	Provide documentary evidence (letter of good standing) of current valid registration.			Comply	Do not Comply

PART4:	<b>QUESTIONNAIRE; ORGANISATIONAL FINANCIAL AND INFRASTRUCTURE CAPACITY OF THE BIDDER</b>	<b>REPLY: "COMPLY OR DO NOT COMPLY" IN THE BOXES BELOW</b> Do <b>not</b> type. Add comments or attachments as required. Where it is stipulated that a document must be submitted, it is <b>mandatory</b> to attach the documents. Failure to submit the mandatory documents will render the bid non-compliant.											
7	The information requested will assist the Department to evaluate the organizational and infrastructure capacity of the bidder to perform the specified requirements of this bid.												
	The Department reserves the right to carry out physical inspections in order to validate all or some of the information provided.												
	The information provided in this section is therefore of critical importance. If, after careful consideration, the Department is of the opinion that the bidder does not have the capacity, infrastructure or managerial/supervising skills to properly manage, perform and maintain the requirements of this bid, such a bid shall not be considered for acceptance.												
	Bidders may furnish additional information in writing and attach it to the last page of this section when submitting the bid.												
	Where applicable the appropriate "YES" or "NO" block must be marked with an "X".												
7.1	<b>Financial Standing</b>												
	The bidder must be financially sound to pay all costs including salaries for the first two months of the contract, as well as for any applicable license fees.  The first payment can only be expected between 45 and 60 days after the commencement of the contract. Thereafter payment may be expected within 30 days of submission of invoice at the end of the month in which the service was provided.	Comply	Do not Comply										
7.2	<b>Total Number of Employees</b> <table border="1" data-bbox="209 1800 647 2098"> <thead> <tr> <th>Designation</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>Management</td> <td></td> </tr> <tr> <td>Administration</td> <td></td> </tr> <tr> <td>Supervisors</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </tbody> </table>	Designation	Number	Management		Administration		Supervisors		Other		Comply	Do not Comply
Designation	Number												
Management													
Administration													
Supervisors													
Other													

7.3	<b>Indicate Percentage Turnover of Staff During the Last 12 Months.</b>		Comply	Do not Comply																																			
		<b>Number</b>																																					
	Less than 20%																																						
	Between 21-50%																																						
	Over 50%																																						
7.4	<b>Physical Infrastructure</b>																																						
7.4.1	<b>Administrative Offices</b>																																						
7.4.1.1	Where is the bidder's administrative office which will be responsible for the service. <b>State the physical address and telephone numbers.</b> ..... ..... .....		Comply	Do not Comply																																			
7.4.1.2	Does the bidder have a contingency capacity in case of emergencies on site. <b>State capacity.</b> ..... .....		Comply	Do not Comply																																			
7.4.1.3	Does the bidder have a rapid deployment plan for deployment of standby staff in case of emergencies on site. <b>State details including guaranteed response time.</b> .....		Comply	Do not Comply																																			
7.4.1.4	<b>Further Information Regarding the Administration Office:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Is it a guaranteed 24-hours service?</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> <tr> <td>Is it situated at home?</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> <tr> <td>Is it a dedicated Administration Office?</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> <tr> <td>Land-line telephones in Administration Office.</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> <tr> <td>Activated cellphones in Administration Office.</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> <tr> <td>Fax in Administration Office.</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> <tr> <td>Administration Office always manned by well-trained staff who can handle emergency situations.</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>		Is it a guaranteed 24-hours service?	Yes		No		Is it situated at home?	Yes		No		Is it a dedicated Administration Office?	Yes		No		Land-line telephones in Administration Office.	Yes		No		Activated cellphones in Administration Office.	Yes		No		Fax in Administration Office.	Yes		No		Administration Office always manned by well-trained staff who can handle emergency situations.	Yes		No			
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Fax in Administration Office.	Yes		No																																				
Administration Office always manned by well-trained staff who can handle emergency situations.	Yes		No																																				

8	General specifications conditions	<b>REPLY: "COMPLY OR DO NOT COMPLY" IN THE BOXES BELOW</b> Do <b>not</b> type. Add comments or attachments as required. Where it is stipulated that a document must be submitted, it is <b>mandatory</b> to attach the documents.	
8.1	Bidders are required to offer the <b>SERVICE ON THEIR OWN PREMISES AND WITH THEIR OWN EQUIPMENT IN George Knysna, &amp; Oudtshoorn</b> areas.	Comply	Do not Comply
8.2	Bidders to indicate if any price variance will occur in the three-year period.	Comply	Do not Comply
8.3	The bidder is to provide the institution with a fortnightly management report of services rendered.	Comply	Do not Comply
8.4	Only licensed providers of Radiology services can tender for this service. Bidders are required to provide proof of current license as part of their submission.	Comply	Do not Comply
8.5	Proof of qualifications and the appropriate requirement for the use of Radiology machines must be submitted together with the bid documents.	Comply	Do not Comply
8.6	The price quoted must be per investigation, as per the WCBD 3.1 (pricing schedule).	Comply	Do not Comply
8.7	<b>The price per investigation must include any contrast medium, VAT and consumables.</b>	Comply	Do not Comply
8.8	The results of the investigations must be made available as follows: <ul style="list-style-type: none"> <li>• <b>Urgent request:</b> verbal report to referring clinician, with provisional written within 4 hours after completion of the investigation. Formal report on 1<sup>st</sup> working day after completion of the investigation</li> <li>• <b>Routine report:</b> On first working day after completion of the investigation</li> </ul>	Comply	Do not Comply
8.9	The successful bidder will only invoice for the services provided for the month.	Comply	Do not Comply
8.10	<b>A Service Level Agreement and a contract will be signed between the successful bidder and the Department of Health and wellness.</b>	Comply	Do not Comply

**Note: The questionnaire below must be completed in full by replying to each and every question.**

A. Period required for commencement of contract after acceptance of bid .....

B. Is offer strictly to specification?  
.....

C. Are you registered in terms of sections 23(1) or 23(3) of the Value-Added Tax Act, 1991 (Act No. 89 of 1991)

**YES /NO**

D. If so, state your VAT registration number .....

E. Are the prices quoted for the service firm for the full contract period?  
.....

**Note: All costs must be included in the bid price for service delivery.**

## Section 7

WCBD 4

### PROVINCIAL GOVERNMENT WESTERN CAPE

#### DECLARATION OF INTERESTS, BIDDERS PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Public Finance Management Act (PFMA) Supply Chain Management (SCM) Instruction No. 3 of 2021/2022 - SBD 4 Declaration of Interest, Section 4 (1)(b)(iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. 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.
3. All prospective bidders intending to do business with the Institution must be registered on the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB) if they wish to do business with the Western Cape Government (WCG) via the electronic Procurement Solution (ePS).
4. The status of enterprises and persons listed on the National Treasury's Register for Tender Defaulters will be housed on the ePS. Institutions may not under any circumstances procure from enterprises and persons listed on the Database of Tender Defaulters.
5. The status of suppliers listed on the National Treasury's Database of Restricted Suppliers will be housed on the ePS; however, it remains incumbent on institutions to check the National Treasury Database of Restricted Suppliers before the conclusion of any procurement process. For suppliers listed as restricted, institutions must apply due diligence and risk assessment before deciding to proceed with procurement from any such supplier.

#### 6. Definitions

**"bid"** means a bidder's response to an institution's invitation to participate in a procurement process which may include a bid, price quotation or proposal;

**"Bid rigging (or collusive bidding)"** occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors;

**"business interest"** means -

- (a) a right or entitlement to share in profits, revenue or assets of an entity;

- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, or
- (d) includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

**“Consortium or Joint Venture”** 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;

**“Controlling interest”** means, 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;

**“Corruption”**- General offences of corruption are defined in the Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004) as:

Any person who directly or indirectly -

- (a) accepts or agrees or offers to accept an! gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or
- (b) gives or agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person., in order to act personally or by influencing another person so to act, in a manner—
  - (i) that amounts to the-
    - (aa) illegal, dishonest, unauthorized, incomplete or biased: or
    - (bb) misuse or selling of information or material acquired in the course of the exercise, carrying out or performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation:
  - (ii) that amounts to-
    - (aa) the abuse of a position of authority;
    - (bb) a breach of trust; or
    - (cc) the violation of a legal duty or a set of rules;
  - (iii) designed to achieve an unjustified result; or
  - (iv) that amounts to any other unauthorised or improper inducement to do or 45 not to do anything of the, is guilty of the offence of corruption.

**“CSD”** means the Central Supplier Database maintained by National Treasury;

**“employee”**, in relation to –

- (a) a department, means a person contemplated in section 8 of the Public Service Act, 1994 but excludes a person appointed in terms of section 12A of that Act; and
- (b) a public entity, means a person employed by the public entity;

**“entity”** means any -



(a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or

(b) sole proprietorship;

**“entity conducting business with the Institution”** means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province;

**“Family member”** means a person's -

(a) spouse; or

(b) child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption or some other legal arrangement (as the case may be);

**“intermediary”** means a person through whom an interest is acquired, and includes a representative or agent or any other person who has been granted authority to act on behalf of another person;

**“Institution”** means – a provincial department or provincial public entity listed in Schedule 3C of the Act;

**“Provincial Government Western Cape (PGWC)”** means

(a) the Institution of the Western Cape, and

(b) a provincial public entity;

**“RWOEE”** means -

Remunerative Work Outside of the Employee's Employment

**“spouse”** means a person's -

(a) partner in marriage or civil union according to legislation;

(b) partner in a customary union according to indigenous law; or

(c) partner with whom he or she cohabits and who is publicly acknowledged by the person as his or her life partner or permanent companion.

7. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.

a) Therefore, by 31 January 2017 all employees who are conducting business with an organ of state should either have:

(i) resigned as an employee of the government institution or;

(ii) cease conducting business with an organ of state or;

(iii) resign as a director/shareholder/owner/member of an entity that conducts business with an organ of state.

8. Any legal person, or their family members, may make an offer or offers in terms of this invitation to bid. In view of potential conflict of interest, in the event that the resulting bid, or part thereof, be

awarded to family members of persons employed by an organ of state, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the Institution.

9. The bid of any bidder may be disregarded if that bidder or any of its directors abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; disclosure is found not to be true and complete; or failed to perform on any previous contract.
10. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
11. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorises accounting officers and accounting authorities to:
  - a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
12. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
13. 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.

<b>SECTION A    DETAILS OF THE ENTITY</b>	
CSD Registration Number	MAAA
Name of the Entity	
Entity registration Number (where applicable)	
Entity Type	
Tax Reference Number	
Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons having a controlling interest with a right or entitlement to share in profits, revenue or assets of the entity should be disclosed in the Table A below.	





**SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES** To enable the prospective bidder to provide evidence of past and current performance.

<b>C1.</b>	Did the entity conduct business with an organ of state in the last twelve months? (If yes complete Table C)	NO	YES
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**TABLE B**

**C2. TABLE C**

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT/ ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT	OF	
<b>C3.</b> Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?					NO	YES	
<b>C4.</b> Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?					NO	YES	
<p><i>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for facsimile number Tender Defaulters" or submit your written request for a hard copy of the Register to (012) 326 5445.)</i></p>							
<b>C5.</b> If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?					NO	YES	N/A
<b>C6.</b> Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?					NO	YES	
<b>C7.</b> Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?					NO	YES	

**SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT**

*This form must be signed by a duly authorised representative of the entity in the presence of a commissioner of oaths.*

I, ..... hereby swear/affirm;

- i. that the information disclosed above is true and accurate;
- ii. that I have read understand the content of the document;
- iii. that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- iv. that the entity undertakes to independently arrive at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specification, 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;
- v. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract; and
- vi. that there have been no consultations, communications, agreements or arrangements made 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 that my entity was not involved in the drafting of the specifications or terms of reference for this bid.

.....  
**DULY AUTHORISED REPRESENTATIVE'S SIGNATURE**

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

- i. Do you know and understand the contents of the declaration? ANSWER: .....
- ii. Do you have any objection to taking the prescribed oath? ANSWER: .....
- iii. Do you consider the prescribed oath to be binding on your conscience? ANSWER:.....
- iv. Do you want to make an affirmation? ANSWER: .....

I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....  
SIGNATURE FULL NAMES Commissioner of Oaths  
Designation (rank) ..... ex officio: Republic of South Africa  
Date:..... Place .....  
Business Address: .....  
.....

**THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME**

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**THIS DOCUMENT MUST BE SIGNED AND SUBMITTED TOGETHER WITH YOU BID.**

---

**INTRODUCTION**

The National Industrial Participation Programme (NIP), which is applicable to all government procurement contracts that have an imported content, became effective on 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 an NIP obligation. The 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 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 7 years has been identified as the timeframe 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, immediately after the award of a contract that is in excess of R10 million (ten million Rands), to submit details of such a contract to the DTI for reporting purposes.

2.2 The purpose of reporting details of contracts in excess of the amount of R10 million 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 the aforementioned sub-paragraphs 1.1(b) to 1.1(d).

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

3.1 Bidders are required to sign and submit this WCBD5 document 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), 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, to contact and furnish the DTI with the following information:

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

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X84, Pretoria, 0001 for the attention of Mr Elias Malapane within 5 (five) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394-1401, facsimile (012) 394-2401 or e-mail at [elias@thedti.gov.za](mailto:elias@thedti.gov.za) for further details about the programme.

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

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

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

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

Bid number:	<b>WCGHCC0010/2024</b>	Closing date:	<b>19 April 2024</b>
Name of bidder:	.....		
Postal address:	.....		
Signature:	.....	Name in print:	.....
Date:	.....		



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND THE WESTERN CAPE GOVERNMENT'S INTERIM STRATEGY AS IT RELATES TRO PREFERENCE POINTS**

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

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**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE TO THE BID, PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND CODES OF GOOD PRACTICE**

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**1. DEFINITIONS**

- 1.1 **“Acceptable bid”** means any bid which complies in all respects with the specifications and conditions of bid as set out in the bid document.
- 1.2 **“Affidavit”** is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, which serves as evidence to its veracity and is required for court proceedings.
- 1.3 **“All applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a codes of good practice of black economic empowerment, issued in terms of section 9(1) of The Broad-Based Black Economic Empowerment Act;
- 1.6 **“Bid”** means a written offer on the official bid documents or invitation of price quotations, and “tender” is the act of bidding/tendering;
- 1.7 **“Code of Good Practice”** means the generic codes or the sector codes as the case may be;
- 1.8 **“Consortium”** or **“joint venture”** 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;
- 1.9 **“Contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 1.10 **“EME”** is an exempted micro enterprise with an annual total revenue of R10 million or less.
- 1.11 **“Firm price”** means a price that is only subject to adjustments in accordance with an actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy, or tax, which is binding on the contractor in terms of the law or regulation and demonstrably has an influence on the price of any supplies or the rendering costs of any service for the execution of the contract;
- 1.12 **“Large Enterprise”** is any enterprise with an annual total revenue above R50 million;
- 1.13 **“Non-firm prices”** means all prices other than “firm” prices
- 1.14 **“Person”** includes a juristic person;
- 1.15 **“Price”** means an amount of money bid for goods and services and includes all applicable taxes less all unconditional discounts;
- 1.16 **“Proof of B-BBEE status level contributor”** means –
  - (a) The B-BBEE status level certificate issued by an authorized body or person;
  - (b) A sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or

(c) Any other requirements prescribed in terms of the Broad-based Black Economic Empowerment Act

- 1.17 **“QSE”** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;
- 1.18 **“Rand value”** means the total estimated value of a contract in South African currency calculated at the time of bid invitation, and includes all applicable taxes;
- 1.19 **“Sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 1.20 **“Tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide services through price quotations, competitive bidding processes or any other method envisaged in legislation;
- 1.21 **“Tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation to originate income-generating contracts through any method envisaged in legislation, that will result in a legal agreement between the organ of state and a third party, which produces revenue for the organ of state, and includes but is not limited to leasing and disposal of assets and concessions contracts, but excludes direct sales and disposal of assets through public auctions;
- 1.22 **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.23 **“the Regulations”** means the Preferential Procurement Regulations, 2022;
- 1.24 **“Total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-based Black Economic Empowerment Act and promulgated in the Government Gazette on 11 October 2013;
- 1.25 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.26 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed for such property to be administered for the benefit of another person.

## 2. GENERAL CONDITIONS

- 2.1 The following preference points systems are applicable to all bids:
- The **80/20 system** for requirements with a Rand value of **up to R50 000 000** (all applicable taxes included)
  - the **90/20 system** for requirements with a Rand value **above R50 000 000** (all applicable taxes included).
- 2.2 Preference points system for this bid:
- (a) The value of this bid is estimated **to exceed/not exceed R50 000 000** (all applicable taxes included) and therefore the ..... preference points system shall be applicable;  
or
- (b) Either the **80/20 or 90/10** preference points system will be applicable to this bid.  
*(Delete whichever option is not applicable to this bid)*
- 2.3 Preference points for this bid shall be awarded for:
- (a) Price; and
- (b) B-BBEE status level of contribution.
- 2.4 The maximum points for this bid are allocated as follows:

PRICE	POINTS	
	80	90
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20	10
<b>Total points for Price and B-BBEE must not exceed</b>	100	100

- 2.5 Failure on the part of a bidder to complete and sign this form and submit, in the circumstances prescribed in the Codes of Good Practice, either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS), or an affidavit confirming annual total revenue and level of black ownership, along with the bid, or an affidavit issued by the Companies Intellectual Property Commission, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 2.6 The organ of state reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 Subject to Regulation 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the bidder obtaining the **highest number of total points** will be awarded the contract.
- 3.2 A bidder must submit proof of its B-BBEE status level to claim points for B-BBEE.
- 3.3 A bidder failing to submit proof of B-BBEE status level, or who is a non-compliant contributor to B-BBEE will not be disqualified, but will only score:  
 (a) points out of **80/90** for **price**; and  
 (b) 0 points out of **20/10** for **B-BBEE**.
- 3.4 Points scored must be rounded off to the nearest 2 decimal places.
- 3.5 If two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.6 Per Regulation 2 (1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e) of the Act, which justifies the award to another bidder provided that it has been stipulated upfront in the bid conditions.
- 3.7 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

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

#### 4. FORMULAE FOR PROCUREMENT OF GOODS & SERVICES

##### 4.1 POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \qquad Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

## 5. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS & INCOME-GENERATING PROCUREMENT

### 5.1 POINTS AWARDED FOR PRICE

80/20

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

90/10

$$P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

Where

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

$P_t$  = Price of bid under consideration

$P_{max}$  = Price of highest acceptable bid

## 6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

6.1 In terms of WCG interim strategy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the following table:

B-BBEE Status Level of Contributor	No of points (80/20 system)	No of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

6.2 An **EME** must submit a valid originally certified affidavit confirming annual turnover and level of black ownership, or an affidavit issued by Companies Intellectual Property Commission.

6.3 A **QSE that is less than 51% (50% or less) black-owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a valid, original or a legible certified copy of a B-BBEE Verification Certificate issued by SANAS.

6.4 A **QSE that is at least 51% black-owned** must submit a valid, originally certified copy of an affidavit confirming turnover and level of black ownership, or an affidavit issued by Companies Intellectual Property Commission, as well as declare its empowering status.

6.5 A **large enterprise** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

6.6 A **trust, consortium or joint venture** will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

6.7 A **trust, consortium or joint venture (including unincorporated consortia and joint ventures)** must submit a consolidated B-BBEE status level verification certificate for every separate bid.

6.8 **Tertiary institutions and public entities** will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

## 7. BID DECLARATION

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

**8. B-BBEE STATUS LEVEL CLAIMED IN TERMS OF PARAGRAPH 5**

8.1 B-BBEE Status Level: ..... = ..... *(maximum of 20 points in terms of 80/20)*

8.2 B-BBEE Status Level: ..... = ..... *(maximum of 10 points in terms of 80/20)*

***(Points claimed in paragraphs 8.1 & 8.2 must correspond with the table in paragraph 5.1 and must be substantiated by a B-BBEE certificate issued by a verification agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the bid).***

**9. SUB-CONTRACTING**

9.1 Will any portion of the contract be sub-contracted? *(delete which is not applicable)* **YES/NO**

9.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted? .....%

(ii) the name of the sub-contractor? .....

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

(iv) whether the sub-contractor is an EME or QSE? *(delete which is not applicable)* **YES/NO**

9.1.2 Sub-contracting relates to a **particular** contract and if sub-contracting is applicable, the bidder must state in its response to a particular RFQ that a portion of that contract will be sub-contracted.

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

10.1 Name of company/ entity: .....

10.2 VAT registration number: .....

10.3 Company Registration number: .....

- 10.4 Type of company/firm (Select applicable option)
- Partnership/Joint venture consortium
- One-person business/sole propriety
- Close corporation
- Public company
- Personal liability company
- (Pty) Ltd
- Non-profit company
- State-owned company

10.5 I/we, the undersigned, who am/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 8 above, qualifies the company/firm for the preference(s) shown and I/we acknowledge that:

(a) The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the bidder.

(b) As set out in Section 130 of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:

- (i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;
  - (ii) provides false information or misrepresents information to a B-BBEE verification professional to secure a particular B-BBEE status or any benefit associated with compliance with the B-BBEE Act;
  - (iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or
  - (iv) engages in a fronting practice.
- (c) if a B-BBEE verification professional, any procurement officer or any official from another organ of state or public entity becomes aware of the attempted or actual commission of any offence referred to in paragraph 10.5 (b), this will be reported to an appropriate law enforcement agency for investigation,
- (d) any person convicted of an offence by a court in the case of contravention of paragraph 10.5 (b) is liable to a fine or imprisonment for a period not exceeding 10 years, or to both a fine and such imprisonment, or, if the convicted person is not a natural person, to a fine not exceeding 10% of its annual turnover.
- (e) the purchaser may investigate the matter if it becomes aware that a bidder may have obtained its B-BBEE status level fraudulently. If the investigation warrants the imposition of a restriction, this will be referred to the National Treasury for investigation, processing and restriction of the bidder on the National Treasury's List of Restricted Suppliers. After the *audi alteram partem* (hear the other side) rule has been applied, the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted fraudulently, may be restricted from obtaining business from any organ of state for a period not exceeding 10 years,
- (f) in addition to any other remedy it may have, the organ of state may -
- (i) disqualify the bidder from the bid process,
  - (ii) recover costs, losses or damages it has incurred or suffered as a result of that bidder's conduct,
  - (iii) cancel the contract, and, having had to make less favourable arrangements due to such cancellation, claim any damages it has suffered from the contractor, and
  - (iv) forward the matter for criminal prosecution.
- (g) The information furnished is true and correct.
- (h) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

**SIGNATURE(S) OF THE BIDDER(S):** .....

**DATE:** .....

**ADDRESS:** .....

**WITNESSES:**

1. ....

2. ....

# Section 10

## GOVERNMENT PROCUREMENT

### GENERAL CONDITIONS OF CONTRACT

The purpose of this document is to:

Draw special attention to certain general conditions applicable to government bids, contracts and orders; and

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.

## **TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices



## 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 purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
  - 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

## General Conditions of Contract

### 1. Definitions

- 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.

## General Conditions of Contract

- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## General Conditions of Contract

### 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 analysed 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.

## General Conditions of Contract

- 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

## General Conditions of Contract

- 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 those 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 fulfilment 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.

## General Conditions of 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 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 cancelling 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:

### 23. Termination for default

- (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.

## General Conditions of Contract

- 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 12 persons associated with the supplier; the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

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

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

### **25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.



## General Conditions of Contract

- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency** 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability** 28.1 Except in cases of criminal negligence or wilful 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

## General Conditions of Contract

- 31.2 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
- 31.3 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

### 32. Taxes and duties

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

### 33. National Industrial Participation Programme (NIP)

- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

### 34. Prohibition of Restrictive practices

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

## SECTION 11: BIDDERS' CHECKLIST

### 11.1 THE PURPOSE OF THIS CHECKLIST IS TO:

- a) highlight all critical documents that constitute a complete bid; and
- b) provide Bidders with a final opportunity to ensure that all critical documents are properly completed and included in their final offer.

### 11.2 BIDDERS MUST COMPLETE THIS CHECKLIST AND INCLUDE IT IN THEIR BID DOCUMENTS:

PAR./ SECTION	DOCUMENT DESCRIPTION	BIDDER	DEPARTMENT
Section 2 (2.3.7)	Additional supporting information (if any)		
2.4	CSD Registration (compulsory)		
Section 4	WCBD 1 (compulsory)		
Section 5	WCBD 3.1/2 (compulsory)		
Section 6	WCBD 3.4 (compulsory)		
	Registration for Compensation for Occupational Injuries and Diseases Act 130 of 1993 Letter of good standing with the commissioner for COID		
	Registration for Unemployment Insurance Fund Registration Letter of good standing with the commissioner for UIF		
	Only licensed providers of Radiology services can tender for this service. Bidders are required to provide proof of current license as part of their submission.		
	Proof of qualifications and the appropriate requirement for the use of Radiology machines must be submitted together with the bid documents		
	Registration with The Confederation of Private Employment Services (CAPESs) or any other Association affiliated to it? i.e. National Staffing Association (NSA). Provide proof of current registration.		
Section 7	WCBD 4 Declaration of Interest (compulsory)		
Section 8	WCBD 5 National Industrial Participation (compulsory)		
Section 9	WCBD 6.1		
	B-BBEE Verification certificate or Sworn affidavit		
Section 10	General conditions of contract (GCC)		
Section 11	Bidders checklist		