

Bid Number: SAWS-399/24

Appointment of a service provider for the provision of design, layout, editing, proofreading and printing of publications including Annual Reports, Strategic Plans, Annual Performance Plans, newsletters, as well as branded material and stationery, brochures and posters for 2024/25; 2025/26 and 2026/27 financial years.

Closing Date and Time: 11h00 on 14 May 2024
Validity Period: 90 days from closing date of bid

NON-COMPULSORY BRIEFING SESSION

Date:	26 April 2024
Time:	10:00
Venue:	South African Weather Service 1263 Heuwel Road Centurion 0157
Compulsory:	No

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX OF THE SOUTH AFRICAN WEATHER SERVICE WHICH IS SITUATED AT THE RECEPTION DESK ON THE 1st FLOOR
South African Weather Service ABSA building, 1 st Floor, Reception Desk 1263 Heuwel Road Centurion 0157

ENQUIRIES:

Any clarification required by a bidder regarding the meaning or interpretation of the document or any aspect concerning the submission is to be requested **in writing** from:

SCM: Acquisition Department South African Weather Service Email: bids@weathersa.co.za

Any enquiries relating to this bid must be submitted in writing not later than 5 days prior to the closing date of the bid.

Contents

Invitation to Bid	Annexure A
General Conditions of Contract (GCC)	Annexure B
Bidder's Disclosure.....	Annexure C
Preference points claim form in terms of the Preferential Procurement Regulations 2022 ...	Annexure F
Pricing Schedule	Annexure G
Specifications / Terms of Reference	Annexure H
POPIA Supplier Notice and Consent form.....	Annexure i

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SOUTH AFRICAN WEATHER SERVICE

1 SUPPLIER INFORMATION

The following section must be completed by the bidder. Failure to do so may result in the offer being rejected.

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVID (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS CLAIMED]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <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 (SCC).
- 1.4 **The successful bidder will be required to fill in and sign a written contract form (SBD7).**
- 1.5 Bidders are advised to initial all pages of their bid.

1.6 Submission of bids

Bidders are required to deposit their response to this bid before the bid closing date and time in the tender box of the South African Weather Service which is situated at the reception desk (1st floor) of the South African Weather Service Head Office:

South African Weather Service
ABSA building, 1st Floor, Reception Desk
1263 Heuwel Road
Centurion
0157

Response/s to this bid must be submitted in a sealed envelope with the following information on the outside:

- Bid Number e.g. SAWS-987 / 20
- Closing Date of bid e.g. 5 November 2030
- Name of bidder e.g. XYZ Enterprises
- Contact Person e.g. J. Doe
- Contact number e.g. 012 555 5555

Returnable Documents:

The following documents must be included in the sealed envelope:

- Invitation to Bid: Annexure A
- General Conditions of Contract: Annexure B
- Bidder's Disclosure: Annexure C
- Preference points claim form in terms of the Preferential Procurement Regulations: Annexure F

- Pricing Schedule and Financial Proposal: Annexure G
- Specifications / Terms of Reference, Annexure H, together with the bidder's response to Annexure H (Technical / Functional Proposal).
- POPIA supplier consent form: Annexure i
- Any other documentation issued with the bid.

Bidders must also include in the sealed envelope a flash disk (memory stick) of all the above documentation.

The South African Weather Service (SAWS) reserves the right to reject a bid should it not be submitted in the prescribed format.

- 1.7 The South African Weather Service (SAWS) is not bound to accept any of the offers submitted and reserves the right to:
- 1.7.1 Reject bids that are not according to Specifications / Terms of Reference;
 - 1.7.2 Reject bids with incomplete standard bidding documents (SBD's);
 - 1.7.3 Request further information from any bidder after the closing date of the bid for clarity purposes;
 - 1.7.4 Conduct site inspection/s to verify the infrastructure of bidders before final selection and award;
 - 1.7.5 Not to award the bid if the bid price is not market related;
 - 1.7.6 Not to award the bid to a bidder whose tax matters have not been declared by the SARS to be in order;
 - 1.7.7 Reject a bid if the bidder has committed a proven corrupt or fraudulent act in competing for any contract;
 - 1.7.8 Award the bid in totality to one or partially to more than one bidder;
 - 1.7.9 Conduct reference / background checks on bidders and / or individuals to, among other things, verify information provided by a bidder, confirm a firm's existence and track record, identify its owners and affiliations or verify an individual's educational and professional credentials.
- 1.8 The South African Weather Service may, prior to award of the bid, cancel the bid if:
- 1.8.1 Due to changed circumstances, there is no longer a need for the goods or services requested;
 - 1.8.2 Funds are no longer available to cover the total envisaged expenditure;
 - 1.8.3 No acceptable tenders are received;
 - 1.8.4 Due to material irregularities in the tender process.
- 1.9 Any effort or attempt by a bidder to influence the award decision in any matter may result in the rejection of the bid.
- 1.10 Costs incurred by the bidder in respect of attending any briefing / information / site visit / presentation will be borne by the bidder and the South African Weather Service will not be liable to

reimburse such costs incurred by the bidder or his/her representative/s.

- 1.11 Cost incurred by the bidder in preparing and submission of any bid proposal will be borne by the bidder and the South African Weather Service will not be liable to reimburse such costs incurred by the bidder or his/her representative/s.
- 1.12 The South African Weather Service shall on receipt of any proposal relating to this bid become the owner thereof and shall not be obliged to return any proposal.
- 1.13 The bidders shall indemnify the South African Weather Service against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the goods or any part thereof by the South African Weather Service.
- 1.14 The South African Weather Service reserves the right to request a bidders latest audited financial statements prior to the award of the bid in order to ascertain financial stability of the bidder. Failure by a bidder to provide such information upon request may result in the rejection of the bid submitted by the bidder.
- 1.15 Subcontracting: Tenderers or contractors must submit proof of subcontracting between the main tenderer and the subcontractor. Proof of subcontracting arrangement may include a subcontracting agreement between the main tenderer and the subcontractor.
- 1.16 The SAWS reserves the right to request final presentation only to the short listed bidders to the evaluation committee. The shortlisted service providers will be subjected to present their service offering in line with the bid requirements/scope of work. The SAWS might also conduct site visit to ensure the firm existence and validate the firm's proposed capacity/employees and administration office.
- 1.17 The service provider must have duly approved operational premises with the necessary infrastructure to provide services and relevant accreditation by the relevant body. Before the awarding of the tender a due diligence site visit will be carried out at the premises of the service provider.
- 1.18 Supplier Performance Management is viewed by the SAWS as critical component in ensuring value for money acquisition and good supplier relations between the SAWS and all its suppliers. The successful bidders shall upon receipt of written notification of an award, be required to conclude a SLA with the SAWS, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to SAWS's business. Successful bidders are required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.
- 1.19 The SAWS respects your privacy and acknowledge that your submission/s will contain personal details, which may belong to you, others and / or to your company (Personal Information). By sending us your submissions, you expressly give us consent to process and further process the Personal Information contained therein which processing will be done in accordance with POPIA, the SAWS POPIA policy and our standard section 18 informed consent documentation which sets out why we need the Personal Information, what we will do with it, and who we will share it with, which you are to familiarise yourself with by downloading it from our website i.e. www.weathersa.co.za
- 1.20 Unless stated otherwise in this Bid or as mutually agreed upon by both parties prior to award of the

Bid, all payments due to creditors for goods delivered / services rendered will be settled within thirty (30) days from receipt of an invoice.

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 the South African Revenue Service (SARS) to enable the South African Weather Service to verify the taxpayer's (Bidder's) profile and tax status.
- 2.3 Application for a Tax Compliance Status (TCS) Pin may be made via e-filing through the SARS website www.sars.gov.za
- 2.4 Bidders may also submit a printed Tax Compliance Status (TCS) certificate together with the bid.
- 2.5 In bids where consortia / joint ventures / sub-contractors are involved **each** party must submit a separate TCS certificate / Pin / CSD number.
- 2.6 Where no TCS Pin is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.
- 2.7 No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members persons in the service of the state.
- 2.8 Foreign suppliers with neither South African tax obligations nor history of doing business in South Africa must complete the questionnaire on page 2 and 3 of Annexure A. In instances where a recommendation for award of a bid will be made to a foreign bidder, the South African Weather Service will submit the bidders completed Annexure A bid document to the South African Revenue Service. The South African Revenue Service will then issue a confirmation of tax obligations letter to the South African Weather Service confirming whether or not the foreign entity has tax obligations in South Africa.

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

PART C
DECLARATION BY BIDDER

I, in my capacity as
..... hereby declare that I have read and
understood the contents and conditions of this bid and certify that the information furnished is true
and correct. I accept that, in addition to cancellation of a contract, action may be taken against me
should the information provided prove to be false.

Signature:

Date:

Annexure B

General Conditions of Contract

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT July 2010

NOTES

The purpose of this document is to:

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

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

☐ The General Conditions of Contract will form part of all bid documents and may not be amended.

☐ Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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 any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

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

2. Application

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

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

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

3. General

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

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

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

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

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

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

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

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

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

	(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country. 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser. 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation (NIP) Programme	33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34 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.

Annexure C

Bidder's Disclosure

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

¹ 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.

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name).....

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder

Annexure F

Preference Points Claim Form in terms of the
Preferential Procurement Regulations 2022

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the **80/20** preference point system.

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

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor		
Level 1	20	
Level 2	18	
Level 3	14	
Level 4	12	
Level 5	8	
Level 6	6	
Level 7	4	
Level 8	2	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>
<p>SURNAME AND NAME:</p>
<p>DATE:</p>
<p>ADDRESS:</p> <p>.....</p> <p>.....</p> <p>.....</p>

Annexure G

Pricing Schedule

NAME OF BIDDER:

1. PRICING SCHEDULE/S

1.1 Appointment of a service provider for the provision of design, layout, editing, proofreading and printing of publications including Annual Reports, Strategic Plans, Annual Performance Plans, newsletters, as well as branded material and stationery, brochures and posters for 2024/25; 2025/26 and 2026/27 financial years

All prices must be in South African rand value and must be inclusive of VAT.

1.1.1 Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT for the project. R

1.1.2 Any other costs not included in the above price?

*YES	NO
------	----

* If YES, please specify



1.1.3 Cost break-down per item

Bidders are required to provide a cost breakdown for each item in Annexure H.

The cost breakdown must be inclusive of VAT.

Item Number	Description	Total Cost (VAT Incl.) for 2023/24 annual report	Total Cost (VAT Incl.) for 2024/25 annual report	Total Cost (VAT Incl.) for 2025/26 annual report
Item 1 (4A)	Annual Report 2023/24, 2024/25 and 2025/26			

Item Number	Description	Total Cost (VAT Incl.) for 2025/26 – 2029/30 strategic plan
Item 2 (4B)	Strategic Plan 2025/26 – 2029/30	

Item Number	Description	Total Cost (VAT Incl.) for 2025/26 Annual Performance Plan	Total Cost (VAT Incl.) for 2026/27 Annual Performance Plan
Item 3 (4C)	Annual Performance Plan for 2025/26 and 2026/27		

Item Number	Description	Total Cost (VAT Incl.) for 2025 Calendars	Total Cost (VAT Incl.) for 2026 Calendars	Total Cost (VAT Incl.) for 2027 Calendars
Item 4 (4D)	Calendars for 2025, 2026 and 2027			

Item Number	Description	Total Cost (VAT Incl.) for 2024/25 Diary Books	Total Cost (VAT Incl.) for 2025/26 Diary Books	Total Cost (VAT Incl.) for 2026/27 Diary Books
Item 5 (4E)	Diary books for 2024/25, 2025/26 and 2026/27			

Item Number	Description	Total Cost (VAT Incl.) for 2024/25 Our Voice Internal Newsletter	Total Cost (VAT Incl.) for 2025/26 Our Voice Internal Newsletter	Total Cost (VAT Incl.) for 2026/27 Our Voice Internal Newsletter
Item 6 (4F)	Our Voice Internal Newsletter for 2024/25, 2025/26 and 2026/27			

Item Number	Description	Total Cost (VAT Incl.) for 2024/25 WeatherSMART newsletter	Total Cost (VAT Incl.) for 2025/26 WeatherSMART newsletter	Total Cost (VAT Incl.) for 2026/27 WeatherSMART newsletter
Item 7 (4G)	WeatherSMART newsletter: (budget 2024/25, 2025/26 and 2026/27)			



Item Number	Description	Total Cost (VAT Incl.) for Design and Layout of SAWS Corporate profile for 2024/25	Total Cost (VAT Incl.) for Design and Layout of SAWS Corporate profile for 2025/26	Total Cost (VAT Incl.) for Design and Layout of SAWS Corporate profile for 2026/27
Item 8 (4H)	Design and Layout of SAWS Corporate profile for 2024/25, 2025/26 and 2026/27			

Item Number	Description	Total Cost (VAT Incl.) for Pull-up banners for 2024	Total Cost (VAT Incl.) for Pull-up banners for 2025	Total Cost (VAT Incl.) for Pull-up banners for 2026
Item 9 (4i)	Pull-up banners for 2024, 2025 and 2026			

Item Number	Description	Total Cost (VAT Incl.) for Career Brochure for 2024	Total Cost (VAT Incl.) for Career Brochure for 2025	Total Cost (VAT Incl.) for Career Brochure for 2026
Item 10 (4J)	Brochures and Posters (Career Brochure)			
	Description	Total Cost (VAT Incl.) for Weather Awareness Brochure for 2024	Total Cost (VAT Incl.) for Weather Awareness Brochure for 2025	Total Cost (VAT Incl.) for Weather Awareness Brochure for 2026
	Brochures and Posters (Weather Awareness Brochure)			
	Description	Total Cost (VAT Incl.) for World Meteorological Day Poster for 2025	Total Cost (VAT Incl.) for World Meteorological Day Poster for 2026	Total Cost (VAT Incl.) for World Meteorological Day Poster for 2027
	Brochures and Posters (World Meteorological Day Poster)			

Item Number	Description	Total Cost (VAT Incl.) for Tablecloths for 2024/25	Total Cost (VAT Incl.) for Tablecloths for 2025/26	Total Cost (VAT Incl.) for Tablecloths for 2026/27
Item 11 (4K)	Tablecloths for 2024/25, 2025/26 and 2026/27			



Item Number	Description	Total Cost (VAT Incl.) for Banner wall for 2024/25	Total Cost (VAT Incl.) for Banner wall for 2025/26	Total Cost (VAT Incl.) for Banner wall for 2026/27
Item 12 (4L)	Banner wall for 2024/25, 2025/26 and 2026/27			

Item Number	Description	Total Cost (VAT Incl.) for A5 Notepads for 2024/25	Total Cost (VAT Incl.) for A5 Notepads for 2025/26	Total Cost (VAT Incl.) for A5 Notepads for 2026/27
Item 13 (4M)	A5 Notepads for 2024/25, 2025/26 and 2026/27			

Item Number	Description	Total Cost (VAT Incl.) for 8GB USB SAWS branded devices for external branding purposes for 2024/25	Total Cost (VAT Incl.) for 8GB USB SAWS branded devices for external branding purposes for 2025/26	Total Cost (VAT Incl.) for 8GB USB SAWS branded devices for external branding purposes for 2026/27
Item 14 (4N)	8GB USB SAWS branded devices for external branding purposes for 2024/25, 2025/26 and 2026/27			

1.1.4 Period required for commencement of the project after acceptance of bid?

1.1.5 Are the rates quoted firm for the full period of the project?

YES	*NO
-----	-----

1.1.6 *If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

Annexure H

Bid Terms of Reference for services

1 DESCRIPTION

Provision of design, layout, editing, proofreading and printing of publications including Annual Reports, Strategic Plans, Annual Performance Plans, newsletters, as well as branded material and stationery, brochures and posters for 2024/25; 2025/26 and 2026/27

2 INTRODUCTION

The South African Weather Service (SAWS) is a public entity of the Department of Forestry, Fisheries and the Environment (DFFE) and derives its mandate from the South African Weather Service Act (No 8 of 2001 as amended). The public entity is listed as a Schedule 3A Public Entity in terms of the Public Finance Management Act (PFMA).

The SAWS is tasked with providing timely and accurate scientific data in the field of meteorology to the broader South African society: a combination of both public good and commercial services. The organisation plays a vital role in South African public life, not just as a provider of key services, but also in empowering citizens to adapt the effects of the ever-changing weather.

3 BACKGROUND

The SAWS wants to appoint a service provider for the provision of layout, graphic design, copy editing, proofreading, and/or printing of publications and branded material for a period of three financial years. As a public entity, the SAWS has statutory obligations to produce an Annual Report and Annual Performance Plan every year; and a Strategic Plan every five years. The organisation also produces two newsletters quarterly; and branded material, brochures, posters and stationery as and when the need arises. In respect of Annual Reports, Annual Performance Plans and Strategic Plans, service providers may be placed in a situation where they must work under immense pressure and irregular hours in order to meet statutory deadlines applicable for submission and tabling to the National Treasury, Auditor-General South Africa and the National Assembly.

Annual Report

An Annual Report is the end-of-year non-financial and financial performance report. It includes the opinion of the Auditor-General of South Africa on the institution's performance.

Strategic Plan

A Strategic Plan describes institutional programmes and projects which contribute to the achievement of the overall priorities of government and the realisation of the mandate of the institution. It identifies impacts and outcomes against which the institution can be measured and evaluated by Parliament, provincial legislatures and the public. Strategic Plans span a five-year planning horizon subsequent to an election year.

Annual Performance Plan

An Annual Performance Plan identifies the outputs, output indicators and targets that an institution aims to achieve in the upcoming financial year and is aligned with the outcomes given in the strategic plan. Consistent with the Medium-Term Expenditure Framework period, it includes annual targets for a further two years, with annual and quarterly performance targets for the financial year.

Newsletters

This refers to internal and/or external publications through which stakeholders are kept abreast of developments involving the SAWS.

Branded Material and Stationery

This refers to products or content designed to promote the SAWS brand or its products and services to stakeholders and/or potential customers or to convey the public good message of the organisation to the public, as in the case of the SAWS external newsletter, brochures or posters.

4 REQUIREMENT / SCOPE OF WORK

4A Item 1: Annual Report 2023/24, 2024/25 and 2025/26

4.1 The service provider is required to -

4.1.1 Develop the Annual Report in terms of look, feel, layout and design, based on current trends as well as a theme provided by the SAWS, based on text that is provided as well as graphs and photos that will be provided.

-
- 4.1.2 Select/source high quality photos (at least 10 sourced photos should be budgeted for) in consultation with SAWS.
 - 4.1.3 Redraw selected computer-generated graphs, maps or other graphics (maximum 10).
 - 4.1.4 Execute professional photography of Executive Management and Board members at a total of not more than 20 individuals (plan for at least 2 morning sessions at the SAWS premises in Centurion and two individual sessions of absent members as backup in the Gauteng area).
 - 4.1.5 Transfer Financials from a PDF produced source into the report.
 - 4.1.6 Provide a proofreading and editing service of the full document (maximum of 220 pages) and an overall proofread of the finally laid out document. Allow for 20 rounds of minor changes of the document.
 - 4.1.7 Print and publish 50 final reports in full colour, size A4 book, perfect binding, with inner pages not exceeding 220 pages (weight 130 gsm) and cover page back and front 230 gsm, UV laminated, spot-varnish, logo embossing.
 - 4.1.8 Provide the final product in print and digital web friendly format.
 - 4.1.9 All design, layout, proofreading and editing works must be done by suitably qualified and experienced service providers on state-of-the-art equipment.
 - 4.1.10 Deliver the 50 copies to the SAWS and 1 USB containing the electronic version of the report to the SAWS on a date that will be specified.
 - 4.1.11 Design a PowerPoint presentation for Parliament upon completion.

In order to achieve the above, the service provider must -

- 4.1.12 Develop and submit **two** different computer-generated designs/concepts in relation to the theme provided by SAWS.

-
- 4.1.13 Provide a qualified proofreader-editor as well as a graphic designer with previous experience to do annual report financials.
 - 4.1.14 Have a proven company track record.
 - 4.1.15 Include three copies of Annual Reports done previously for state owned entities and other similar government organisations. If a report was done for the South African Weather Service, the financial year of the report(s) must be provided.
 - 4.1.16 The due date for delivery of the annual report will be communicated at an appropriate time but early enough during the contract period.
 - 4.1.17 Quote for the full costs per year as per the requirements in the scope of work for Item 1 under 4A above.

4B Item 2: Strategic Plan 2025/26 – 2029/30

Suitable service providers are hereby invited to bid for the provision of services for layout, design, proofreading, editing and printing of the SAWS 2025/26 – 2029/30 Strategic Plan.

- 4.2.1 Layout, design, proofreading, editing and printing of 50 copies of the Strategic Plan.
- 4.2.2 The Strategic Plan book consists of **60** size A4 pages, and contains pages in both portrait and landscape orientation.
- 4.2.3 Provide a proofreading and editing service of the full document (maximum of 60 pages) and an overall proofread of the finally laid out document.
- 4.2.4 Layout and design of front and back cover pages, including basic layout and design of the content.
- 4.2.5 Cover pages must be 250gsm while the inner pages must be 120gsm.
- 4.2.6 All pages in full colour.
- 4.2.7 Wire-o binding (not spiral binding).
- 4.2.8 The due date for delivery of the Strategic Plan will be communicated at an appropriate time but early enough during the contract period.
- 4.2.9 Provide a web-friendly and e-mail friendly PDF version.
- 4.2.10 Quote for the full cost as per the requirements in the scope of work for Item 2 under 4B above.

4C Item 3: Annual Performance Plan for 2025/26 and 2026/27

Suitable service providers are hereby invited to bid for provision of services for layout, design, proofreading, editing and printing of 50 copies of the SAWS 2025/26 and 2026/27 Annual Performance Plan (APP).

- 4.3.1 The APP normally consists of **60** size A4 pages of which some are portrait and some are in landscape format.
- 4.3.2 Layout and design of front and back cover pages, including basic layout and design, proofreading and editing of content.
- 4.3.3 Cover pages must be 250gsm. Inner pages must be 120gsm.
- 4.3.4 All pages in full colour.
- 4.3.5 Wire-o binding (not spiral binding)
- 4.3.6 The due date for delivery of the Annual Performance Plan will be communicated at an appropriate time but early enough during the contract period.
- 4.3.7 Provide a web and email friendly pdf.
- 4.3.8 Quote for the full cost per year for two years as per the requirements in the scope of work for Item 3 under 4C above.

4D Item 4: Calendars for 2025, 2026 and 2027 - Produce 2000 custom made SAWS calendars per year.

- 4.4.1 13 A4 sheets, printed in 2 colours, 80 gsm as month sheets.
- 4.4.2 A3 backing board (250 gsm), printed one side only. Print will include a SAWS-related picture or design at the top and a full “calendar at a glance for the year”, private and public-school holidays, monthly moon cycles, sun and moon eclipses, seasonal solstices at the bottom – information to be provided by SAWS.
- 4.4.3 13 Month sheets must be stapled to the backing board so that they can be removed when the month is over.
- 4.4.4 Drilled hole for hanging on wall.
- 4.4.5 Layout includes SAWS test digits, date numbers, dates, moon phases and public holidays, special SAWS-related days – information to be provided by SAWS, but the placing thereof needs to be done by the service provider.
- 4.4.6 Theme: To be provided - a suitable A4 landscape design needs to be done.

- 4.4.7 The due date for delivery of the calendars will be communicated at an appropriate time but early enough during the contract period.
- 4.4.8 Pack and courier according to SAWS figures to 23 offices around the country as well as SAWS head office.
- 4.4.9 Quote for the full cost per year for three years as per the requirements in the scope of work for Item 4 under 4D above.

4E Item 5: A4 Diary books for 2024/25, 2025/26 and 2026/27

- 4.5.1 Do layout and design and print of 520 SAWS diary books per year.
- 4.5.2 Supplier to design all 4 cover pages (outer front, inner front, inner back and outer back) as well as the one inner content page of which at least 100 leaves of 80 gsm (1 colour, same design) must be included.
- 4.5.3 The cover pages need to be full colour design. Include two years' year at a glance calendars and SAWS provided text for that purpose.
- 4.5.4 Logo and other required information will be provided by SAWS.
- 4.5.5 Binding must be Perfect Binding.
- 4.5.6 The due date for delivery of the A4 Diary book will be communicated at an appropriate time but early enough during the contract period.
- 4.5.7 Quote for the full cost for three years as per the requirements in the scope of work for Item 5 under 4E above.

4F Item 6: Our Voice Internal Newsletter for 2024/25, 2025/26 and 2026/27

- 4.6.1 Design and layout of the SAWS internal newsletter 'Our Voice' to be published quarterly for the following 12 editions over 3 years 2024/25, 2025/26 and 2026/27:
 - a) April – June
 - b) July – September
 - c) Oct – Dec
 - d) Jan – March
- 4.6.2 Each edition will consist of a maximum of 20 pages.

- 4.6.3 Three (3) rounds of edits before final approval.
- 4.6.4 Finalisation by 15th of month following the newsletter period.
- 4.6.5 SAWS will provide the relevant content and images.
- 4.6.6 No printing. Provide as web friendly, printable PDF.
- 4.6.7 Quote for the full cost per year for three years as per the requirements in the scope of work for Item 6 under 4F above.

4G Item 7: WeatherSMART newsletter: (budget 2024/25, 2025/26 and 2026/27)

- 4.7.1 Layout, design, proofreading and editing of six (6) 40-page SAWS scientific newsletters of which two newsletter per year.
- 4.7.2 Design must be like the current design of WeatherSMART (an example will be provided) but the cover page should be different but in the same style.
- 4.7.3 Allow 3 changing sessions.
- 4.7.4 Proofreading and editing by a qualified proofreader/editor.
- 4.7.5 The newsletter must be made available in a web-friendly, easy to print format.
- 4.7.6 The newsletter is produced twice a year, at the end of September and March.
- 4.7.7 Quote for the full cost per year for three years as per the requirements in the scope of work for Item 7 under 4G above.

4H Item 8: Design and Layout of SAWS Corporate profile for 2024/25, 2025/26 and 2026/27

- 4.8.1 The Corporate Profile book must reflect SAWS' services and consist of up to 32A4 pages printed in both portrait and landscape orientation as required.
- 4.8.2 Layout and design of front and back cover pages, including layout and design of content. All pages must be full colour.
- 4.8.3 Proofreading and editing of the document.
- 4.8.4 The due date for delivery of the Corporate Profile will be communicated at an appropriate time but early enough during the contract period.
- 4.8.5 Provide a web-friendly and e-mail friendly PDF version.

4.8.6 Quote for the full cost per year for three years as per the requirements in the scope of work for Item 8 under 4H above.

4i Item 9: Pull-up banners for 2024, 2025 and 2026

4.9.1 Bidder to provide size 850 mm x 2000 mm full colour executive pull-up banners.

4.9.2 Content to be designed and laid out by the service provider and will be specified by the SAWS at the appropriate time during the contract period.

4.9.3 A quantity of 70 banners (year 1: 30; year 2: 20; year 3: 20) to be delivered to SAWS at an appropriate time to be communicated but early enough during the contract period.

4.9.4 Quote for the full cost for three years as per the requirements in the scope of work for Item 9 under 4i above.

4J Item 10: Brochures and Posters for 2024, 2025, 2026 and 2027

4.10.1 Career brochure for 2024, 2025 and 2026:

4.10.1.1 Design and layout of pdf friendly, printable career brochure – 297x105 mm, in full colour, 12 numbered pages for 2024 and minor revisions for years 2025 and 2026.

4.10.1.2 Design: Digital file handling – the SAWS will provide text and images.

4.10.2 Weather Awareness Brochure for 2024, 2025 and 2026:

4.10.2.1 Layout and design of the SAWS Weather Awareness brochure in all written South African languages Ndebele, Sepedi, Sesotho, Seswati, siTsonga, seTswana, chiVenda, Afrikaans, isiXhosa, isiZulu and English **in year 1 (2024)** and minor revisions for 2025 and 2026 – by using and/or retyping existing pdf text in current brochure, the latest logos and contact information. The brochures need to be web and email friendly and printable by users.

4.10.3 World Meteorological Day Poster for 2025, 2026 and 2027:

4.10.3.1 **Layout and design of A1 sized World Meteorological Day poster for 2025; 2026 and 2027**

according to the theme. Supplier must source images (approximately 10) for design purposes

and/or use SAWS material. The SAWS will specify the required content. Poster must be available by 1 March of each relevant year.

4.10.4 Quote for the full cost per year for three years as per the requirements in the scope of work for Item 10 under 4J above.

4K Item 11: Tablecloths for 2024/25, 2025/26 and 2026/27

4.11.1 Standard trestle table size tablecloths 3m x2m. Loose fitting, floor length.

4.11.2 Printed tablecloths on dye sublimated banner wave material finished with a hem all around.

4.11.3 2 SAWS logos on each side in full colour printed on the sides and top side of the tablecloth.

4.11.4 Tablecloths will be ordered on an as-and-when required basis during the contract period.

4.11.5 Maximum ordering quantity per year: 25 tablecloths.

4.11.6 Bidder to provide a fixed price for the supply and delivery of 25 tablecloths per year that will be the fixed price for tablecloths to be ordered on an as-and-when required basis during the contract period.

4.11.7 The due date for delivery of the tablecloths will be communicated at an appropriate time but early enough during the contract period.

4.11.8 Quote for the full cost per year for three years as per the requirements in the scope of work for Item 11 under 4K above.

4L Item 12: Banner wall for 2024/25, 2025/26 and 2026/27

4.12.1 Banner wall in the following size: 3000mm x 2250mm / 3.0m x 2.3m.

4.12.2 Banner wall to have white background with SAWS logo and creative design using weather related images and design.

4.12.3 Ordering quantity: Six (6) Banners per year.

4.12.4 Bidder to provide a fixed price for the supply and delivery of 6 banners per year that will be the fixed price for banners to be ordered on an as-and-when required basis during the contract period.

-
- 4.12.5 The due date for delivery of the Banner Wall will be communicated at an appropriate time but early enough during the contract period.
 - 4.12.6 Quote for the full cost per year for three years as per the requirements in the scope of work for Item 12 under 4L above.

4M Item 13: A5 Notepads for 2024/25, 2025/26 and 2026/27

- 4.13.1 Design and layout of 750 SAWS-branded 25-page notepads A5- 80 GSM per year.
- 4.13.2 Carton back.
- 4.13.3 Printed cover page in gloss-printed in front on 250 GSM, in full colour print.
- 4.13.4 Inner pages to carry SAWS marketing, branding messages and information. All 25 inner pages are the same and in full colour, allowing enough space to write.
- 4.13.5 The due date for delivery of the Notepads will be communicated at an appropriate time but early enough during the contract period.
- 4.13.6 Quote for the full cost per year for three years as per the requirements in the scope of work for Item 13 under 4M above.

4N Item 14: 8GB USB SAWS branded devices for external branding purposes for 2024/25, 2025/26 and 2026/27

- 4.14.1 USB size: 8GB.
- 4.14.2 Quantity: 300 per year.
- 4.14.3 Full colour SAWS logo branding
- 4.14.4 Quote for the full cost per year for three years as per the requirements in the scope of work for Item 14 under 4N above.

5 EVALUATION OF BIDS

The RFQ's will be evaluated in 3 phases as mentioned below:

- **Phase 1: SCM compliance.**
- **Phase 2: Functional evaluation.**
- **Phase 3: Price and Specific Goals.**

5.1 Phase 1: SCM Compliance requirements

RFQs received will be verified for completeness and correctness. SAWS reserve the right to accept or reject a RFQ based on the completeness and correctness of the documentation and information provided.

Bidders are to ensure that they submit the following documentation / information with their RFQ.

Document	Comments
Proof of registration on the Central Supplier Database (CSD) of National Treasury	Bidders must be registered on the CSD. CSD registration number must be provided.
Request for Invitation (Annexure A)	Completed and signed
SBD 3.1 Pricing Schedule (Annexure G)	Completed
SBD 4 (Bidder's Declaration)	Completed and signed
SBD 6.1 (Preference Points Claim Form)	Completed and signed if points are claimed
SARS (South African Revenue Service) Tax Compliant	Bidders tax matters must be in order
BBBEE Certificate	Valid and compliant original B-BBEE and/or certified copies of Sworn Affidavit must be submitted for any points claimed

Bidders who comply with the above requirements will be considered for further evaluation.

5.2 Phase 2: Functional Requirements

Evaluation of the non-mandatory functional requirements will be done in terms of the criteria as stated in the table below.

Bidders should take note of the Criterion, Weighting & Scoring when responding to this bid.

Criterion (Functional Requirements)	Weight	Score
Two computer driven mock-ups each of the Annual Report, Strategic Plan, Annual Performance Plan, Corporate Profile, internal newsletter; external scientific newsletter; calendar; A5 note books; brochures; table cloths; pull up banners; wall banners; A1 Poster	30	30 = Two mock-ups each as specified under Criterion of which one successfully captures the SAWS requirements 20 = One mock-up of each specified under Criterion of which one fully or partially captures the SAWS requirements 0 = No mock-up provided
Experience and track record of successful delivery of the bulk of design, layout, editing, proofreading and printing of publications referred to in this document as per signed reference letters on company letterheads. Provide three letters, signed, on company letterheads. References must be contactable.	30	30 = Three or more relevant references on company letterheads, signed and clearly stating the work related to this bid that was done for the company 15 = Two relevant references on company letterheads, signed and clearly specifying the related work for this bid that was done for the company 10 = One relevant reference, on letterhead, signed

		0 = No reference
CV's of the persons that will be doing the: 1) Proofreading and Editing 2) Layout and Design. 3) The designer must have experience in working with Annual Report financials	40	40 = CV's provided cater for all three the requirements. 20 = CV's provided cater for two of the requirements, of which one is experience with Annual Report financials. 10 =CV's provided cater for two of the requirements, of which one is experience with Annual Report financials. 5 = CV's provided cater for one of the three requirements. 0 = No CV's provided or CV's provided not aligned to the requirements
TOTAL SCORE	100	

Bidders who score 70% and above out of 100% on the functional requirements listed above will qualify for further evaluation in terms of Price and Specific Goals.

5.3 Phase 3: Price and Specific Goals Evaluation

Bidders who comply with the requirements of this bid will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

Points for this RFQ shall be awarded for:

- (a) Price; and
- (b) Specific Goals (Refer to Annexure F: Preference Points Claim Form).

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS (Refer to Annexure F: Preference Points Claim Form)	20
Total points for Price and Specific Goals	100

Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000 (Act no 5 of 2000), the RFQ will be awarded to the bidder scoring the highest points.

6 DUE DILIGENCE

The South African Weather Service reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits, reference checks and requests for additional information.

7 SPECIAL CONDITIONS OF CONTRACT

This bid and all contract emanating there from will be subject to the General Conditions of Contract (GCC) issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions are supplement to that of the General Conditions of Contract. Where, however the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of the Contract prevail.

SAWS reserve the right to exclude bidders who fail to comply with any of the Special Conditions of Contract as stated below.

7.1 Delivery Address.

7.1.1 All the items except the Calendars (Item 4 under section 4D) must be delivered to the address below.

South African Weather Service
1263 Heuwel Road
Centurion
0157

7.1.2 The Calendars (Item 4 under section 4D) must be delivered to the following offices. The cost of delivery must be included in the bid price). The physical delivery addresses will be provided by SAWS to the appointed bidder.

	Weather Office	Province
1	George Weather Office	Western Cape
2	Cape Town Weather Office	Western Cape
3	Gqeberha (Port Elizabeth) Weather Office	Eastern Cape
4	East London Weather Office	Eastern Cape
5	Mthatha Weather Office	Eastern Cape
6	Calvinia Weather Office	Northern Cape
7	De Aar Weather Office	Northern Cape
8	Springbok Weather Office	Northern Cape
9	Durban Weather Office	KwaZulu Natal
10	Bloemfontein Weather Office	Free State
11	Kimberley Weather Office	Northern Cape
12	Upington Weather Office	Northern Cape
13	Bethlehem Weather Office	Free State
14	Johannesburg Weather Office	Gauteng
15	Ermelo Weather Office	Mpumalanga
16	Mafikeng Weather Office	North-West

17	Lanseria Weather Office	Gauteng
18	Irene Weather Office	Gauteng
19	Nelspruit Weather Office	Mpumalanga
20	Polokwane Weather Office	Limpopo
21	Thohoyandou Weather Office	Limpopo
22	Head Office Pretoria: South African Weather Service	Gauteng

7.2 SAWS reserve the right to limit quantities to be procured during the contract period if there is no longer a need for a specific item or due to insufficient budget availability.

Annexure I

POPIA : Supplier Notice and Consent Form



POPIA: SUPPLIER NOTICE AND CONSENT FORM

I confirm that I am duly authorised to sign this consent form.

Name (Print)

Capacity

Signature

Name of Firm

Date



(Hereinafter referred to as “the **Data Subject** “)

A company/organization duly incorporated under the laws of Republic of South Africa, having its
main place of business

at....., with

registration number:.....

Preparatory Statement

Whereas the “**Data Subject**” is in agreement with the contents of this Notice and Consent Form and grants SAWS permission to process certain confidential/personal information, for purposes of

whereas the “**Data Subject**” is considering making an offer (the “**Offer**”) to SAWS on a solicited Bid/Tender/RFQ/RFP/RFI, subject to conducting due diligence, as a result of which certain confidential/personal information of the Data Subject may be disclosed to SAWS.

The Data Subject hereby gives consent to the following:

1. Purposes

SAWS will process, including collect, your personal information (as set out in point 2 below) for the following purposes:

- a) strategic sourcing;
- b) procurement;
- c) contract management;
- d) supplier management;
- e) invoice management;
- f) payments;
- g) debt recovery;
- h) fraud prevention; and
- i) supplier discovery.

The provision of personal information is voluntary. However, if you do not provide your personal information, we may not be able to perform the above-mentioned purpose/s.

2. Legal basis for the processing

We process your personal information on the basis that (i) processing information is necessary for pursuing our legitimate interests (according to section 11(1) of the Protection of Personal Information Act, No. 4 of 2013 (“POPIA”)), which lies in achieving the purposes as set out in point 1 above, (ii) processing is necessary to carry out actions for the conclusion or performance of “supply chain management functions” for which you are party (according to section 11(1)(b) of POPIA), or (iii) processing complies with an obligation imposed by law on us (according to section 11(1)(c) of POPIA).

We process the following personal information (for specific natural or juristic person and can be used to identify you or that person):

POPIA: SUPPLIER NOTICE AND CONSENT FORM

- a) Master data
- Name
 - Addresses
 - Contact numbers
 - Email address
 - Other contact details of the supplier
 - Supplier primary contact person's name and contact information
 - Job position and role / qualifications
 - Partner roles of the suppliers needed for invoicing and ordering
 - Identification / company registration number
 - BBBEE status
 - Central Supplier Database number
- b) Accounting and payment information
- VAT & Income tax numbers
 - Tax clearance pin
 - Bank details
 - Bank account type and number
 - Name of the account holder
 - Attachment of confirmation documents
 - Terms of payment
 - Accounting correspondence
- c) Supplier classification
- Category
 - Vendor portfolio
 - Product categories
 - Main product category
 - Additional product categories
 - Vendor category.
- d) Declared conflict or potential conflict of interest
- e) Information on goods and/or services offered by supplier
- quantity and quality of offered goods and/or services
 - other commercial terms of the offer
- f) Contract information
- commercial terms of the contract
 - legal terms of the contract
 - any other contractual documentation
 - information about contract performance and instances of non-performance

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3. Retention periods

Your personal information will only be kept for as long as we reasonably consider necessary for achieving the purposes set out in point 1 above and as is permissible under applicable laws. We will, in any case, retain your personal information for as long as there are statutory retention obligations or potential legal claims are not yet time barred.

4. Law enforcement

We may disclose personal information if required:

- by a subpoena or court order;
- to comply with any law;
- to protect the safety of any individual or the public; and
- to prevent violation of our supplier relation terms.

5. Regulators

We may disclose your personal information as required by law or governmental audit.

6. Sharing

We may share your personal information with:

- other divisions or public entities within the South African Government as the South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Environmental Affairs and is governed by a Board, so as to provide joint content and services like registration, for transactions and customer support, to help detect and prevent potentially illegal acts and violations of our policies, and to guide decisions about our products, services;
- an affiliate, in which case we will seek to require the affiliates to honor this privacy notice;
- our goods or services providers under contract who help provide certain goods or services or help with parts of our business operations, including fraud prevention, bill collection, marketing,
- technology services (our contracts dictate that these goods or services providers only use your information in connection with the goods or services they supply or services they perform for the SAWS and not for their own benefit);
- credit bureaus to report account information, as permitted by law;
- banking partners as required by credit card association rules for inclusion on their list of terminated merchants (in the event that you utilize the services to receive payments and you meet their criteria); and
- other third parties who provide us with relevant services, where appropriate.

7. Suppliers rights

Under applicable law, you have, among others, the rights (under the conditions set out in applicable law): (i) to check whether and what kind of personal data we hold about you and to request access to and the right to rectify the information collected (ii) in certain circumstances, to object to the processing of personal information, in the prescribed manner, on reasonable grounds relating to your particular situation, unless legislation provides for such processing or to object for the purposes of direct marketing; or (iii) to lodge a

POPIA: SUPPLIER NOTICE AND CONSENT FORM

complaint with the Information Regulator. The address of the Information Regulator is 33 Hoofd Street Forum III, 3rd Floor Braampark, Braamfontein, Johannesburg.

8. Your obligations

You may only send us your own personal information or the information of another data subject where you have their permission to do so.

9. Security

We take the security of personal information very seriously and always do our best to comply with applicable data protection laws. Our website is hosted in a secure server environment that uses a firewall and other advanced security measures to prevent interference or access from outside intruders. We authorize access to personal information only for those employees who require it to fulfil their job responsibilities. We implement disaster recovery procedures where appropriate.

10. Data Storage

We will try to keep the personal information we collect as accurate, complete, and up to date as is necessary for the purposes defined in this notice. Please note that to better protect you and safeguard your personal information, please inform us of any required corrections to your personal information.

11. Limitation

We are not responsible for, give no warranties, nor make any representations in respect of the privacy policies/notices or practices of any third parties.

12 Enquiries

If you have any questions or concerns arising from this notice and consent form or the way in which we handle personal information, please contact the South African Weather Service Deputy Information Officer:

HEAD OFFICE
1263 Heuwel Road
Centurion
0157
+27 12 367 6000
Email for Head Office: CRS@weathersa.co.za