	<h1>Request for Quotation</h1> <h2>Integrated D&D Program Plan</h2>	Doc. No	NLM-QUO-24/014
		Revision	1
		Page	1 of 4

RFQ Number	NLM-QUO-24/014
Request for Quotation Date	2024/05/03
RFQ Closing Date	2024/05/24
RFQ Closing Time	00:00
Site Briefing	N/A
Contact Person	Tankiso Modise: ✉ Tankiso.modise@necsa.co.za ☎ 012 305 5734 📞 071 686 1379
Quotation Validity	90 Days from the closing date
Submission Details	RFQ Response must be sent to: ✉ Catherine.matima@necsa.co.za
RFQ Description	RFQ: Integrated D&D Program Implementation Plan

Dear Service Provider

1. Introduction


The South African Nuclear Energy Corporation Limited (Necsa) is a state-owned public company (SOC), registered in terms of the Companies Act, (Act No. 61 of 1973), registration number 2000/003735/06. The Necsa Group engages in commercial business mainly through its wholly-owned commercial subsidiaries: NTP Radioisotopes SOC Ltd (NTP), which is responsible for a range of radiation-based products and services for healthcare, life sciences and industry, and Pelchem SOC Ltd (Pelchem), which supplies fluorine and fluorine-based products. Both subsidiaries, together with their subsidiaries, supply local and global markets, earning valuable foreign exchange for South Africa and are among the best in their field in their respective world markets.

Necsa's safety, health, environment and quality policies provides for top management commitment to compliance with regulatory requirements of ISO 14001, OHSAS 18001 and RD 0034 (Quality and Safety Management Requirements for Nuclear Installations), ISO 9001 and ISO 17025.

Necsa promotes the science, technology and engineering expertise of South Africa and improves the public understanding of these through regular communications at various forums and outreach programmes to the community. We are a proudly South African company continuously striving, and succeeding in many respects, to be at the edge of science, technology and engineering related to the safe use of nuclear knowledge to improve our world.

2. Background

The Decommissioning and Decontamination (D&D) of past strategic nuclear facilities, including the management of related radioactive material and waste, in terms of Section 1 (xii) (a) of the Nuclear Energy Act (No. 46 of 1999) is an institutional nuclear obligation that vests in the Minister of Minerals and Energy (now Minister of Mineral Resources and Energy) and has been delegated to Necsa by virtue of Section 55(2) of the Act. Necsa has established the Waste Management (WM) department to discharge these delegated functions on behalf of Necsa Group and to undertake projects relating to

	<h1>Request for Quotation</h1> <h2>Integrated D&D Program Plan</h2>	Doc. No	NLM-QUO-24/014
		Revision	1
		Page	1 of 4

the D&D of past operational facilities and related waste management. WM department is required to develop and deliver radioactive waste management and Decommissioning & Decontamination services that are technically sound, socially acceptable, environmentally responsible and economically feasible.


The Stage 1 D&D activities are activities meant to down manage nuclear liability arising from disused historical strategic nuclear (and related) facilities. A number of documents that provide policy direction, requirements to be adhered to, methodology and procedures to be followed, strategic guidelines, have been compiled. Neither of these documents is meant to provide an integrated implementation plan with Key Performance Indicators (KPI's) that are necessary and required to execute these activities. Using these documents a considerable amount of work has been executed in the past to down manage the liability, but the global progress is 'less than desired'. Looking at how the work has been executed to date, traditional project management tools and techniques that are based on assumptions that a set of D&D activities can be discrete, with well-defined information about time, cost and resources have proved to be inadequate. Amongst the key reasons is that projects and Operational and Maintenance (O&M) activities have been separated (although conducted by mainly the same resources) and the integration of the two levels of effort has never been achieved successfully to assess the convergence of the down managing of the nuclear liability.

Stage 1 D&D activities (D&D projects) are grouped into clusters where each cluster has one or more projects of similar nature. The projects included in each cluster possesses multiple feedback processes and relationships that cannot be managed by static approach due to their complexity, characterised by many interdependencies and interconnections with the day to day operational activities. At the core of these clusters is the Decommission cluster which can be viewed as the "waste" generator. The "waste" from the Decommissioning cluster need to be characterised, processed and disposed of at waste disposal site(s). This is an easy said that done undertaking that requires an integrated plan across the waste management value chain, and this integrated plan is the subject of this enquiry.

3. Understanding of the Scope of work

The D&D projects are complex and dynamic in nature and require a great level of integrated planning for successful execution. The integrated approach for managing these projects in the complex environment (nuclear including development of technical solutions, engineering design, licensing, procurement, construction, commissioning and turning into operation – including the arrangements that must be implemented for operating and maintenance of newly created facilities) must be implemented. But first we need to understand and define the value chain of liability reduction.


The scope of D&D is currently defined at the highest level of "what needs to be done". This is not translated into "how it will be done". At the level of the Annual Plan of Action there is some clarity on how things will be done in a single financial year. However this is not adequate in providing a bigger picture of the liability reduction on the integrated scale. A well-integrated and structured Work Breakdown Structure (WBS) incorporating processes for managing change in an environment where

	<h1>Request for Quotation</h1> <h2>Integrated D&D Program Plan</h2>	Doc. No	NLM-QUO-24/014
		Revision	1
		Page	1 of 4

new processes to process waste need to be developed, designed and constructed and turned into commercial operation to meet the liability reduction objectives, must be set to allow for proper scoping and change management. Project scope is defined as a detailed set of deliverables and features of a project. The challenge for the D&D project is to detail these project features and deliverables. High level project features can be described like, decommissioning of known facilities and decontamination of equipment and certain materials. But when it comes to waste management, the details are developed as the project progresses. The sequence of events is that of D&D followed by waste management, which indicates that a large amount of project scope is associated with waste management and that is where uncertainty on the project features and deliverables sits. It is natural for parts of a large project to change with time, so the better the project has been “scoped” at the beginning, the better the project team will be able to manage change. But for the D&D project the scoping at the beginning is not an easy task albeit a necessary one. The only thing that is clear is the project “D&D project goal” which is, the reduction of nuclear liabilities arising from past disused strategic nuclear and related facilities. The challenges associated with an inability to describe project features and deliverables in details results in wasted resources and delays and project cost overrun. Hence the criticality of having an **“Integrated D&D program Implementation Plan”**.

The D&D project durations are long, currently looking at extending the 2033 deadline to 2040 or even beyond. Due to the project duration being over long period there is no external pressure with regards to the schedule development and management, only quality that must be met at all times. However as the current 2033 deadline is looming, time and cost are starting to become a challenge and the more the need for more meticulous and detailed planning becomes fundamental. The shortening timelines will result in pressures in the project (i.e. the sense of urgency, the uncertainty, and the need for integration). On the other hand the urgency in the planning of these activities will directly affect the quality of the development plans.

Nuclear business is a very complex undertaking where only the end goal/s are clear (in other words - What must be done is clear) but during the implementation, various workarounds are necessarily as the requirements are forever evolving with the solution that is meant to address the issue. Requirements changes with time because they are sensitive to environment factors that are of a global nature. Due to a vast variety of waste streams, currently 84 identified, the requirements to process these are unique to each waste stream.. Physical and chemical characteristics of the various waste e.g.; the activity concentration, half-life (rate of decay), mixture of radioactive nuclides, chemical toxicity and radio-toxicity, vary widely. Thus for each waste stream properly crafted requirements are required. Solutions to address the requirements are not necessarily interchangeable. Requirements to address a majority of the waste streams are poorly understood, volatile, and largely undefined because of the complexities associated with the development of the solutions. A team of subject matter experts is required for requirements analysis and allocation. These realities plague the nuclear industry in general and each makes the implementation of a preferred single solution a nightmare as there is no “one cap fits all” in reality.

	<h1>Request for Quotation</h1> <h2>Integrated D&D Program Plan</h2>	Doc. No	NLM-QUO-24/014
		Revision	1
		Page	1 of 4

With this backdrop, now consider how constant change is worked back into the estimates for time and budget and is there a reasonable understanding at all levels of such? The scheme/system/processes that pulls this all together must be robust.


D&D activities are inherently risky because of the potential of radiation exposure, thus each activity must be planned in detail to minimize this. A number of applicable national legislation are available that the executer of the D&D project must adhere to. The main being the National Nuclear Regulatory Act, which requires that all activities associated with nuclear safety must be approved by NNR. This includes; characterisation methods, treatment processes, installation of the infrastructure to treat, condition, store, and transport waste to final disposal site. The regulatory approval increases the complexity of planning and executing the project. The nuclear industry is a highly regulated industry and most projects' success depends on external factors. This means that the implementation of any work must be meticulously planned and any deviation brings with it extensions of time and budgets due to the long winded process to vary an approved license stage.

A general aim in the management of radioactive waste is to reduce, to as low as practicable and justifiable, the associated risks by appropriate processing, containment and eventual disposal. However to achieve this processes, technologies are required to be developed if not already in place for processing of this waste. Those technologies that are in place need to be adapted to the conditions of Necsa's specific waste e.g., historic dry compressible waste is known to be wet and sludge like. Waste characteristics are site specific due to the uniqueness of the processes that led to the generation of this waste over and above other historic decisions made where the consequences were not adequately considered.

In order to develop waste management processes, a detailed understanding of the waste through characterisation is of paramount importance. Characterisation methods themselves needs to be developed and validated before they can be utilised. Moreover these methods depends on equipment that are specialised and not readily available. The highlighted dependencies provide an indication about the intricacies associated with execution of the D&D project.

Reducing the volume of the waste minimizes the requirements on the waste management activities and reduces the associated costs. Even though volume reduction technologies are utilised at facilities across the world, it has not proven to be simple to implement them at Necsa, as Necsa is unique in that O&M processes utilised in the past have been insufficient to ensure that waste acceptance criteria are applied consistently across all waste generators.

For the waste stream with high level concentration of radio-nuclides such that they can't be classified as Low Level Waste (LLW) requires treatment. One of the treatment option is the removal of radio-nuclides thereby changing the composition of the waste. There are several waste streams that require process/technology for uranium recovery before the waste could be regarded as LLW. Over and above this, the resulting secondary waste may require further different conditioning processes. There are also new processes for waste with unknown waste processing that have to be developed and each

	Request for Quotation	
	Doc. No	NLM-QUO-24/014
	Revision	1
Integrated D&D Program Plan		Page 1 of 4

process need to go through a number of steps. Each will have to be approved by the National Nuclear Regulator (NNR) which means a very well thought out strategy and plan must be developed.

All LLW and the secondary waste from the uranium recovery process needs to be immobilised and stored in appropriate containers for final disposal at Vaalputs. The logistics of sending waste to Vaalputs need to be properly planned and synchronised with other processes within the value chain. There is an interdependencies between the development of the treatment processes and the conditioning processes, thus the execution of these activities cannot be seen in isolation and it increases the number of components and interfaces that need to be properly planned and managed.

The interrelationship between the above project's components are more complex than suggested by traditional Work Breakdown Structures (WBS) of project network. Thus identifying the sources and factors that contribute or increase project complexity is paramount for the project leadership team and ultimately for the success in the development of the waste management technologies.


This section (section 3) provided a high level overview of what the scope of generating an **Integrated D&D Program Implementation Plan** will entail and the potential service provider must have an understanding of this before they submit a quote.

4. The Deliverable

Now that the scope is well understood the deliverable for this enquiry will be a single document titled "**Integrated D&D Program Implementation Plan**". The integrated plan is the "how" to document and **NOT** just the "what" to document. It is thus the document that defines how the D&D program will be executed from now going forward and it has to be a comprehensive document. The plan will serve as a critical reference point throughout the D&D program lifecycle, ensuring everyone is on the same page and everything is on the right track. This should not be a theoretical document about project management but specific to Necsa's Stage 1 D&D activities as defined. The appointed service provider will be required to review some of the documents onsite because these documents are of a classified nature and cannot be removed from the Necsa premises. The documents to be provided will form the basis of developing the "**Integrated D&D Program Implementation Plan**". Thus the service provider must cater for time to be spend at Necsa Pelindaba site.

As a minimum the plan must deliver the following benefits:

1. It must outline an actionable roadmap of the scope of work.
2. Make the goals of the D&D program clear and communication of these goals transparent to all stakeholder.
3. Clearly define roles and responsibilities to ensure program/project team members will be held accountable.
4. Keep the big-picture goals and be used as a tool to manage scope creep

	<h1>Request for Quotation</h1> <h2>Integrated D&D Program Plan</h2>	Doc. No	NLM-QUO-24/014
		Revision	1
		Page	1 of 4

The table of contents of the “**Integrated D&D Program Implementation Plan**” as a minimum will address the following:


1. Executive Summary
2. Review of applicable legislation, regulations and policies
3. Review of D&D strategic documents
4. Definitions and Abbreviations
5. Program Management Approach
6. D&D Program Details (Scope Statement)
7. D&D Program goals, key objectives and milestones
8. Major Work Package definition and their interfaces
9. Implementation timelines (Level 4 program schedule)
10. Program Roles and Responsibilities
11. Program integration Management (PIM)
12. Scope Management Plan (ScMP)
13. Change Management Plan (ChMP)
14. Schedule Management Plan (SMP)
15. Cost Management Plan (CMP)
16. Program Quality Plan (PrgQP)
17. Communications Management Plan (ComMP)
18. Program Communication Plan (PrgCP)
19. Risk Management Plan (RMP)
20. Stakeholder Engagement Plan (SEP)
21. Interface Management Plan (IMP)
22. Proposed Integration of developed solutions into normal operations
23. Recommendations for continuous update of the plan

In executing the services, the successful service provider will be provided with critical program documents that are to be utilised as input(s) in the development of the deliverable, upon signing non-disclosure agreement. Furthermore it is expected that the service provider will conduct a research interviewing, surveying, or observing current D&D program execution to gain necessary knowledge and background in order to deliver a sound deliverable.

5. Request

Necsa hereby invites interested service providers/suppliers to submit quotations, proposals or bids, as appropriate, for the provision of services as defined in Section 3 and Section 4.

To access Necsa site, all representatives from potential service providers must provide a copy of their South African Identity Document. Service providers intending to come to Necsa for clarification discussions, are required to complete the form on the last page of this RFQ and send it to catherine.matima@necsa.co.za at least 2 days before their intended/confirmed visit. Representatives

	<h1>Request for Quotation</h1> <h2>Integrated D&D Program Plan</h2>	Doc. No	NLM-QUO-24/014
		Revision	1
		Page	1 of 4

from potential bidding companies are to arrive at Necsa gate 3 by 9:30 to allow time to go through the registration and site arrangement before they will be allowed to site.

6. Attachments

Ref #	DOCUMENT NAME	DESCRIPTION
01	Declaration of Interest	Bidder's Disclosure
02	FBD-SCM-2017-FRM-0024-Rev 7	Request to register a supplier
03	Terms and Conditions of Service	Necsa General Terms of Condition and Service

7. Submittal Requirements

Interested project management consulting organizations are invited to submit a response that meets the following requirements:

1. Boilerplate plans/responses will not be acceptable. The service provider who submit such a proposal will be **disqualified**.
2. Proposal must be typewritten or computer generated, forms and appendices are allowed to be handwritten.
3. Proposals, with or without attachments (i.e., resumes, copies of previous work, reports, etc.), should not be greater than 20 pages (A4). Font should be no less than 11pt and all paragraphs single spaced. Submittals failing to comply with the page limitation will **not** be considered.
4. The limit does not include the following:
 - a. A title page,
 - b. A table of contents and/or index, and
 - c. Blank tab pages
5. Only relevant information to the type of this project should be included.
6. Vast amounts of marketing material are discouraged and will count toward the 20 page maximum.
7. The proposal must be organized as follows:
 - a. Executive Summary - Provide a concise summary of the significant information contained in your qualifications statement and proposal. Include a brief description of the organization, its constituent parts and size variation in the past five (5) years. Name the person (with title and project responsibility) to whom correspondence and other communications should be directed.
 - b. Lead resource resume - Identify the individual proposed as the lead in executing the scope of work as detailed section 3. Necsa will heavily weight the qualifications of the proposed Lead in the overall evaluation of proposals. Use an easily comprehensible resume format (**1 page maximum**).
 - c. Resources to be utilized in executing the scope of work – a minimum of 2 resources excluding the lead resource identified in b above. Use an easily comprehensible resume format (**1 page maximum**) for each resource.
 - d. Previous similar project/s - Provide a complete listing of all relevant projects undertaken or completed in the past ten (10) years. Minimum of 5 projects. The format for these listings must include:
 - i. Project name, location and description (describe relevance to this project);

Request for Quotation

Integrated D&D Program Plan

Doc. No	NLM-QUO-24/014
Revision	1
Page	1 of 4


- ii. Project participants, including the names and telephone numbers of the owner, general contractor and subconsultants (any or all of these may be contacted during the selection process);
 - iii. The role/s your resources played in the project; and,
 - iv. Cost and schedule information including project cost at the planning phase and at completion as well as the originally scheduled and actual completion dates (explain any significant variance from the original budget or schedule).
 - e. Project Approach - Provide a thorough explanation of the approach planned for this project including:
 - i. Your understanding of the scope
 - ii. Schedule Control – describe what tools and techniques you will utilise to put together the Level 4 program schedule
 - iii. The latest information on different administrative and management techniques for handling several simultaneous development projects;
 - iv. Time to be allocated to your resources to execute this project taking into account the deliverable as defined in section 4;
 - v. Project schedule and associated milestones, taking into account project duration as provided for in section 8;
 - vi. Your approach to stakeholder engagement.
 - f. Methodology – demonstrate your capability to bring this project to a satisfactory conclusion by describing the methodology of approach to accomplish the project objectives as defined in section 4 of this RFQ. The information required shall include the following:
 - i. Program of works (work packages);
 - ii. key performance indicators;
 - iii. Division of works to different resources (including subcontracts/third parties if they will be used);
 - iv. Innovative procedures to be used in implementing the project;
 - v. Describe reporting and recording systems to be used; and
 - vi. A brief Quality Plan for the project.
 - g. Commercial offer (1 page)
8. Necsa reserves the right to reject any and all proposals received as a result of this request. Necsa also reserve the right to require a mentor/understudy relationship with the appointed service provider.

8. Project Duration

The duration to supply the services must not exceed 6 months.

9. Pricing

- Use Table 1 to itemize your offer, taking into account the scope of work and associated deliverable as defined in Section 3 and Table 1. Note that the final deliverable is the “**Integrated D&D Program Implementation Plan**”, Table1 will be used as a progress payment plan.
- All price quoted to include all applicable taxes.
- Price must be fixed and firm.
- Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, disbursements etc.

	<h1>Request for Quotation</h1> <h2>Integrated D&D Program Plan</h2>	Doc. No	NLM-QUO-24/014
		Revision	1
		Page	1 of 4

- Quotation must be completed in full; incomplete quote could result in the submission being disqualified.
- Payment will be according to Necsa's General Conditions of Purchase.

Table 1: Costing

Ref #	Item description	Qty.	Unit Cost	Line Total
01	Level 4, Table of Contents of the "Integrated D&D Program Implementation Plan"	1		
02	First Draft "Integrated D&D Program Implementation Plan"	1		
03	Revised Draft based on Necsa's initial comments and additional requirements "Integrated D&D Program Implementation Plan"	1		
04	Necsa approved and accepted document "Integrated D&D Program Implementation Plan"	1		
Sub Total (Excl.)				
VAT (15%)				
TOTAL (Incl.)				

10. Evaluation

- **Phase 1 – Mandatory requirements**

Non-compliance to the following pre-qualification criteria will result in automatic disqualification:

Item	Requirement	Yes/No
1	Bidder submitting a 'boilerplate' proposal	
2	Bidder proposal exceed 20 pages, as described in 7.3	
3	The team leader must have at least 5 years experience working in a nuclear related environment (provide cv and contactable references)	

- **Phase 2- Functionality Evaluation / Technical Evaluation (N/A)**

Where functional or technical evaluation criterion is applicable, assessment will be performed in terms of the criterion listed below and the criterion may include Technical, Performance, Quality and Risk. If the bidder's response to the Technical templates does not indicate that the bidder can support an acceptable technical solution, the bidder's response will be rejected and not evaluated further.

Request for Quotation

Integrated D&D Program Plan

Doc. No NLM-QUO-24/014

Revision 1

Page 1 of 4

Together; the Technical, Performance, Quality and Risk criteria make up the functionality criterion and a bidder's proposal will be evaluated for functionality out of a possible 100 points. Only RFQ responses achieving an evaluation score of greater than the set threshold points out of the possible 100 points and which score a number of points for functionality that is greater than or equal to the set threshold points of the number of points achieved by the highest scoring bid for functionality will be selected to progress to the second stage.

Item	Requirement	Weight	Points	Criteria
Proposal compliance (10 Points)				
1	Quality of proposal submission. Is the proposal responsive to all material requirements in the RFQ?	10	10	Proposal addressing points 7.7. (b-f) in full b = 1 point c = 1 points d = 2 points e = 3 points f = 3 points
Relevant Experience (10 Points)				
2	Lead resource resume - Identify the individual proposed as the lead in executing the scope of work as detailed section 3. Necsa will heavily weight the qualifications of the proposed Lead in the overall evaluation of proposals. Use an easily comprehensible resume format (1 page maximum).	10		
	Resume provided and comply to the 1 page requirement		1	1 point for a 1 page maximum resume
	Qualification (Engineering or Scientific studies)		3	NQF8 = 3 points, NQF7 = 2 points, NQF6 = 1 point
	Formal training in project management (provide certification)		1	If confirmed 1 point, if not confirmed 0 points
	Years of project management experience post certification		1	Above 5 years = 2 points and below 5 years = 0 point
	Experience in the nuclear industry with a good understanding of the technical and commercial aspects thereof		2	Above 10 years' experience = 2 points, between 5 and 10 years' experience = 1 point, below 5 years' experience = 0 point
	Experience in planning projects above mR50 (provide contactable project reference)		2	1 point if reference is provided and 0 point if not provided

Request for Quotation

Integrated D&D Program Plan

Doc. No NLM-QUO-24/014

Revision 1

Page 1 of 4

Resources (The Team) 10 Points

3	<p>Resources to be utilized in executing the scope of work – a minimum of 2 resources excluding the lead resource identified in 2 above. Use an easily comprehensible resume format (1 page maximum) for each resource.</p> <p>NOTE: you may include more than 2 resources in your team, but only 2 will be used for evaluating your submission and for point allocation.</p>	10		
	Resume provided and comply to the 1 page requirement		2	1 point for a 1 page maximum resume for each resource
	Technical NQF level 6 qualification		2	NQF6 = 1 for each resource, 0 if proof not provided
	Formal training in the use of Planning/Scheduling software such as MS Projects or Primavera P6 etc. (provide certification)		2	If confirmed 1 point for each resources, if not confirmed 0 point
	Formal training in project management (provide certification)		2	If confirmed 1 point for each resources, if not confirmed 0 point
	Years of Experience in planning long term projects (provide contactable project reference)		2	1 point if reference is provided for each resources and 0 if reference is not provided

Past performance (20 Points)

4	Previous similar project/s - Provide a complete listing of all relevant projects undertaken or completed in the past ten (10) years. Minimum of 5 projects.	20		
	Number of related/similar projects		5	5 projects = 5 points 4 projects = 4 points 3 projects = 3 points 2 projects = 2 points 1 project = 1 point
	Project name, location and description (describe relevance to this project)		10	Description per project = 2 points per project

Request for Quotation

Integrated D&D Program Plan

Doc. No	NLM-QUO-24/014
Revision	1
Page	1 of 4

	Cost and schedule information including project cost at the planning phase and at completion as well as the originally scheduled and actual completion dates (explain any significant variance from the original budget or schedule)		5	Variance explained per project = 2 points per project
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Understanding of the Project and the technical skills (25 Points)

5	Provide your understanding of the scope	25		
	Schedule Control – Describe what tools and techniques you will utilise to put together the Level 4 program schedule		5	Relevance to the Necsa project on provided tools and techniques = 5 points. 0 points if no relevance
	The latest information on different administrative and management techniques for handling several simultaneous development projects		5	Relevance to simultaneous development projects = 5 points. 0 points if no relevance
	Time to be allocated to your resources to execute this project taking into account the deliverable as defined in section 4		2	If provided = 2 points and if not 0 points
	Project schedule and associated milestones		3	If provided = 3 points and if not 0 points
	Your approach to stakeholder engagement		5	Satisfactory description of the approach = 5 points, fair description of the approach = 2 points, unsatisfactory = 0 points
	Combined team experience in planning development projects		5	15 years and above = 5 points Between 10 and 15 years = 3 points Below 10 years = 0 points

Methodology (25 Points)

	Methodology – demonstrate your capability to bring this project to a satisfactory conclusion by describing the methodology of approach to accomplish the project objectives as defined in section 4 of this RFQ. The	25		
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Request for Quotation

Integrated D&D Program Plan


Doc. No NLM-QUO-24/014

Revision 1

Page 1 of 4

	information required shall include the following:		
	Program of works (work packages)	2	Work packages provide = 2 points if not provided = 0 points
	key performance indicators	2	key performance indicators provided = 2 points if not provided = 0 points
	Division of works to different resources (including subcontracts/third parties if they will be used)	2	Clear division of Work provide = 2 points if not provided = 0 point
	Innovative procedures to be used in implementing the project	2	Innovative procedures = 2 points if not provided = 0 point
	Describe reporting and recording systems, to be used	2	Reporting and recording systems described = 2 points if not provided = 0 point
	A brief Quality Plan for the project	2	Quality plan provided = 2 points and if not 0 point
	How well does the methodology depict a logical approach to fulfilling the requirements of the RFQ?	3	Clear link between the implementation plan / methodology provided in 7.7.f and objective described in section 4 if satisfactory = 3 points if not satisfactory = 0 point
	How well does the methodology interface with the schedule in the RFQ?	3	Is the schedule realistic based on the deliverable of (S4) and the time limit of 6 months if yes 3 points if no 0 point
	Is the overall proposal practical, feasible, and within budget?	2	How detailed is the project timeline and does it cover all aspects as outlined in section 4 to render it as realistic, if yeas 3 points and if no 0 point

IMPORTANT: A bidder/s that scores less than **80 points out of 100** in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified. On the other hand, should a bidder/s meet the minimum required percentage or minimum points, they will be evaluated as per Phase 2 evaluation outlined below.

	<h1>Request for Quotation</h1> <h2>Integrated D&D Program Plan</h2>	Doc. No	NLM-QUO-24/014
		Revision	1
		Page	1 of 4

• **Phase 3 - Evaluation In Terms Of Preferential Procurement Policy Framework Act, 2022**

This bid will be evaluated and adjudicated according to the 80/20 point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be allocated based on the specific goals (B-BBEE status level).

	POINTS
PRICE	80
SPECIFIC GOALS (B-BBEE status level)	20
Total points for Price and SPECIFIC GOALS	100


Preference goal

B-BBEE status level contributor

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


11. Required Documentation

- Tax Clearance Certificate (Tax pin issued by SARS)
- Declaration of interest (SBD 4)
- BEE Certificate / Applicable Affidavit if classified as EME
- Letter of Good Standing (COID) only if Applicable due to the nature of work required
- Any other document or certification that might have been requested on this RFQ

	<h1>Request for Quotation</h1> <h2>Integrated D&D Program Plan</h2>	Doc. No	NLM-QUO-24/014
		Revision	1
		Page	1 of 4

12. Important

1. Quotation must be submitted on or before the RFQ closing date and time stated above.
2. Orders above R 30 000 will be evaluated according to the PPPFA 80/20-point system and a functionality scorecard where applicable and those above R 1 Million will be subjected to the tender process.
3. This RFQ is subjected to the Necsa's General Conditions of Purchase, Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract.
4. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for specific goals are not claimed.
5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to specific goals, in any manner required by the purchaser.
6. For a bidder to obtain clarity on any matter arising from or referred to in this document, please refer queries, in writing, to the contact details provided above. Under no circumstances may any other employee within Necsa be approached for any information. Any such action might result in a disqualification of a response submitted in competition to this RFQ.
7. No goods and/or services should be delivered to Necsa without an official Necsa Purchase order.
8. Necsa reserves the right to either cancel or reject any quote and not to award the RFQ to the lowest bidder or award parts of the RFQ to different bidders, or not to award the RFQ at all.
9. The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any Necsa employee or its representatives. Such an act shall constitute a material breach of Agreement and Necsa shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
10. By responding to this request, it shall be construed that: the bidder, hereby acknowledge to be fully conversant with the details and conditions set out in the Necsa's General Conditions of Purchase, Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC), Technical

	Request for Quotation Integrated D&D Program Plan	Doc. No	NLM-QUO-24/014
		Revision	1
		Page	1 of 4

Information and Specifications attached, and hereby agree to supply, render services or perform works in accordance therewith.



Request for Quotation

Integrated D&D Program Plan

Doc. No NLM-QUO-24/014

Revision 1

Page 1 of 4

Request for Quotation – Acknowledgement form

Please check the appropriate box (see below) and e-mail this acknowledgement form immediately upon receipt to:

Catherine.matima@necsa.co.za AND tankiso.modise@necsa.co.za

RFQ Ref: NLM-QOU-24/014

Intention To Submit A Proposal

We hereby acknowledge receipt of the RFQ. We have perused the document and advise that we intend to submit a proposal **by 24 May 2024**

Non-Intention To Submit A Proposal

We hereby acknowledge receipt of the RFP. We have perused the document and advise that we do not intend to submit a proposal for the following reasons:

(insert reason here)

Bidder's Contact Information is as follows:

Entity Name:	
Contact Person:	
Mailing Address:	
Telephone No:	
E-mail Address	
	<i>Signature:</i> _____ <i>Date:</i> _____

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.

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.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

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 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

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.



SBD4

.....
Position

.....
Name of bidder

1 GENERAL

To update Necsa's supplier database and to incorporate new legislative and other requirements all Necsa's suppliers are kindly requested to complete this questionnaire.

Any questions relating to the questionnaire can be addressed to Necsa's Supply Chain Management

Name: Zelna Webb

Tel: 012-305 6035

Street address: Elias Motsoaledi Street Extension (Church Street)

Fax: 012-305 6250

R 104 Broederstroom Pelindaba Brits Magisterial District

e-mail: zelna.webb@necsa.co.za

Madibeng Municipality *SOC State Owned Corporation

Please complete the questionnaire and return to Necsa's Supply Chain Management Administration Office.

Postal address: P O Box 582, Pretoria, 0001

Date:

All supplier information will be treated strictly confidential.

2 SUPPLIER INFORMATION

Registered name of supplier:

Name in which supplier trades:

Type of company *:

Web page:

Main business (if intermediary provide details):

Contact person:

Designation:

Tel:

Fax:

E-mail

Cell:

Physical address of Business:

Number and street name: _____

Suburb: _____ City/Town: _____

Code: _____ Country: _____

Postal address: (This is the address to which an statement/payment/ enquiry and orders to be sent to)

P O Box/Private Bag: _____

Suburb: _____ City/Town: _____

Code: _____ Country: _____

* (e.g. listed company, public company, private company, closed Corporation, joint venture, trust)

3 FINANCIAL INFORMATION **Necsa's payment terms is 30 days.**

Size of company (*annual turnover*):

Name of banker:

Name of account holder:

Branch:

Branch code No:

Account No:

VAT No:

Company external auditor/accounting officer:

Tel:

Company Financial Contact Person: _____ Tel: _____

E-mail: _____ Fax: _____

Trade references of three existing clients where enquiries may be made

Name of company	Address	Contact Details
		Name: Tel: E-mail
		Name: Tel: E-mail
		Name: Tel: E-mail

4 PRODUCT

4.1 General Information

Is your Business: An agent Manufacturer Distributor Consultant Contractor

Mark appropriate (X)

(Note that products include services)

Products or product type supplied to Necsa

Over past 3 years:

To be supplied in future:

Date of last delivery (YYYYMM):

*** E.g. specific product is a ballpoint pen but for a range of different pens, papers, etc. the product type would be stationary.*

Name of subcontractor:

Scope of subcontracting for product:

Complete parts 4.2, 4.3 and 5 for subcontractor and supplier

+ (*e.g. subcontracting the machining and welding for a pressure vessel*)

4.2 Health Safety and Environment (HSE)

HSE certification/grading (e.g. to ISO 14001):

Workmen's compensation number (COID):

If no certification/grading briefly outline level of HSE implementation:

4.3 QUALITY MANAGEMENT SYSTEM (QMS)

Certification/accreditation (e.g. ISO 9001,ISO 17025) covering products to be supplied to Necsa:

If no certification/accreditation briefly outline level of QMS implementation:

External or internal QMS auditing performed:

5 BEE INFORMATION

Current BEE Rating?(Y/N):		If “yes” please attach copy If “no” please specify by when
Current BEE Rating Level:		
When does current BEE rating expire:		
Turnover:	√ one box beneath	
< R5m	<input type="checkbox"/>	If √ please provide proof*
>R5m &< R35m	<input type="checkbox"/>	If √ please provide proof*
>R35m	<input type="checkbox"/>	
Is 50% or more of your business owned by South African black people? (Y/N):		What %:
		If yes please attach proof
Is 30 % or more of your business owned by South African black women? (Y/N):		What %:
		If yes please attach proof
Is your organisation an organ of state or public entity? (Y/N):		
Are you a “Value-Adding Supplier” (as defined legally)? (Y/N)		I.e. your net profit plus total labour costs exceeds 25% of your revenue?
Are you a “startup organisation”? (Y/N) (as defined in the BEE Act - <12 months in business)		

6 RECORDS **(Information below is compulsory, if not attached, the application shall not be considered for registration).**

Supply*/attach copy of:

- Good standing letter from SARS (TAX clearance certificate) as well as the letter from SARS with PIN number issued for compliance status purposes;
- Company registration documents or certification (Cipro);
- **Original** cancelled cheque or stamped letter from bank verifying details. **(No payments shall be made if originals are not received.);**
- Company profile (not mandatory);



SUPPLIERS REGISTRATION QUESTIONNAIRE (LOCAL)

Doc. No	FBD-SCM-2017-FRM-0020
Revision	12
Page	4 of 4

- BEE Certificate (from the approved accredited rating agency SANAS only) or alternatively complete the EME or QSE affidavit form;
- Certificate of Good Standing (Compensation Commissioner) COIDA where applicable;
- Quality Certification Certificate (where applicable) eg. ISO Certificate;
- Credit application form from your company – only if required by you for us to open a 30 days account with you;
- CIDB-for all construction related work (no exceptions will be made) indicate if applicable to you;
- Proof of Registration on National Treasury Supplier’s Database (CSD Registration Report or MAAA number) and
- Declaration of Interest.

*** Copies can be e-mailed or faxed except for the banking details.**

7 COMMENTS

Please provide comments for mutual beneficial relationships:

.....

.....

.....

Name of contact person at Necsa:

Completed by: Date:
Print name

Signature:

Company Stamp:

Prepared by: x

Date: Click here to enter a date.

necsa

We're in your world



GENERAL CONDITIONS OF PURCHASE

Reg. No. 2000/003735/06



582 PRETORIA 0001



(012) 305-4911

Telefax: (012) 305-6250

GENERAL CONDITIONS OF PURCHASE

DEFINITIONS

Unless contradictory or until contrary is stated, the words below shall mean —

1. "CORPORATION" — The South African Nuclear Energy Corporation LTD, Necsa, acting for itself or as an agent for and on behalf of a principal;
2. "SITE" — the buildings and grounds of the Corporation or any other location designated by it for the supply of goods and rendition of services;
3. "ORDER" — the order documents, general conditions of purchase or amended conditions of purchase as accepted in writing and countersigned by the Corporation and the Supplier, instructions to tenderers where applicable, specifications, drawings, schedules and other technical information as approved or supplied by the Corporation;
4. "SPECIFICATION" — a written statement of technical and other details as prescribed by the Corporation to obtain the required product or service;
5. "AGREEMENT" — the order referred to in 3 above, or any contract between the parties as accepted, approved and signed by both parties;
6. "DRAWING" — all drawings/plans which detail technical aspects and which have been signed with respect to an order or a contract, as well as all amendments supplied and approved in writing by the Corporation from time to time;
7. "SUPPLIER" — the dealer, manufacturer or contractor with whom an agreement has been concluded;
8. "SUBCONTRACTOR" — supplier to whom a portion of an agreement has been subcontracted with the written approval of the Corporation, including the legal representatives, successors in title and assignees of such supplier;
9. "GOODS" — material, parts, components, as well as equipment and apparatus to be purchased, manufactured, installed or erected.
10. "SERVICES" — work performed by a supplier for the Corporation after having been commissioned by way of an agreement entered into with him by the Corporation; and
11. "SUPPLY" — the supply of goods or rendition of services at the address as prescribed by the Corporation;
12. "CONTRACT" — a written agreement between the parties with the exception of an order, as accepted, approved and signed by both parties, which may include these general conditions of purchase or amended conditions of purchase as accepted in writing and countersigned by the Corporation and the Supplier.

NOTE These general conditions of purchase apply to all supply agreements (orders and contracts) unless otherwise specified and mutually agreed.

1. QUALITY ASSURANCE AND SPECIFICATIONS

- 1.1 The Supplier shall provide proof that he has at his disposal the technical skills, systems, equipment and personnel for the execution of the agreement. He shall undertake to work in accordance with a quality plan addressing training, competence and cost efficiency. Management philosophy and systems in respect of quality shall typically be in accordance with SABS 0157/ISO 9000 series.
- 1.2 Should the Corporation have provided specifications and drawings for manufacture, installation and erection, it may demand that these specifications and drawings be returned together with the goods supplied.
- 1.3 Should the Supplier supply goods in accordance with own specifications and drawings, such specifications and drawings shall be submitted to the Corporation together with the quotation or tender for written approval and acceptance.

2. INSPECTION AND QUALITY CONTROL

- 2.1 Representatives of the Corporation shall at all reasonable times have access to the Supplier's premises or the premises of his subcontractor in order to examine and test material and workmanship of goods being manufactured or handled in terms of the order.
- 2.2 Should the agreement stipulate that goods shall be inspected prior to dispatch from the Supplier's or subcontractor's premises, dispatch shall only be effected after the Corporation has issued a release certificate, endorsed as a "final release". Where applicable, this clause shall however, further be subject to the stipulations of clauses 8.6 and 8.7. The release certificate therefore does not free the Supplier from any of his other commitments or from liability in respect of the order.
- 2.3 The prime responsibility to demonstrate compliance with the Corporation's requirements rests with the Supplier.

3. GUARANTEE

- 3.1 The Supplier guarantees that goods will be supplied properly packed and in accordance with his delivery note, and also that the issue of a goods receipt voucher by the Corporation does not deprive the Corporation of its right to return goods should such goods be damaged or not be of the correct quantity or quality.
- 3.2 The Supplier guarantees and certifies that the goods comply with the requirements as set out in the agreement (normal wear and tear excluded). This guarantee shall be valid for a period of 12 months after supply or as agreed by the parties, from the date of issue of a goods receipt voucher or a release certificate or certificate of acceptance, as applicable.
- 3.3 The Supplier shall, where he has made use of a subcontractor, obtain from such subcontractor the required and satisfactory guarantee in terms of the Corporation's stipulations referred to in clause 3.2 above. The full name and address of the subcontractor/s shall be furnished at all times.
- 3.4 Furthermore, the Corporations shall retain the rights it has in terms of common law in respect of hidden defects and any claims for damage suffered directly as a result of such defects.

4. SECURITY REQUIREMENTS

- 4.1 The Supplier shall treat any information contained in the agreement and associated documentation, as well as any other information furnished to him, as confidential and shall not disclose same in any way whatsoever.
- 4.2 Should the Supplier have to render services to the Corporation on the latter's site or have to install equipment, he shall ascertain which security requirements apply, and observe them. In case of any doubt in respect of security clearance for himself and/or his employees he shall contact the Corporation's Senior Manager: Security Services.

5. SAFETY MEASURES

Should the Supplier have to render services on the Corporation's site or have to install or erect equipment on the Corporation's site, he shall make sure of the appropriate measures, and observe them.

6. PRICE

- 6.1 Unless stated to the contrary in the agreement, prices shall also include the following:
- (i) Supplier's own quality and inspection costs
 - (ii) Packing costs
 - (iii) Delivery costs
 - (iv) Transport costs of employees in the case of services
 - (v) Clearance fees, ad valorem tax and surcharges where applicable
- 6.2 Quoted prices shall reflect value-added tax (VAT), separately.
- 6.3 The aforesaid price in Rand value shall be fixed for the duration of the transaction, provided that the order is placed within the prescribed time from the quotation/tender date. In the case of import orders the responsibility in respect of forward cover will be cleared with the Supplier during negotiations.

OR

The price in Rand value is not fixed and the Corporation will be liable for any change in accordance with the appropriate adjusting mechanisms (rate of exchange, escalation formulae, etc.) as stated in the quotation/tender documents.

- 6.4 Should prices and/or tariffs under clause 6.3 rise above agreed limits, the Supplier shall obtain the Corporation's written acceptance of same prior to supply, manufacture or installation.

7. RISK (See paragraph 8)

- 7.1 Risk in respect of delivered goods is transferred when goods are delivered in accordance with the agreement.

8. SUPPLY AND ACCEPTANCE

- 8.1 Unless stated otherwise, goods and services shall be supplied and rendered at the address stated in the agreement.

Delivery shall at all times be effected under cover of a Supplier's delivery note.

- 8.2 Acknowledgement of receipt shall be effected by means of the issue of a goods receipt voucher, but this does not necessarily imply acceptance of the goods (also see clause 3.1). In cases where inspection is carried out before goods are dispatched to the point of delivery or after goods have been supplied on site, the goods shall also be accompanied by the required technical documentation before a quality release certificate can be issued.
- 8.3 The Supplier shall pack all goods for dispatch and delivery adequately and in accordance with agreed specification in such a way that loss or damage thereof during transport is prevented. After delivery and receipt of the goods at the above address the risk shall pass to the Corporation, subject to the stipulations of the agreement.
- 8.4 Unless otherwise agreed, every item or individual container or package shall be clearly marked with weather-resistant lettering, indicating the order number and/or as any relevant information, without mentioning the Corporation's name.
- 8.5 Delivery time will commence from date of receipt of the agreement or the date on which all information for the manufacture and/or installation and erection of equipment is received, whichever is the later, unless agreed otherwise and such date is stated in the agreement.
- 8.6 Should the agreement require the Supplier also to install or erect the equipment, the equipment will be regarded as delivered as soon as it has been installed or erected, inspected and tested. The Corporation will make available its site and the required services, as mutually agreed, for the installation or erection of such equipment. Completion of installation or erection of the equipment will not be deemed to be acceptance by the Corporation of the equipment as effective and suitable for the purpose for which purchased.
- 8.7 Acceptance of any equipment installed or erected by the Supplier will be effected by means of the issue of a written certificate of acceptance by the Corporation after the equipment has been tested and found to be acceptable and the parties have mutually agreed on a commissioning procedure. The Corporation shall also be supplied with the necessary specifications, plans and drawings, parts lists, maintenance and operating manuals on commissioning.
- 8.8 The Supplier acknowledges and confirms that timely supply is a prerequisite of the agreement and that where an agreement stipulates a specific delivery date, the Supplier shall dispatch the ordered goods in good time to be able to meet this date.

In cases where goods or materials purchased ex stock are not supplied within twenty four (24) hours (weekends and holidays excluded) of receipt of an agreement the Corporation reserves the right to cancel the agreement immediately without any liability to the Supplier. Also, should the Supplier not supply the goods or not have commenced installation or erection on or before the delivery date, the Corporation shall have the right to cancel, on written notice, the order on a date fourteen (14) days after expiry of delivery date, and to reclaim any advance payments with interest at the current bank rate, as well as any damage the Corpora-

tion suffered as a result of non-compliance with the agreement.

8.9 Furthermore, the date and place of supply of goods and rendition of services, as indicated in the agreement, shall be regarded as binding.

9. INVOICES, COVERING DOCUMENTATION AND CORRESPONDENCE

9.1 Invoices, which comply with Art. 20 of Act 89 of 1991, reflecting the order number/contract number as well as a description of the ordered goods shall be addressed to the postal address of the Corporation, as indicated on the face of the agreement, or as stipulated in the contract.

9.2 The order number/contract number shall also be quoted on all other documentation such as delivery and dispatch notes, advice slips, monthly statements, correspondence, or any other documentation relating to the agreement.

9.3 Delivery notes shall at least specify each separate package or item, and if possible each separate item in a package.

9.4 For imported goods complete packing lists shall be included in each package and a separate copy thereof shall be attached to the shipping documentation.

10. PAYMENT

10.1 Unless otherwise agreed, payment of amounts in respect of goods supplied and services rendered, payable to the Supplier in terms of the agreement, will be effected at the end of the month following the month in which an acceptable monthly statement with supporting invoices and other associated documentation such as quality release certificates, certificates of acceptance, etc. are submitted.

10.2 Should the Supplier demand payment on a date prior to that referred to in clause 10.1 above, the Corporation shall have the right to demand a settlement discount at a rate as agreed with the Supplier.

10.3 Where deemed necessary, the Corporation shall be entitled to retain retention fees of 10%. Such retention fees will be paid to the Supplier within three (3) months after receipt of all goods and services and the issue of a certificate of acceptance.

10.4 Should the Supplier render services and be entitled to labour costs for installation or erection on a recovery basis, he shall furnish the Corporation with a monthly statement not later than the last day of the month and the Corporation will, if the statement is correct, effect payment within thirty (30) days. Should the monthly statement be in error, the Corporation will be entitled to make an adjustment at the next payment or on payment of the retention fees.

11. ACCEPTANCE OF CONDITIONS OF PURCHASE

11.1 These general conditions of purchase supersede all terms and conditions in the Supplier's verbal or written quotation/ tender that conflict with these, unless:-

11.1.1 any of the conditions contained herein have been deleted and initialled by both parties; or

11.1.2 the conditions of purchase have been amended in writing, accepted and signed by both parties prior to or on placing the order or prior to or upon signing of the contract; or

11.1.3 these conditions of purchase are in their entirety superseded by another written contract signed by both parties.

11.2 Any dispute arising from an agreement which cannot be settled by the parties mutually will be settled by arbitration in terms of the Arbitration Act No. 42/1965.

The Supplier shall initial a copy hereof on each page, as well as any deletion or amendment and sign at the end hereof and submit such copy to the Corporation.

Should the Corporation accept the deletion(s) and /or amendment(s) in question, it will countersign against them.

Should the amendment(s) be found unacceptable, the Corporation will enter into re-negotiation with the Supplier.

The Corporation will place such signed copy on record and regard it as binding for all future transactions between the Corporation and the Supplier, except where the contrary is indicated hereunder or it has been superseded by an amended document.

Where no amended document is received within fourteen (14) days of the closing date of a tender, these conditions (without amendment) shall apply as the only valid stipulations in respect of the transaction concerned.

Please indicate whether these conditions will apply to all future transactions.

(mark with x) Yes No

If answer above in No, advise enquiry no. to which these purchase conditions apply.

Tender Enquiry No.

SIGNATURE:
For Supplier and duly authorised thereto

AS WITNESSES:
1.
2.

FIRM NAME AND ADDRESS OR STAMP
.....
.....
.....