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MPUMALANGA PROVINCIAL GOVERNMENT



OFFICE OF THE PREMIER

BID NUMBER: PRE/061/26/MP

APPOINTMENT OF SERVICE PROVIDER TO IMPLEMENT THE PROVINCIAL ADOLESCENCE AND YOUNG PEOPLE PROGRAMME FOR THE OFFICE OF THE PREMIER FOR A PERIOD OF THREE (3) YEARS

ISSUED BY:

Office of the Premier
Private Bag x11291
Mbombela
1200

NAME OF BIDDER:
TOTAL BID PRICE (all inclusive) :.....
(Also in words):
.....

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE OFFICE OF THE PREMIER					
BID NUMBER:	PRE/061/26/MP	CLOSING DATE:	03 JULY 2026	CLOSING TIME:	12H00
APPOINTMENT OF SERVICE PROVIDER TO IMPLEMENT THE PROVINCIAL ADOLESCENCE AND YOUNG PEOPLE PROGRAMME FOR THE OFFICE OF THE PREMIER FOR A PERIOD OF THREE (3) YEARS					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
MBOMBELA , Riverside Government Complex, Building No 9, Government Boulevard, Mbombela, 1200, PIET RETIEF , No. 11 Measroch Street, Piet Retief Office, KWAMHLANGA , KwaMhlanga Government Complex, Department of Finance, Building No. 12, Computer Centre SECUNDA No 5 Van Eck Street, Secunda (opposite Sasol Value Gas Garage) Secunda, 2280, BUSHBUCKRIDGE , Bushbuckridge Advice Centre, Department of Finance, Protea building (old Telkom building), MIDDELBURG , Department of Public Works, Cnr. Lillian Ngoyi and Dr Beyers Naudé Streets – Old TPA Building, Upper ground floor, Office numbers A20, 21 and 25, MALELANE , 24 Air Street, Malelane, ELUKWATINI , Elukwatini Sub Regional offices, Office numbers A49 and A50 (opposite Elukwatini Community Hall) Stand number 12 Extension A, Elukwatini 1192. SIYABUSWA Old Parliament Building, Building No.1, Job Skhosana Street, Siyabuswa 0472.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms DT Mhaule		CONTACT PERSON	Mr E Nkosi	
TELEPHONE NUMBER	0137662126/2154		TELEPHONE NUMBER	013 766 2134	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	DTMhaule@mpg.gov.za		E-MAIL ADDRESS	Enkosi@mpg.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE PROVINCIAL ADOLESCENCE AND YOUNG PEOPLE PROGRAMME FOR THE OFFICE OF THE PREMIER FOR A PERIOD OF THREE (3) YEARS.

1. INTRODUCTION

Adolescent and Young People Programme (AYPP) in South Africa, are exceptionally vulnerable to HIV and require dedicated attention in the National and Provincial response. The youth have demonstrated overtime a concern about HIV and a desire to protect themselves through integrated youth driven prevention strategies taking into account their vulnerability and factors predisposing them. They have shown an interest in innovation and the capacity to drive change, through youth led programmes that have led to the sharpest declines in new infections between 2010 and 2019 (Johnson L 2020). This Provincial Youth Programme is targeting the youth in all their diversity. The concept of “Youth” for the purposes of this programme, refers to the 10 -24-year age group both males and females. This is due to their vulnerability to new HIV infection, Sexually Transmitted Infections (STIs), unplanned and unwanted pregnancies and Sexual Gender Based Violence.

The programme seeks to embrace the different life stages and roles, from dependent “**child**”, to Student, to breadwinner or young parent. The programme also includes youth in school, youth in post-school education and training, young workers, and young people not in employment and education or training. It also cover the full range of sexes, gender identities, and sexual orientations.

A focused HIV Prevention campaign is therefore demanded by the level of vulnerability- and is encouraged by past progress and new options for prevention. The three-year Youth HIV Prevention Programme rests on the integration of critical health and social services and youth development programmes, social and behavioral change communication, mobilization for better access to improved quality health products and services.

2. GOALS AND OBJECTIVES

- ✓ To reduce new HIV infection
- ✓ To reduce adolescent and teenage pregnancies
- ✓ To reduce Sexual and Gender Based Violence
- ✓ To reduce school drop out
- ✓ To reduce substance abuse and increase referral to rehabilitation services
- ✓ To reduce bullying in school environment
- ✓ To strengthen youth access to sexual and reproductive health services.

3. BACKGROUND

South Africa is a signatory to both global and regional commitments to ending AIDS by 2030, although high prevalence in the country has plateaued at 13,5% for the last five years, the number of PLWHIV continues to increase annually as the country’s population size and number of people on Antiretroviral treatment increases. Research shows that the burden of the epidemic in South Africa is overwhelmingly borne by black Africans at 17%



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High HIV incidence is compounded by high levels of teen pregnancy, School dropout, and GBV, Low education attainment and occurs in a context where there are limited economic opportunities for young people. These health and social problems are inextricably interconnected and are driven by biomedical, socio-behavioural and structural factors. An evidence based strategic response to lift the burden of ill health and disadvantage from the shoulders of young women and release communities from the web of health and social problems.

Mpumalanga needs a targeted approach to scale up and fast track efforts to empower young people especially adolescent girls and young women. There is a need to leverage of the DREAMS project funded by PEPFAR in 5 districts in KZN, Gauteng, projects funded by the Global Fund in 11 Districts nationally with 2 Districts in Mpumalanga. The AYPP programme seeks to intensify efforts to coordinate and create synergy across all current sectors and programmes working with young people to foster a targeted, coordinated and evidence based response.

The total number of Adolescent Young People estimated to be living with HIV & AIDS in Mpumalanga is estimated to be standing at 208 117 as of 2024. According to the 95. 95. 95 Treatment Target, a treatment gap of more than 35 330 Adolescent and Young People (both males and females) are not on treatment. More than 172 000 AYP are on treatment although they are dropping out especially those who do not have reasons to continue to take the treatment due to non-disclosure from their parents or guardians.

The AYPP offers risk avoidance, age-tailored combination prevention programme, comprehensive packages of social, structural, and biomedical services, aiming for 80% saturation of at-risk adolescents and young people (adolescent girls and boys, adolescents living with HIV and youth with disabilities) for AYPP aged 10-24 years

The Mpumalanga Provincial AIDS Council primarily coordinates the response to HIV/AIDS, TB, and STIs, where a multi-sectoral approach is used involving Government departments Civil Society Forum and Private sector. The Mpumalanga Provincial AIDS Council role is to advise the government on the development and implementation of appropriate HIV/AIDS, TB, and STI policies and programmes. The province has seen over the years how adolescents and young people are getting more and more infected with diseases that could be prevented if they understood their bodies, especially the adolescent boys and young men who were left behind.

The Adolescent Young People have their own specific needs and health issues, which need special attention. It becomes important that, especially as a young person take full responsibility for your own body and understand how you can make the most of your health. We live in the age of the internet where all sorts of information filters down to people. It is for that reason Mpumalanga Provincial Government needs to embark on dialogues, capacity building, peer groups and robust youth driven interventions in all Municipalities and Districts specifically for youth to get relevant interventions desired for them.

4. APPROACH

The AYPP programme seeks to address the high HIV infections amongst the Adolescent Youth, unplanned and unwanted pregnancies, bullying tendencies in schools leading to some Adolescents and Young People committing suicide, high levels of Sexual and Gender Based Violence, Substance abuse and high school dropout levels amongst the Adolescent and Young People. This programme

should be coordinated primarily by the Mpumalanga Provincial AIDS Councils and the Head of Secretariat being the Project Manager, and activated by a range of Government departments and Civil Society organizations including the involvement of the private sector.

This will ensure that all stakeholders are involved and participate in the implementation of the programme. This is in line with the mandate and the role of the Provincial AIDS Council. The focus is to train youth ambassadors in all Municipalities to drive and encourage positive living and



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championing social behavior change using all communication platforms to reach out to the youth of Mpumalanga.

5. TARGET FOR THE PROGRAMME

- Primary target: Both girls and boys aged 10 - 24 years, community leaders, parents, School Governing Bodies, Teachers, Church leaders, Traditional leaders, Youth leaders, Civil Society Sector leaders,
- Secondary target: adolescent boys and young men aged 10- 24 (Included as they contribute to the cycle of new infections and pregnancies as well as sexual and gender-based violence and are affected by low levels of employment).
- Seeks to address vulnerable groups including orphans and vulnerable children (OVC), youth that are not in employment, youth in sex work and youth with disabilities.
- Youth living with HIV who are not treatment and those that have defaulted treatment and youth in prison.

6. KEY COMPONENTS OF THE IMPLEMENTATION PLAN

Youth-Centered Programming: Programs are to ensure relevance and effectiveness. The involvement of the youth is the cornerstone for a successful programme implementation. This will ensure full participation of young people. Both boys and girls to be empowered to be Change Agents in their communities, schools, work environment, churches, sports etc.

Integrated Services: Combines health, social, and developmental interventions to empower youth.

The programme must integrate social and structural drivers of the social ills affecting and predisposing the youth thereby increasing their vulnerability.

Behavioural Change Communication: Campaigns encourage safe sexual practices, condom use, and informed decision-making. Demand creation for Youth Friendly Sexual Reproductive Health services.

Monitoring and Evaluation: Track progress through aligned implementation plans and workshops to ensure accountability and continuous improvement. A standardised reporting template to be developed to track all interventions and performance.

The Youth Campaign adopts many of the recommendations of the ZaZi Assessment Report in relation to governance, coordination and oversight.

KEY AND PRIORITY POPULATIONS TO BE PRIORITIZED BY THE AYPP

KEY POPULATION	PRIORITY POPULATION
<ol style="list-style-type: none"> 1. Sex workers and their clients 2. Transgender people 3. Men who have sex with men 4. People who use drugs 5. Inmates 6. People living with HIV 	<ol style="list-style-type: none"> 1. Adolescents and young people, especially women and girls 2. Pregnant women and girls 10-24 years 3. Children including orphans and vulnerable children 4. People living in informal settlements 5. People with disabilities 6. Males living with HIV who know their status but are not on ART



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KEY FOCUS AREAS OF THE ADOLESCENCE AND YOUNG PEOPLE PROGRAMME

1. Prevention of infection
2. Prevention of unplanned and unwanted Pregnancy
3. Prevention of Sexual and Gender Based Violence and Femicide
4. Reduce Substance Abuse and effects thereof
5. Prevent school dropout among school going age group
6. Prevent Bullying among Adolescent and Young People age group at school



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7. EXPECTED RESULTS AND THE DELIVERABLES

FOCUS AREA	INTERVENTION	EXPECTED RESULTS
1. Prevention of new HIV Infection	<ul style="list-style-type: none"> ✓ Conduct awareness campaigns on HIV infection prevention, treatment, care and support ✓ Coordinate comprehensive health screening and testing campaigns for Adolescents and Young People aged 10 – 24 years ✓ Provide psychosocial support for the AYPP who test positive to HIV. ✓ Link all HIV positive AYPP to health facilities for initiation on treatment. ✓ Mobilize Adolescent and Young boys for medical circumcisions to reduce the risk of HIV infection. ✓ Provide ongoing counselling to infected AYPP to remain on treatment. ✓ Ensure availability and accessibility to PrEP for AYPP to prevent new HIV infection ✓ Conduct mass media communication on prevention, treatment, care and support messages ✓ Develop pamphlets and flyers on HIV information. ✓ Conduct awareness campaigns on stigma and discrimination ✓ Train AYPP as ambassadors to advocate and lead youth involvement as part of peer led intervention ✓ Increase uptake on PrEP, PEP and Lenacapavir ✓ Conduct awareness campaigns through mass media, 	<ul style="list-style-type: none"> ✓ Increased level of awareness and understanding of how HIV infection occurs and can be prevented. ✓ More AYPP to know their HIV status and access other health services for better health outcomes. ✓ To provide mental health support and encourage positive living of the AYPP. ✓ Increase the number of HIV positive AYPP on treatment so that they are virally suppressed and minimize the chances of spreading the HIV virus to other people. ✓ To reduce the chances of acquiring HIV infection ✓ To reduce drop out from treatment and encourage treatment adherence. ✓ AYPP to access PrEP to prevent new HIV infection ✓ To create high level of awareness on HIV prevention using mass media platforms to communicate and reduce both internal and external stigma to AYPP ✓ To increase the number of peer led and young people driven interventions.
2. Prevent unplanned and unwanted pregnancies	<ul style="list-style-type: none"> ✓ Conduct awareness campaigns on the importance of family planning including the usage of barrier methods to prevent adolescent and youth pregnancy ✓ Ensure accessible AYPP friendly public health facilities and services for maximum uptake by the AYPP. 	<ul style="list-style-type: none"> ✓ To reduce unplanned and unwanted pregnancies and increase usage of barrier methods by the AYPP ✓ Increased number of public health facilities that are youth friendly. ✓ To ensure that the AYPP have a choice of available and accessible contraceptives.

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	<ul style="list-style-type: none"> ✓ Roll out contraceptives for the AYPP to have access and choices. ✓ Conduct awareness campaigns through mass media 	
3. Prevent Sexual and Gender Based Violence Femicide	<ul style="list-style-type: none"> ✓ Create awareness using campaigns, focus group discussions etc on Sexual and Gender Based Violence and Femicide ✓ Provide psychosocial support to victims of GBV and Femicide ✓ Support victims of GBV to open cases with police ✓ Referral of GBV victims to Thuthuzela Care centres. ✓ Establishment of support groups for victims of GBV and Femicide ✓ Conduct awareness campaigns through mass media, 	<ul style="list-style-type: none"> ✓ To increase awareness on Sexual and Gender Based Violence ✓ To support survivors of Sexual and GBF ✓ To provide paralegal support to victims of GBV ✓ To share information, provide emotional support and counselling and group therapy
4. Reduce Substance Abuse and the effects thereof	<ul style="list-style-type: none"> ✓ Create awareness using campaigns, focus group discussions etc about the dangers of substance abuse. ✓ Provide psychosocial support to the AYPP who are addicted to substances ✓ Roll out the implementation of the Drug Master Plan in the province. ✓ Identify high burden substance abuse sites in all Municipalities. ✓ Establish support groups for families of AYP using substances. ✓ Work with Law Enforcement agencies to close down all drug dealers. ✓ Ensure that Mpumalanga Economic Regular ensures licenses to sell alcohol are adhered to. ✓ Conduct awareness campaigns through mass media, ✓ Protection against all forms of abuse 	<ul style="list-style-type: none"> ✓ To empower the AYPP with basic information on substance abuse. ✓ To ensure that the AYPP is able to cope following withdrawal from using drugs ✓ Monitor and report progress on the implementation of the Drug Master Plan ✓ To intensify targeted intervention on the high burden areas identified. ✓
5. Prevent school dropout among the school going age groups	<ul style="list-style-type: none"> ✓ Ensure continuous supply of dignity packs to female students ✓ Prevent unplanned and unwanted pregnancies. 	<ul style="list-style-type: none"> ✓ To ensure that AYPP does not drop out from school due to lack of commodities during menstruation ✓ To ensure that uniform is provided to the needy AYPP in order for them to remain in school.

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	<ul style="list-style-type: none"> ✓ Advocate for scholar transport in line with the policy requirements. ✓ Ensure that school uniform is available through various stakeholders and sectors. ✓ Ensure that the Department of education provide needy schools with Learner Support Agency for them to perform. ✓ Accelerate nutritional and social grant support ✓ Conduct awareness campaigns through mass media, ✓ Economic empowerment programmes, including youth employment 	<ul style="list-style-type: none"> ✓ Promote the use and choice on contraceptives that are available and accessible. ✓ LASs to support learners with their home work
6. Prevent bullying of AYPP in schools	<ul style="list-style-type: none"> ✓ Create awareness on bullying in schools. ✓ Ensure the implementation of school policies on no bullying ✓ Refer all bullied learners for psychosocial support ✓ Train anti bullying champions per school ✓ Establish a toll-free bullying line for counselling and support. ✓ Conduct awareness campaigns through mass media, 	<ul style="list-style-type: none"> ✓ To increase the level of awareness of bullying amongst the AYPP ✓ Monitor school based policy on bullying and ensure compliance by teachers, learners and SGBs ✓ To empower them with information on bullying ✓ To enable learners to freely report bullying in schools.

8. BRANDING AND COMMUNICATION

There is a need for a strong media campaign with visible branding across all municipalities of the province. All media platforms to be used to reach out to youth with key and resonant messages that are youth receptive. Radio adverts (especially community Radio Stations and SABC) to be flighted to popularise the AYPP programme. Flyers with key messages and T-Shirts to be procured for visibility of the programme.

9. PROGRAMME VISIBILITY AND ACTIVATION

The Strategy must be visible within the province and to be aligned to the Provincial Implementation Plan and Multisectoral District and Local Implementation Plans for HIV, TB and STIs including Gender Based Violence. The programme must be led by the youth as Ambassadors of the campaign. Ensure Political commitment and will from the Premier, Members of the Executive Council, Mayors and Councillors.

10. COLLABORATION EMPHASIS

The strategy must utilize the existing care service delivery pathways and platforms without reinventing the system. Communities are to be connected with locally based service platforms available. The strategy to be centred around core prevention, treatment and support messages. Multiple dimensional approach with focus social, structural, biomedical and psychosocial support.

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11. GOVERNANCE

Performance of the campaign will be subjected to the Provincial Programme Review Committee on quarterly basis. The role of the PRC will be to quality assure the report before it is presented to the Provincial AIDS Council Sitting for endorsement.

12. PROVINCIAL COORDINATION AND OVERSIGHT

The role of the Service Provider centres on: Operational planning – identifying aspects of this campaign framework that require direct action and determining how they will be actioned.

Coordination and communication – ensuring all role-players in this campaign understand their roles and responsibilities and are regularly informed about campaign developments. The appointed Service Provider will be officially introduced to all MPAC Structures in writing coordination will be through MPAC Secretariat.

13. MONITORING AND EVALUATION

Behavioural Change is an incremental process; many Youth Campaigns objectives relate to building knowledge and changing attitudes. The most realistic and economical way to measure evolving knowledge and attitudes is to conduct baseline and end surveys.

14. REQUIRED PROFESSIONAL CAPACITY AND EXPERTISE

The following professionals and expertise will form the minimum skills set that are required for the Youth Programme: -

- a) **Team Leader:** Responsible for overseeing and coordinating the activities of the team members, strategic planning, development and implementation of a work plan, stakeholder engagements and liaison with the client, amongst others.
- b) **Social Worker:** Providing psychotherapy, crisis intervention, and mental health services to young people
- c) **Project Financing Specialist:** Manage project financing processes, explore financing models and funding opportunities, performing cost-benefit analysis, risk analysis, Return on Investment, amongst others.
- d) **Psychologist:** Provide therapy to help young people to cope with life stressors, emotional issue, focus on diagnosing and treating psychological trauma relating to HIV and AIDS issues and provide behavioral interventions
- e) **Monitoring and Evaluation Specialist:** Monitoring and evaluation of the project, development of monitoring and evaluation tools and templates, impact assessment, and documentation of lessons learned and value improvement towards future young programme planning.
- f) **Community Development Practitioner:** Conducting community assessment, mobilizing resources, facilitating dialogues, managing projects and ensuring liaison between young people and government stakeholders.
- g) **Administrative Support Staff:** Assists with documentation, logistics and other administrative functions.

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15. WARM BODIES/ STAFFING

A **multidisciplinary** team comprising of eight (8) staff members is required on a **full-time basis** consisting of the following: -

No	Key Roles	Minimum Qualification Required	Required Experience	Number of Personnel Required
1	Team Leader	Bachelor's Degree in Nursing Science or Clunicians	<ul style="list-style-type: none"> • Minimum of 10 years • Good understanding on public health care, community health care, community development. • Solid experience in managing HIV/AIDS and any communicable diseases and community practices. 	1
2	Psychologist	Honors or Master's degree in psychology.	<ul style="list-style-type: none"> • Minimum of 6 years' experience and involvement in community health centers to treat mental health issues, helping patients manage chronic pain or change behaviors affecting physical health. • Professional registration with relevant regulatory body is compulsory. 	1
3	Finance Manager	Bachelor's degree in finance or economics	<ul style="list-style-type: none"> • Minimum of 10 years' experience in Finance / capital projects financing. Financial modelling, cost-benefit analysis Risk analysis. 	1
4	Project Management Specialist	Bachelor's degree in project management	<ul style="list-style-type: none"> • Minimum of 5 years' experience in project management and contract administration. • Professional registration with relevant regulatory body shall be an added advantage. 	1
5	Monitoring and Evaluation Specialist	Master's Degree in Monitoring and Evaluation	<ul style="list-style-type: none"> • Minimum of 5 years' experience in monitoring and evaluation of Projects • Professional registration with the relevant regulatory bodies shall be an added advantage. 	1
6	Community Development Practitioner	Bachelor's degree in social development studies or related fields /Occupational Certificate	<ul style="list-style-type: none"> • Minimum of 8 years' • Experience in Community engagement, Facilitation, helping communities identify needs and linking government services. 	1
7	Social Worker	Bachelor's degree in social work	<ul style="list-style-type: none"> • Minimum of 2 years' experience in welfare or care setting. Must have empathy, patience, active listening, critical 	1

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No	Key Roles	Minimum Qualification Required	Required Experience	Number of Personnel Required
			thinking and self-awareness. <ul style="list-style-type: none"> Professional registration with the South African Council for Social Services Professions (SACSSP) 	
8	Administrative Support Staff	Diploma in Business Administration	<ul style="list-style-type: none"> Minimum of 2 years' experience in clerical and office administration. Knowledge of MS Excel, MS Word & MS PowerPoint is essential. 	1
	TOTAL			8

16. REPORTING LINE

The Team Leader shall report directly to the **Director: MPAC: Head of Secretariat** in the Office of the Premier.

17. REMUNERATION / PROFESSIONAL FEES

The Guidelines for Hourly Fee Rates for Consultants published by the Department of Public Service and Administration (DPSA) will be used as a benchmark to determine the reasonableness of the proposed professional fees for the project.

It should be noted that Option B1.1 of the guidelines will be applied i.e. a long-term project with a duration of more than 60 days and including all overheads.

Consequently, no additional payments in respect of accommodation, transport, subsistence etc. should be included in the financial proposal.

18. PROJECT DURATION

The duration of the project is for a period of three years

19. COMPULSORY RETURNABLE SCHEDULE

Each bid shall comprise of a clearly indexed proposal with the tender documents as follows:0

Section	Compulsory Returnable Schedule	Attached YES/NO
a.	Standard Bidding documents to be fully completed initialled on each page and signed in all relevant areas. (SBD1,SBD 4, SBD 6.1, SBD 6.2)	
b.	Original certified copies of CIPC registration documents. The date on the certified copies must not be older than three (3) months as at the closing date of the bid.	
c.	If the bidder is a joint venture /consortium/partnership, an original certified copy of such an agreement and a resolution by each party to such joint venture / consortium / partnership authorizing its participation in the bid. If the bidder is not a joint venture/consortium/partnership (section e is not compulsory). The date on the certified copies must not be older than three (3) months as at the closing date of the bid.	

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d.	Original or originally certified copies of the identity documents /valid passports of all the directors of the bidding entity. The date on the certified copies must not be older than three (3) months as at the closing date of the bid.	
e.	SARS Tax pin issued by South African Revenue Service (SARS). (The bidder must ensure the tax status with SARS remains compliant for the duration of the bid validity period). Bidders who are in joint venture should submit individual Tax clearance certificates.	
f.	Proof of registration with National Treasury's Central Supplier Database (CSD) must be attached.	
g.	Bid document must be completed in black ink	
h.	Sworn affidavit reflecting the annual turnover of the bidder in order to determine whether the bidder is an EME or QSE.	
i.	A detailed breakdown of costs and a ceiling price. Value Added Tax (VAT) must be shown as a separate line in the financial quotation.	
J.	The Bid Validity Period is 90 days	
k.	Compulsory briefing session	

20. EVALUATION METHODOLOGY

20.1. EVALUATION PROCEDURE

- Bids will be evaluated at different stages; the **first stage** would be general validity in terms of the compulsory requirements stated below under returnable schedule. Bids which fail in general to meet the compulsory requirements may be rejected and will not be evaluated further. However, The Office of the Premier reserves the right to communicate with bidders in the case where minor administrative errors are apparent. Bidders may be invited for presentations or clarification of documents.
- The **second stage** will be the consideration of **functionality**. Requirements are set which will assist The Office of the Premier to assess the capacity and experience of the service providers. The minimum threshold for functionality must be met in order for bid offers to continue to the next stage of evaluation.
- The evaluation shall be conducted by the Bid Evaluation Committee (BEC) on the following basis:
- The **third stage** of evaluation will be according to the preference points claimed for price and specific goals according to (refer also to SBD 6.1) the Preferential Procurement Regulations, 2022 (80/20 preference point system).
- The evaluation of the functionality will be evaluated individually by members of the Bid Evaluation Committee (BEC) in accordance with the aforementioned criteria.
- The points scored for functionality shall be calculated as follows: Each BEC member shall award points for each individual criterion on the score sheet. The assessment of

APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE PROVINCIAL ADOLESCENCE AND YOUNG PEOPLE PROGRAMME FOR THE OFFICE OF THE PREMIER FOR A PERIOD OF THREE (3) YEARS.

functionality shall be done in terms of the above mentioned evaluation criteria and minimum threshold of **75** points. All bidders who scored the minimum threshold of **75** points or above shall be evaluated further for price and specific goals. Bids/proposals that do not score the minimum threshold of **75** points for functionality shall not be evaluated further.

20.2. FUNCTIONALITY

The BEC members shall individually evaluate the responses received and /or presentations made against the following criteria:

The applicable points to be applied to functionality evaluation as follows:

No	Criteria for Functionality	Sub Criteria	Total Allocated Points
1	Understanding of the brief Relevant previous projects completed by the Company Relevant previous projects completed by the company (attach appropriate letter & completion certificate) <i>In less than 500 words i.e., 2 pages, the tender must demonstrate their understanding of the terms of reference and its intended outcomes in their own words</i>	Very Good understanding	20
		Fair Understanding	5
			20 Max
		Compulsory Returnable for evaluation purposes: A two-page write-up demonstrates the tenderers understanding of the brief.	
2	Company's experience in similar task	- 10 years and more	30
		- 5 - 9 years	20
		- Less than 5 years	10
			30 Max
		Compulsory Returnable for evaluation purpose: Company's profile or schedule of experience	

APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE PROVINCIAL ADOLESCENCE AND YOUNG PEOPLE PROGRAMME FOR THE OFFICE OF THE PREMIER FOR A PERIOD OF THREE (3) YEARS.

3	<p>Capacity of Personnel / Proposed Team</p> <p>The project key personnel (06) are:</p> <ol style="list-style-type: none"> 1. Team Leader-x1 2. Social Workerx1 3. Psychologist x1 4. Clinical Background-x1 5. Community Development Practitioner-x1 	<table border="1"> <tr> <td colspan="2">3.1 Team Leader</td> </tr> <tr> <td>Years of Exp.</td> <td>Total Score</td> </tr> <tr> <td>10 years & more</td> <td>5</td> </tr> <tr> <td>5 – 9 years</td> <td>3</td> </tr> <tr> <td>Less than 5 years</td> <td>2</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2">3.2 Social Worker</td> </tr> <tr> <td>Years of Exp.</td> <td>Total Score</td> </tr> <tr> <td>6 years & more</td> <td>5</td> </tr> <tr> <td>3 – 5 years</td> <td>3</td> </tr> <tr> <td>Less than 3 years</td> <td>2</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2">3.3 Psychologist</td> </tr> <tr> <td>Years of Exp.</td> <td>Total Score</td> </tr> <tr> <td>10 years & more</td> <td>5</td> </tr> <tr> <td>5 – 9 years</td> <td>3</td> </tr> <tr> <td>Less than 5 years</td> <td>2</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2">3.4 Clinical Background</td> </tr> <tr> <td>Years of Exp.</td> <td>Total Score</td> </tr> <tr> <td>5 years & more</td> <td>5</td> </tr> <tr> <td>2 – 4 years</td> <td>3</td> </tr> <tr> <td>Less than 2 years</td> <td>2</td> </tr> </table>	3.1 Team Leader		Years of Exp.	Total Score	10 years & more	5	5 – 9 years	3	Less than 5 years	2			3.2 Social Worker		Years of Exp.	Total Score	6 years & more	5	3 – 5 years	3	Less than 3 years	2			3.3 Psychologist		Years of Exp.	Total Score	10 years & more	5	5 – 9 years	3	Less than 5 years	2			3.4 Clinical Background		Years of Exp.	Total Score	5 years & more	5	2 – 4 years	3	Less than 2 years	2	<p>30 max</p>
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APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE PROVINCIAL ADOLESCENCE AND YOUNG PEOPLE PROGRAMME FOR THE OFFICE OF THE PREMIER FOR A PERIOD OF THREE (3) YEARS.

		<table border="1"> <tr> <td colspan="2">3.5 Community Development Practitioner</td> </tr> <tr> <td>Years of Exp.</td> <td>Total Score</td> </tr> <tr> <td>5 years & more</td> <td>5</td> </tr> <tr> <td>2 – 4 years</td> <td>3</td> </tr> <tr> <td>Less than 2 years</td> <td>2</td> </tr> <tr> <td colspan="2"> </td> </tr> </table>	3.5 Community Development Practitioner		Years of Exp.	Total Score	5 years & more	5	2 – 4 years	3	Less than 2 years	2			
3.5 Community Development Practitioner															
Years of Exp.	Total Score														
5 years & more	5														
2 – 4 years	3														
Less than 2 years	2														
		<p>Compulsory Returnable for evaluation purpose:</p> <ul style="list-style-type: none"> ▪ Curriculum vitae indicating areas and years of experience ▪ Certified academic qualifications ▪ Certified professional registration certificates <p>NOTE: Candidates that do not meet the minimum qualification shall be disregarded for points.</p>													
4	<p>Proposed Implementation Plan / Methodology</p> <p><i>Based on the terms of reference, the tender is expected to indicate how they intend to approach the terms of reference with</i></p> <ul style="list-style-type: none"> • work plan, • timelines, • key deliverables • identified risk • potential constraints • project implementation strategy • proposed full-time team for the project over 36 months 	<table border="1"> <tr> <td>innovative and wholly addresses the terms of reference</td> <td>20</td> </tr> <tr> <td>Fully the terms of reference (but generic)</td> <td>15</td> </tr> <tr> <td>Partially covers the terms of reference</td> <td>10</td> </tr> <tr> <td>Poor and does not address the terms of reference</td> <td>0</td> </tr> <tr> <td></td> <td>Max 20</td> </tr> <tr> <td colspan="2"> <p>Compulsory Returnable for evaluation purpose:</p> <p>A Bidder's proposed implementation plan with key performance indicators, targets in terms of outputs and the timelines for each activity and</p> </td> </tr> </table>	innovative and wholly addresses the terms of reference	20	Fully the terms of reference (but generic)	15	Partially covers the terms of reference	10	Poor and does not address the terms of reference	0		Max 20	<p>Compulsory Returnable for evaluation purpose:</p> <p>A Bidder's proposed implementation plan with key performance indicators, targets in terms of outputs and the timelines for each activity and</p>		
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APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE PROVINCIAL ADOLESCENCE AND YOUNG PEOPLE PROGRAMME FOR THE OFFICE OF THE PREMIER FOR A PERIOD OF THREE (3) YEARS.

		methodology to outline the approach to implement the programme	
	TOTAL		100

21. EVALUATION IN TERMS OF THE 80/20 PREFERENCE POINT SYSTEMS.

Only qualifying bids shall be evaluated further in terms of the 80/20 preference points system, 80 points will be only for the price and 20 points for specific goals.

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

80/20

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

21.1 PREFERENCE POINTS IN TERMS OF PPPFA

The contract shall be awarded in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Regulations of 2022. Responsive bids shall be adjudicated by the

OtP on the 80/20 preference point system in terms of which points are awarded to bidder on the basis of:

21.1.1 POINTS ALLOCATION FOR RDP GOALS (Specific goals)

A maximum of 20 points shall be awarded to a bidder(s) for the specific goal specified for the tender as contemplated in sub-regulation (2) of PPPFA Act, 2000(Act 5 of 2000) and Regulations of 2022 and will be added to the points scored for price as calculated in accordance with sub-regulation (1) of PPPFA Act, 2000(Act 5 of 2000) and Regulations of 2022.

21.1.2 PRICE POINTS ALLOCATION

In terms of Regulation 4.(1) and 6(2) of the Preferential procurement Regulations, the following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) = \text{Calculation of price points}$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE PROVINCIAL ADOLESCENCE AND YOUNG PEOPLE PROGRAMME FOR THE OFFICE OF THE PREMIER FOR A PERIOD OF THREE (3) YEARS.

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

(2) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

(3) The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

	Designated Group: An EME or QSE which is at least 51% owned	Minimum Proof required for claiming preference points	Points
1	An Enterprise owned by at least 51% BLACK OWNED	CIPC enterprise registration documents and certified id copies of Directors	4
2	An Enterprise owned by at least 51% people who are YOUTH	CICP enterprise registration documents and certified id copies of Directors id copies of Directors	4
3	An Enterprise owned by at least 51% people who are WOMEN	CICP enterprise registration documents and certified id copies of Directors id copies of Directors	4
4	An Enterprise owned by at least 51% people with DIASABILITIES	CICP enterprise registration documents and certified id copies of Directors, proof of disability(certificate from a medical doctor that specifies the nature of the disability)	4
5	Military Veteran	Certificate from the Department of Veterans	4

(4) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

NB: FAILURE OF THE BIDDER TO ATTACH ANY OF THE ABOVE MENTIONED SUPPORTING DOCUMENTS WILL RESULT IN ZERO POINTS DURING THE EVALUATION PROCESS.

NB: ALL ATTACHED DOCUMENTS MUST BE INITIALLED AND BIDDERS WHO FAIL TO ATTACH ANY OF THE COMPULSORY REQUIREMENTS ABOVE WILL BE DISQUALIFIED.

22. SPECIAL CONDITIONS

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

- a. The **OtP** reserves the right to suspend/ terminate the contract if the successful bidder/s does not comply with any stipulations contained in the contract.
- b. The **OtP** reserves the right to request further information from the bidder/s any time to clarify aspects in the bid(s).
- c. The **OtP** reserves the right to verify information and documentation of the bidder/s.
- d. The **OtP** reserves the right to invite shortlisted bidders to make presentations before awarding the bid.

APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE PROVINCIAL ADOLESCENCE AND YOUNG PEOPLE PROGRAMME FOR THE OFFICE OF THE PREMIER FOR A PERIOD OF THREE (3) YEARS.

- e. The bidder is required to declare interests (in SBD4 form) if they are or any person connected with the bidder (relatives/spouse/business partners/shareholders) is are presently employed by the state.
- f. All bidders will be verified for Tax compliance status on the Central Supplier Database (CSD). Failure to validate the Tax status in CSD may invalidate the bid.
- g. This bid shall not be awarded to a supplier who is not registered as a prospective supplier on the Central Supplier Database administered by the National Treasury.
- h. Supplier Performance Management is viewed by the **OtP** as a critical component in ensuring value for money in acquisition and good supplier relations between **OtP** and all its suppliers.
- i. The successful bidder shall upon receipt of written notification of an award, sign a Service Level Agreement (SLA) with the **OtP**. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery, quality and value add of the service to the **OtP**.

Bid document should be duly completed in black ink and signed. Any use of tipex fluid on the bid documents shall nullify the bid. All incomplete bid documents shall not be considered.

23. ENQUIRIES AND CLARIFICATION

All enquiries and clarity seeking questions should be directed to:

For: Technical Enquiries

Mr E Nkosi
ENkosi@mpg.gov.za
013 766 2134

For: Supply Chain Process

Ms Dimakatso Mhaule
dtmhaule@mpg.gov.za
013 766 2126/ 2154

NB: FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS WILL LEAD TO DISQUALIFICATION OR TERMINATION OF CONTRACT

NON ATTENDANCE OF COMPULSORY BRIEFING SESSION WILL LEAD TO DISQUALIFICATION



Application for a Tax Clearance Certificate

Purpose

Select the applicable option Tenders Good standing

If "Good standing", please state the purpose of this application

Two empty text boxes for stating the purpose of the application.

Particulars of applicant

Name/Legal name (Initials & Surname or registered name) [Grid]

Trading name (if applicable) [Grid]

ID/Passport no [Grid] Company/Close Corp. registered no [Grid]

Income Tax ref no [Grid] PAYE ref no 7 [Grid]

VAT registration no 4 [Grid] SDL ref no L [Grid]

Customs code [Grid] UIF ref no U [Grid]

Telephone no [Grid] Fax no [Grid]

E-mail address [Grid]

Physical address [Grid]

Postal address [Grid]

Particulars of representative (Public Officer/Trustee/Partner)

Surname [Grid]

First names [Grid]

ID/Passport no [Grid] Income Tax ref no [Grid]

Telephone no [Grid] Fax no [Grid]

E-mail address [Grid]

Physical address [Grid]

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

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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

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.

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

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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:

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

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black		4		
Youth		4		
Women		4		
Disabled persons		4		
Military Vetarans		4		

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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

.....

.....

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017

promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT**

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

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

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

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

3. General

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

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

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

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

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

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

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

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)