



**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF CoGHSTA

BID NUMBER:	CoGHSTA B004/26-27FY	CLOSING DATE:	04 AUGUST 2026	CLOSING TIME:	11H00AM
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DESCRIPTION APPOINTMENT OF SERVICE PROVIDER FOR THE ESTABLISHMENT OF A DATABASE OF CONVEYANCERS TO CONDUCT ENHANCED EXTENDED DISCOUNT BENEFIT SCHEME(EEDBS), REGISTRATION AND ENDORSEMENT(R&E) & OPENING AND UPGRADE OF TOWNSHIP REGISTERS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

BID RESPONSE DEPOSITED TO:

BID BOX@ 20 RABE STREET, Cnr LANDROS MARE 7& RABE STREET

POLOKWANE

0699

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	SEROKA DM	CONTACT PERSON	MOJA MM
TELEPHONE NUMBER	015 294 2155	TELEPHONE NUMBER	015 284 5139
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	SerokaDM@coghsta.limpopo.gov.za	E-MAIL ADDRESS	MojaMM@coghsta.limpopo.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
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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]
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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.

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:

.....

2



SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: CoGHSTA B004/2026-27FY.
Closing Time: 11H00AM	Closing date 04 AUGUST 2026

OFFER TO BE VALID FOR... **180**... DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- *Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

3

Version 1 of 2023



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....
.....
.....

3. DECLARATION

I, the undersigned,

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

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

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.

5



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CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
.....
Signature

Date

.....
.....
Position

Name of bidder





SBD 6.1

**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:**

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

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a



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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Limpopo Province- Latest (not older than three months) Municipal Account/Traditional Council letter	4	
Black people -Valid Sworn Affidavit	4	
Persons with Disability	4	
Youth - Certify ID copy (not older than six months)	4	
Women - Certified ID copy (not older than six months)	4	
TOTAL	20	

(c) 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.)

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

10.



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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:



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PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

TERMS OF REFERENCE

FOR THE ESTABLISHMENT OF A DATABASE OF CONVEYANCERS TO CONDUCT ENHANCED EXTENDED DISCOUNT BENEFIT SCHEME (EEDBS), REGISTRATION AND ENDORSEMENT (R&E) & OPENING AND UPGRADE OF TOWNSHIP REGISTERS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A DATABASE OF CONVEYANCERS TO CONDUCT ENHANCED EXTENDED DISCOUNT BENEFIT SCHEME (EEDBS), REGISTRATION AND ENDORSEMENT (R&E) & OPENING AND UPGRADE OF TOWNSHIP REGISTERS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

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1 | Page

12

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TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A DATABASE OF CONVEYANCERS TO CONDUCT ENHANCED EXTENDED DISCOUNT BENEFIT SCHEME (EEDBS), REGISTRATION AND ENDORSEMENT (R&E) & OPENING AND UPGRADE OF TOWNSHIP REGISTERS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

1. PURPOSE

- 1.1. To establish a thirty-six (36) months database of Conveyancers to transfer properties, both pre-1994 (EEDBS) and post 1994 (R&E) and to attend to opening and upgrading of township registers.

2. BACKGROUND

- 2.1. The Government has constructed houses pre and post 1994 which have not been transferred to legal beneficiaries. The affected properties are located in all townships across the Limpopo Province. It has also been observed that registration of title deeds to beneficiaries is hampered by lack of or incomplete Township Registers at the deeds office.
- 2.2. This was established through an audit of such registers, which was conducted with the Deeds Office and Surveyor-General's Office.
- 2.3. Identified townships have various challenges with registers/files, which need the services of Conveyancers, Town Planners and Land Surveyors in certain instances.

3. TARGETED BENEFICIARIES

3.1 Enhanced Extended Discount Benefit Scheme (EEDBS)

As per Housing Code 2009, Part 3 Section 2 (sub-section 2.4.1), the beneficiary will be a natural person qualifying and who:

- 3.1.1 Has a direct housing arrangement with the state;
- 3.1.2 Has not benefited from any of the housing subsidies, housing programs or schemes outlined in the EEDBS sub-section 2.3.1 on Housing Subsidies and Programs and sub-section (2.3.2) Type of Housing Stock;
- 3.1.3 Has an Outstanding Debt with the Municipality or the Provincial Housing Department in terms of the EEDBS sub-section 2.3.3;
- 3.1.4 Has previously been confirmed as competent to contract or, in the case of new contracts, considered to be competent;
- 3.1.5 Has some form of legally binding contract with the relevant authority;

TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A DATABASE OF CONVEYANCERS TO CONDUCT ENHANCED EXTENDED DISCOUNT BENEFIT SCHEME (EEDBS), REGISTRATION AND ENDORSEMENT (R&E) & OPENING AND UPGRADE OF TOWNSHIP REGISTERS FOR A PERIOD OF 36-MONTHS

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13^e

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- 3.1.6 Is a de facto tenant, where the registered tenant cannot be found and individual and/or household occupying the housing unit is not the registered beneficiary/tenant but can prove that she/he has either:
- a. A contract with the legal owner/ tenant, or
 - b. Where she/he can demonstrate that she/he has consistently taken on the responsibilities of a tenant and acted accordingly; and
- 3.1.7 Address the non-qualifying beneficiaries in terms of Section 1.5 sub- section b of EEDBS which states that sales to tenants and/or other persons who do not qualify for the EEDBS must be concluded in terms of the provisions of Section 14 subsection 3 (b) of the Housing Act 107 of 1997 as amended. If this is not possible, the property should be sold at a fair market value or, in the best interest of the state at a price approved by relevant Member of Executive Council (MEC).

3.2 Registration and Endorsement (R&E)

- 3.2.1 Approved beneficiaries who received subsidies for low-cost housing properties built after 1994 as per provisions of Section 13 and 14 of the Limpopo Housing Act 2 of 2006. Areas where beneficiaries are found/located are in all five (5) District Municipalities (Capricorn, Mopani, Sekhukhune, Vhembe and Waterberg).

4 CONTEXT

- 4.1 The national government's objective was to normalize the housing market and processes were initiated toward the transfer of publicly owned housing stock to qualifying occupants. The two policies as indicated below were introduced, i.e.:
- 4.1.1 The Discount Benefit Scheme (DBS) was instituted in terms of Section 3(5)b of the Housing Act, No. 107 of 1997 (Act No. 107 of 1997) as a subsidy mechanism to transfer free-standing houses to qualifying occupants; and
 - 4.1.2 The Phasing out Program (POP) was instituted in terms of Section 14 (9) of the Housing Act 1997 in order to normalize housing administration and the housing environment. It is also used to phase out all previous (pre-1994) housing subsidies on public housing stock and transfer housing stock for ownership.
- 4.2 The inadequacy of both the POP and DBS policies resulted in the development of Enhanced Extended Discount Benefit Scheme (EEDBS).
- 4.3 Section 13 and 14 of Limpopo Housing Act No. 2 of 2006 also prohibits the letting and selling of these houses.

TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A DATABASE OF CONVEYANCERS TO CONDUCT ENHANCED EXTENDED DISCOUNT BENEFIT SCHEME (EEDBS), REGISTRATION AND ENDORSEMENT (R&E) & OPENING AND UPGRADE OF TOWNSHIP REGISTERS FOR A PERIOD OF 36-MONTHS

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3 | Page

14

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5. SCOPE OF WORK

To facilitate the transfer of secure individual ownership of properties through Enhanced Extended Discount Benefit Scheme (EEDBS) of government/public residential properties/stock constructed before 1994 by using state subsidization up to the prevailing individual housing subsidy amount, including, inter alia, but not limited to the following categories of persons who:

- 5.1 Have not benefited from any of the housing subsidies, housing programs or scheme outlined in EEDBS sub-section (2.3.1) Housing Subsidies and Programs and sub-section (2.3.2) type of Housing Stock, including debts to be phased out as per sub-section (2.3.3);
- 5.2 Have an Outstanding Debt with the municipality or the PHD in terms of EEDBS sub-section (2.3.3);
- 5.3 There has been no registration of most completed houses since 1994 construction. Registration of Title Deeds for completed Low Cost Housing properties needs to be effected to provide security of tenure to approved beneficiaries. The Conveyancers' expertise is required to execute the task.
- 5.4 The Conveyancers expertise is required for the opening and upgrading of Township Registers with the deeds office.

6. REQUIRED COMPETENCIES AND/OR SKILLS OF SERVICE PROVIDER/S

- 6.1 The expertise and competencies mentioned below are absolutely necessary to successfully implement these projects:
 - 6.1.1 Conveyancers
 - 6.1.2 Attorney at Law
 - 6.1.3 Financial management
 - 6.1.4 Social facilitation
 - 6.1.5 Project management
 - 6.1.6 Town planning
 - 6.1.7 Land surveying

7 RESPONSIBILITIES

- 7.1 **Provincial Department of Co-operative Governance, Human Settlements and Traditional Affairs (CoGHSTA):**
 - 7.1.1 Beneficiary identification through profiling and physical verification, to establish the identity and entitlement of a person claiming through the EEDBS;
 - 7.1.2 Writing-off of losses of state money or other state assets or amount owed to state, in terms of Section 76 sub- section 1 (e) of the Public Finance Management Act, 1999 (Act 1 of 1999) and update the municipal records after Treasury approval;

TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A DATABASE OF CONVEYANCERS TO CONDUCT ENHANCED EXTENDED DISCOUNT BENEFIT SCHEME (EEDBS), REGISTRATION AND ENDORSEMENT (R&E) & OPENING AND UPGRADE OF TOWNSHIP REGISTERS FOR A PERIOD OF 36-MONTHS

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15

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- 7.1.3 Pay the service provider based on delivery and milestones agreed upon.
- 7.1.4 Complete and capture Beneficiary Application Forms on HSS and analyze the status thereof;
- 7.1.5 Compile the list of approved beneficiaries and submit to the Service Provider.
- 7.1.6 Reconciliation of non-financial and financial information reports of individual projects;
- 7.1.7 Validate the reports submitted by the service providers;
- 7.1.8 Update Asset Registers of all properties that are transferred.
- 7.1.9 Facilitate the formulation of a Forum to adjudicate disputes between tenants and/or Department/Municipalities and institutions.
- 7.1.10 Introduction of appointed service provider to affected Municipalities.
- 7.1.11 Physical verification of existence of properties due for transfer.
- 7.1.12 Identify potential beneficiaries through deeds searches and align with HSS status reports.
- 7.1.13 Provide HSS status reports to service provider.
- 7.1.14 Hand over registered deeds of transfer/grant to approved beneficiaries.
- 7.1.15 Liaise with affected municipalities to source assistance and relevant documentation.
- 7.1.16 Liaise with sister Departments for the necessary co-operation and exchange of documents.
- 7.1.17 Convene progress meeting monthly.
- 7.1.18 Allocated officials will monitor the implementation of projects as per agreed Implementation Plan.
- 7.1.19 Process claims submitted by Service Provider.
- 7.1.20 Resolve all problems encountered during project implementation and intervene where necessary.
- 7.1.21 Liaise with the Office of the Surveyor General in sourcing all relevant data to enable Service Provider to execute tasks.
- 7.1.22 Ensure that Township Registers for affected areas are in order/updated or filed at the Deeds Office to allow for effective registration of Title Deeds for approved beneficiaries.

7.2 The Service Provider (Conveyancer) shall:

- 7.2.1 Conduct beneficiary verification audit and ensure that the information is reconciled with the HSS data;
- 7.2.2 Collect data, assess and confirm the status of each property and beneficiary before transfer;
- 7.2.3 Obtain and/or complete registration documents from legal tenants, municipalities and the Department;

TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A DATABASE OF CONVEYANCERS TO CONDUCT ENHANCED/EXTENDED DISCOUNT BENEFIT SCHEME (EEDBS), REGISTRATION AND ENDORSEMENT (R&E) & OPENING AND UPGRADE OF TOWNSHIP REGISTERS FOR A PERIOD OF 36-MONTHS

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- 7.2.4 Prepare and print deeds for approved beneficiaries and/or successors in title;
- 7.2.5 Effect transfers.
- 7.2.6 Cancel charge(s) with the Deeds Registrar in respect of all endorsements; application for lost copies should include Verlore Akte (lost copy) endorsement.
- 7.2.7 Lodge deeds with the Registrar of Deeds; and
- 7.2.8 Deliver to the Department the following: -
 - a. All Title Deeds registered
 - b. Deeds of Transfer
 - c. Compiled list of all transferred properties with calculations of discounted amounts electronically and in a hard copy format. (Close up Report)
- 7.2.9 Complete registration documents with the approved beneficiaries through relevant Municipalities and the Department.
- 7.2.10 Drafting, preparation and lodgment of deeds of transfer documents at the Deeds Office.
- 7.2.11 Ensure that properties are registered in the names of both spouses where applicable
- 7.2.12 Confirm the status of properties and beneficiaries using own systems and Deeds accounts (e.g. Windeed or Deedsweb).
- 7.2.13 Provide monthly an ad hoc progress reports to the Department electronically and in a hard copy format;
- 7.2.14 Rectify mistakes on the deeds of Grant/Title Deeds that happened during the validity of their contracts at their own cost.
- 7.2.15 Compulsory attendance of monthly progress meetings convened by the Department.
- 7.2.16 Handover deeds of transfer/grant or Title Deeds to the Department after registration by the Deeds Office.
- 7.2.17 Produce a consolidated list of properties transferred to legal owners (in both hard and electronic copies).
- 7.2.18 Provide the Department with all copies of all transfer forms and necessary attachments after registration.
- 7.2.19 Assess the status of Township Registers with the Deeds Office, Municipalities and Surveyor General Office.
- 7.2.20 Ensure that general plans for affected areas are verified/amended and lodged with the Registrar of Deeds where applicable.
- 7.2.21 Certify the conditions of establishment with Municipalities for inclusion in the Township Registers.
- 7.2.22 Facilitate the gazetting of the affected registers (where necessary) to ensure completeness of the Township Registers and lodge proof of gazetting with the Registrar of Deeds.

TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A DATABASE OF CONVEYANCERS TO CONDUCT ENHANCED EXTENDED DISCOUNT BENEFIT SCHEME (EEDBS), REGISTRATION AND ENDORSEMENT (R&E) & OPENING AND UPGRADE OF TOWNSHIP REGISTERS FOR A PERIOD OF 36-MONTHS

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- 7.2.23 Ascertain the validity and possible removal of interdicts, where applicable, as a condition in the Township Title Deeds.
- 7.2.24 Co-ordinate all tasks and deliverables with the Town Planner assigned to the project by the Department and keep a detailed and accurate record of the project which shall be handed over to the Department upon completion.
- 7.2.25 Assess the encroachments (through Town Planner) and to draw Conditions of establishment where applicable.
- 7.2.26 Submit project implementation plan within thirty (30) days from the date of appointment
- 7.2.27 Attend compulsory monthly progress meeting.

8. OUTCOMES AND DELIVERABLES ACCORDING TO RESPONSIBILITY OF PROVINCIAL DEPARTMENT AND SERVICE PROVIDER

- 8.1 Transferred properties and cancellation of charges endorsed on the Title Deeds:
 - 8.1.1 Beneficiaries verified and data reconciled in Housing Subsidy System (HSS); Individual properties and beneficiaries status assessed and confirmed;
 - 8.1.2 Profiled list of properties transferred;
 - 8.1.3 Monthly progress reports provided electronically and in a hard copy;
 - 8.1.4 Deeds prepared and printed for approved beneficiaries;
 - 8.1.5 Cancelled charge(s) with the Deeds Registrar in respect of all endorsements;
 - 8.1.6 Payment effected according to milestones.
 - 8.1.7 Lodged deeds with the Registrar of Deeds;
 - 8.1.8 Delivery of: -
 - a. All Title Deeds
 - b. Deeds of Transfer
 - c. Prove of proclamation or opened Township Registers
- 8.2 Endorsement of pre-emptive clause in registered Title Deeds or deeds of grant for all approved beneficiaries for a period of eight (08) years as per provisions of section 13 & 14 of Limpopo Housing Act no 2 of 2006.

9. MEETING FREQUENCY

- 9.1 Project progress meetings will be chaired by the Director of Human Settlements Property Management or his delegate on a monthly basis to discuss progress reports and other related issues. Other meetings may be convened as and when there are challenges/issues to be discussed by the parties to the contract.

TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A DATABASE OF CONVEYANCERS TO CONDUCT ENHANCED EXTENDED DISCOUNT BENEFIT SCHEME (EEDBS), REGISTRATION AND ENDORSEMENT (R&E) & OPENING AND UPGRADE OF TOWNSHIP REGISTERS FOR A PERIOD OF 36-MONTHS

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18

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9.2 Meeting and reporting on monthly basis can be reviewed based on progress.

10. ACCOUNTABILITY AND REPORTING

- 10.1 Produce monthly and ad hoc signed progress reports (Non-financial and financial) both electronically and hard copies.
- 10.2 Project Completion Hand over Report submitted (final stage/close-up report).
- 10.3 While the Department intends to appoint an external Service Provider, appointed officials in Human Settlements Property Management will not be relieved of their duties and obligations. They will be expected to operate in conjunction with the external Service Provider. Assistant Directors/Deputy Directors will provide reports to the Director.

11. EVALUATION

This Bid will be evaluated in terms of the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and related regulations as follows:

The bid will be evaluated in three phases namely:

- Phase 1: Bid Conditions (Phase 1a: Administrative Compliance and Phase 1b: Mandatory Compliance)
- Phase 2: Technical/Functionality Evaluation.
- Phase 3: Price and Specific Goals.

The Department reserves the right to accept all, some, or none of the bids submitted – either wholly or in part.

NB:

- Bid documents must be returned in the original format. Do not rearrange.

11.1. PHASE 1a: Administrative Compliance

The following returnable documents and requirements should be adhered to and be provided in the proposals:

- 11.1.1 Completed and signed Standard Bid Document (SBD1) which form part of the tender document.
- 11.1.2 Completed and signed SBD 6.1 which form part of the tender. Failure to fully complete and submit supporting documents will result in zero Specific Goals points. Supporting documents to be submitted as original certified copies not older than six months.
- 11.1.3 Completed SBD 3.3 which form part of the tender.

TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A DATABASE OF CONVEYANCERS TO CONDUCT ENHANCED EXTENDED DISCOUNT BENEFIT SCHEME (EEDBS), REGISTRATION AND ENDORSEMENT (R&E) & OPENING AND UPGRADE OF TOWNSHIP REGISTERS FOR A PERIOD OF 36-MONTHS

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19

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N.B. The successful bidders will be required to sign SBD 7.2 Contract form.

11.2 PHASE 1b: Mandatory Compliance

The following returnable documents and requirements must be adhered to and be provided in the proposals; failure to comply will result in an offer being disregarded and not considered for further evaluation:

- 11.2.1 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit separate required documents, any other clearance or registration forms.
- 11.2.2 In the case of a Joint Venture/Consortium/Partnerships submitting a tender, include the following:
 - a. joint venture agreement indicating the lead partner.
 - b. resolution by its members authorizing a member of the joint venture to sign the documents on behalf of the joint venture.
- 11.2.3 Proof of authority to sign on behalf of the bidder (e.g. company resolution).
- 11.2.4 Completed and signed Standard Bid Document (SBD4) which form part of the tender document.
 - a. Bidders should take note of clause no.3.3 to 3.6 of the SBD 4 form.
- 11.2.5 Submit CV and certified copy of qualification(s) degree in Law (LLB/ BProc) for **Conveyancer(s) and Proof of registration with Legal Practice Council, Proof of admission as an Attorney and, proof of admission as a conveyancer must be submitted.**
- 11.2.6 At least one director must be **registered with Legal Practice Council as an Attorney(s) at Law**
- 11.2.7 It is the bidder's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and submit proof of SAQA accreditation certificate.
- 11.2.8 Period of contract is for 36 months.
- 11.2.9 This bid is subject to the General Condition of Contract (GCC).
- 11.2.10 Closing time and closing date for all bids is as indicated on SBD1. Bids received after the specified closing time on the closing date shall be regarded as late and will not be accepted.
- 11.2.11 Bids submission is as indicated on SBD1.
- 11.2.12 Bids submitted other than as indicated on SBD1 will not be considered.
- 11.2.13 Bidders must make use of the prescribed bid documents. Do not retype or copy.
- 11.2.14 Use of correction pen is prohibited.
- 11.2.15 No amendments without initialing will be accepted.
- 11.2.16 The department will not enter into a contract with service providers who are not registered on the Centralized Supplier Database (CSD).
- 11.2.17 Deviation from Specifications/Terms of Reference is not permitted.

TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A DATABASE OF CONVEYANCERS TO CONDUCT ENHANCED EXTENDED DISCOUNT BENEFIT SCHEME (EEDBS), REGISTRATION AND ENDORSEMENT (R&E) & OPENING AND UPGRADE OF TOWNSHIP REGISTERS FOR A PERIOD OF 36-MONTHS

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11.3. Phase 2: Technical Evaluation (Functionality)

100% (80 points) will be allocated for technical requirements in accordance with the following rating scale:

0 = Poor, 1 = Below Average, 2 = Average, 3= Good, 4= Very Good, 5 = Excellent

With regard(s) to functionality the following criteria will be applicable, and the maximum weight of each criterion is indicated hereunder:

Criteria A: Tenderer's experience			Points
<p>Work experience:</p> <p>Demonstrate the proven experience in registration of properties</p> <p>Attach copies of contract(s) or appointment letter(s). All these should be on the letterhead(s) of client/contracting party(s).</p> <p>NB: The Bidder must submit proof of work experience of the above in the form of an appointment letter(s) or contract(s).</p>	<p>Work experience in registration of properties:</p> <p>Rating scale 5 (1 000 and more units = 30 points)</p> <p>Rating scale 4 (800-to-999 units = 24 points)</p> <p>Rating scale 3 (600-to-799 units) = 18 points)</p> <p>Rating scale 2 (400-to-599 units = 12 points)</p> <p>Rating scale 1 (200-to-399 = 6 points)</p> <p>Rating Scale 0 (0-to-199 unit = 0 point)</p>	30	
Criteria B: Experience of technical team (Conveyancer)			
Criteria	Qualifications	Relevant Work Experience	points
Conveyancer	<p>CVs with minimum 5 years' experience and copies of qualification(s) degree in Law (LLB / BProc) must be submitted</p> <p>Accompanied by:</p> <ul style="list-style-type: none"> - Proof of admission as an Attorney - Proof of admission as a Conveyancer - Proof of registration with Legal Practice Council. 	<p>Experience as Conveyancer</p> <p>Rating scale 5 (9 years and above = 50 points)</p> <p>Rating scale 4 (8 but less than 9 year = 40 points)</p> <p>Rating scale 3 (7 but less than 8 years = 30 points)</p> <p>Rating scale 2 (6 but less than 7 years = 20 points)</p> <p>Rating scale 1 (5 but less than 6 years = 10 points)</p> <p>Rating scale 0 (0 but less than 5 years = 00 points)</p>	50
GRAND TOTAL			80

TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A DATABASE OF CONVEYANCERS TO CONDUCT ENHANCED EXTENDED DISCOUNT BENEFIT SCHEME (EEDBS), REGISTRATION AND ENDORSEMENT (R&E) & OPENING AND UPGRADE OF TOWNSHIP REGISTERS FOR A PERIOD OF 36-MONTHS

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IMPORTANT NOTE:

A bid which scores less than seventy percent (70% or 56 points) in respect of the requirements in Technical or Functionality Evaluation will be deemed to be non-responsive.

11.4. Phase 3: Price and Specific Goals

In terms of the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and related regulations as follows: **the 80/20 preference points system is applicable for the acquisition of goods or services for rand value equal to or below R50 million. The adjudication of this bid will be based on the 80/20-point scoring system.**

The adjudication of this bid will be based on the 80/20-point scoring system.

11.4.1. Price

Price will be allocated 80 points, according to prescribed tariffs.

11.4.2. Specific Goals

A maximum of 20 points may be awarded for the specific goals specified hereunder.

The following specific goals with verifiable means of verification and applicable points will be utilised for awarding of points:

Ownership	Points	Means of Verification
Limpopo Province	4	Latest (not older than three months) Municipal Account/Traditional Council letter
Black People	4	Valid Sworn Affidavit
Persons with Disability	4	Disability verification letter from a medical practitioner indicating the practice number
Youth	4	Certified ID copy (not older than six months)
Women	4	Certified ID copy (not older than six months)
Total	20	

The tenderer must indicate how they claim points for each preference point system on the SBD 6.1 form.


The points scored by a tenderer in respect of the Specific Goals will be added to the points scored by the said tenderer for price

12. SERVICE LEVEL AGREEMENT

The Department will enter into a Service Level Agreement with the appointed property manager.

TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A DATABASE OF CONVEYANCERS TO CONDUCT ENHANCED EXTENDED DISCOUNT BENEFIT SCHEME (EEDBS), REGISTRATION AND ENDORSEMENT (R&E) & OPENING AND UPGRADE OF TOWNSHIP REGISTERS FOR A PERIOD OF 36-MONTHS

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13. SUBMISSION PROCEDURE


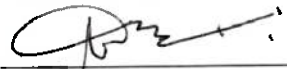


All bids must be submitted in the Bid Box @ 20 Rabe Street, Cnr Landdros Mare & Rabe Streets, Polokwane addressed to:
The Chief Director
Supply Chain Management
Department of Co-operative Governance, Human Settlements & Traditional Affairs
Private Bag X9485
Polokwane
0700

14. ENQUIRIES

Should additional information or clarification be required regarding the terms of reference before the closing date of bid, contact may be made through telephone or email with the following officials:

NAME	TELEPHONE	EMAIL ADDRESS
Technical Enquiries		
Moja MM	015 284 5139 / 066 484 0027	MojaMM@coghsta.limpopo.gov.za
Coetzee A	015 284 5122 / 066 484 8456	CoetzeeA@coghsta.limpopo.gov.za
Administrative Enquiries		
Phiri JM	015 294 2140	PhiriJM@coghsta.limpopo.gov.za
Peta MM	015 294 2154	PetaMM@coghsta.limpopo.gov.za

DBSC SIGNATURES

Chairperson : 
Member : 
Member : 
HOD : 

TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A DATABASE OF CONVEYANCERS TO CONDUCT ENHANCED EXTENDED DISCOUNT BENEFIT SCHEME (EEDBS), REGISTRATION AND ENDORSEMENT (R&E) & OPENING AND UPGRADE OF TENANTSHIP REGISTERS FOR A PERIOD OF 36-MONTHS

Initials of DBSC members: MM A.C T.J

Initials of HOD MM

Annexure A

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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

General Conditions of Contract

1. Definitions

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

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

- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,

security

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)