



**BID NUMBER: RFP/010/22**

**Request for Proposal (RFP) for Off-site Storage of Files and Documents for the GPF.**

**NON-COMPULSORY BRIEFING SESSION ON 30 JANUARY 2023 AT 11H00AM**

**Microsoft teams meeting link:**

**[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NmVjNWU2ODEtYTZmMy00MjYxLWFIOTUt](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmVjNWU2ODEtYTZmMy00MjYxLWFIOTUt)**

**SUBMISSION**

**at Gauteng Partnership Fund, GPF Offices, 82 Grayston Drive, 1st Floor, Sandton, 2196  
(Deposit in the tender box)**

**ENQUIRIES**

**tenders@gpf.org.za**

**CLOSING DATE AND TIME:**

**10 FEBRUARY 2023 AT 11H00AM**

## ACRONYMS

|       |  |
|-------|--|
| GPF   | Gauteng Partnership Fund                             |
| ICASA | Independent Communications Authority of South Africa |
| SLA   | Service Level Agreement                              |
| GDHS  | Gauteng Department of Human Settlements              |
| PPE   | Provincial Public Entity                             |
| GPG   | Gauteng Provincial Government                        |
| PFMA  | Public Finance Management Act                        |
| SLA   | Service Level Agreement                              |
| BBBEE | Broad Black Based Economic Empowerment               |
| SANAS | South African National Accreditation System          |
| CIPC  | Companies and Intellectual Properties Commission     |
| EME   | Exempted Micro Enterprise                            |
| QSE   | Qualifying Small Enterprise                          |

### 1 SECTION 1: GENERAL CONDITIONS OF BID

#### Proprietary Information

GPF considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to GPF. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of GPF.

#### 1. Enquiries

- 1.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name: Ms Florence Maluleke

Email address: [tenders@gpf.org.za](mailto:tenders@gpf.org.za)

- 1.2 Closing date for enquiries in relation to this RFP will be **02 February 2023**

- 1.3 The enquiries will be consolidated and GPF will issue one response and such response will be posted, within two days after the last day of enquiries, onto the GPF website ([www.gpf.org.za](http://www.gpf.org.za)) under tenders i.e. next to the same RFP document.
- 1.4 The GPF may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the GPF on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

## **2. Bid Validity Period**

Responses to this RFP received from bidders will be valid for a period of **120 days** counted from the bid closing date.

## **3. Instructions on submission of Bids**

- 3.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD/USB) in PDF format all bound in a sealed envelope endorsed. The sealed envelope must be placed in the bid box at the First floor area of the GPF Offices, 82 Grayston Drive, 1<sup>th</sup> Floor, Sandton, 2196 by no later than **11:00 AM [Telkom time]**.
- 3.2 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 3.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 3.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box found on the GPF Offices, 82 Grayston Drive, 1<sup>th</sup> Floor, Sandton, 2196. **The GPF will not be held responsible for any delays where bid documents are handed to the GPF Receptionist/ officials.**
- 3.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 3.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the GPF's policy not to consider late bids for tender evaluation.**

## **4. Preparation of Bid Response**

- 4.1 All the documentation submitted in response to this RFP must be in English.
- 4.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 4.3 Bids submitted by bidders which are, or comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.

- 4.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none of their documents are missing or duplicated. No liability will be accepted by GPF in regard to anything arising from the fact that pages/documents of a bid are missing or duplicated.
- 4.5 A valid tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status.
- 4.6 All bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids and include in their bid a copy of their Master Registration Number (Supplier Number) in order for GPF to verify the bidder's tax status on CSD and other Governing compliances.

## **5. Supplier Performance Management**

Supplier Performance Management is viewed by the GPF as a critical component in ensuring value for money acquisition and good supplier / or service provider relations between the GPF and all its suppliers.

The successful bidder shall, upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the GPF, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier 's performance and ensure effective delivery of service, quality and value-add to GPF's business.

## **6. Supplier Development**

The GPF promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the GPF and the successful bidder.

## **7. GPF's Rights**

- 7.1 The GPF is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the GPF has record of such bidders, may be advised in writing of such amendments in good time and any such changes will be posted on the GPF's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 7.2 The GPF reserves the right to award this bid as a whole or in part.
- 7.3 The GPF reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.

- 7.4 The GPF reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 03 of 2017/2018: Cost Containment Measures**, where relevant.
- 7.5 The GPF reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the GPF to conduct background checks on the bidding entity and any of its directors / trustees / shareholders / members.

## **8. Undertakings by the Bidder**

- 8.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the GPF on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 8.2 The bidder may be required to attend an interview should GPF require such and the bidder shall be notified thereof in good time before the actual presentation date. Such interview may include a practical demonstration of understanding products or services as called for in this RFP.
- 8.3 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 8.4 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with GPF, as the principal(s) liable for the due fulfilment of such contract.
- 8.5 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become GPF property unless otherwise stated by the bidder/s at the time of submission.

## **9. Reasons for disqualification**

- 9.1 The GPF reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 9.1.1 Bidders who submit incomplete information and documentation according to the requirements of this RFP document;

- 9.1.2 Bidders who submit information that is fraudulent, factually untrue or inaccurate;
- 9.1.3 Bidders who receive information not available to other potential bidders through fraudulent means;
- 9.1.4 Bidders who do not comply with **mandatory requirements** if stipulated in the RFP document; and/or
- 9.1.5 Bidders who fail to attend a compulsory briefing session if stipulated in the tender advert and/ or in this RFP document.

## 10. Response Format (Returnable Schedules)

Bidders shall submit their bid responses in accordance with the response format specified below (each schedule must be clearly marked):

- 10.1 **Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)
- 10.2 **Schedule 1:**
  - 10.2.1. Executive Summary
  - 10.2.2. Company Registration Documents
  - 10.2.3. Central Supplier Database Report
- 10.3 **Schedule 2**
  - 10.3.1. Valid tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status;
  - 10.3.2. RFP document (duly completed and signed)
    - Annexure 1: SBD 1 (duly completed and signed)
    - Annexure 2: SBD 4 (duly completed and signed);
    - Annexure 3: SBD 6.1 (duly completed and signed);
  - 10.3.3. Annexure 4: Sworn Affidavits / BBBEE Certificate issues by accredited SANAS Verification Agency.
  - 10.3.4. Annexure 5: General Conditions of Contract (signed)
  - 10.3.5. Annexure 6: GPF's Standard
  - 10.3.6. Annexure 7: Protection of Personal Information Act 4 of 2013 (POPIA) completed and signed.
  - 10.3.7. Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

**Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above (10.3.1-10.3.6) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).**

## **SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION**

### **1. BACKGROUND**

- 1.1. The Gauteng Partnership Fund (GPF) was founded in 2002 as a Benevolent Trust under the Trust Properties Control Act 57 (1988), by the Executive Authority of the GPF, Gauteng Department of Human Settlements. Gauteng Partnership Trust is trading as the Gauteng Partnership Fund (GPF):
- 1.2. GPF was listed as a Schedule 3C Provincial Public Entity (PPE), in terms of the Public Finance Management Act (Act 1 of 1999, as amended by Act 29 of 1999) (PFMA) on the 31 August 2005. The Gauteng Partnership Trust trading as Gauteng Partnership Fund (GPF) is a PFMA Schedule 3C provincial public entity under the Gauteng Department of Human Settlements (GDHS).
- 1.3. The mandate of the GPF is to serve as the Gauteng Department of Human Settlements (GDHS) capital raising and implementing agent of identified Mega Projects in the Gauteng Province. In 2002, the Gauteng Department of Housing (later configured as the Gauteng Department of Local Government and Housing, and since 2013 as the Gauteng Department of Human Settlements).
- 1.4. GPF reports to the Gauteng Department of Human Settlements (GDHS) as its Executive Authority, and from which it receives its annual budget allocation. It aims to support the National priorities and outcomes as detailed in the National Development Plan (NDP) and aligned Medium Term Strategic Framework (MTSF) and directs its efforts at contributing to the decisive spatial transformation and modernisation of human settlements pillars of the Gauteng Provincial Government's (GPG) Ten Pillars Programme of Transformation, Modernisation and Reindustrialisation (TMR).

### **2. SCOPE OF WORK**

Request for proposal (RFP) for Off-site Storage of Files and Documents for the GPF. The appointed service provider shall provide the GPF with external archiving and storage and electronic documents and file management system. A project plan for external archiving storage, electronic documents and file management system must entail the following:

- Project deliverables
- Electronic documents and file management system
- System Support Maintenance



Companies with storage expertise are invited to submit an application to the GPF for the storage of approximately 650 boxes and increasing as the business grows for the period of nine (9) years, 11 months.

The GPF requires the services to be rendered to their main offices at 82 Grayston Drive, Sandton, 2196. The purpose of the services is to:

- Reduce the physical flow and storage of paper document and records
- Improve the ability of staff to locate and retrieve documents and records
- Enforce consistent implementation of recordkeeping policies
- Control the unrestrained growth of document and records volume

### **3. The system must be able to inter alia.**

- To provide an efficient web-based system /application that allows records to be classified in accordance with classification schemes as provided for by the National Archiving Act; a system that will be able to create, store, scan and record data.
- Highly secure and have the ability to assign rights and restrictions.
- Access monitoring and audits must form an integral part of the system.
- Integration capability for both hardware, external or internal system (e.g printers, scanners, Microsoft Office etc.)
- Migration of existing GPF data to the implemented electronic documents and file management system.
- Training of staff and system administrators.

### **4. External archiving storage**

- GPF has approximately 650 boxes already at the off-site storage facility. The documents will increase from year-on-year.
- Fire protection of stored material
- The environmental conditions must be conducive for the storage of files
- The facility must comply with the National Archives and Records services of South Africa requirements standards (NARSSA) for the offside record facilities and destructions of records.
- Access to the premises should be controlled in order to protect records against unauthorized access, loss, damages, destruction, theft and breach of confidentiality.
- The service provider must have a system in place for identification and retrieval of individual records including tapes and boxes.
- The service provider must demonstrate what precautions they have in place to ensure that the GPF records are protected from damages and unauthorized destruction.

- Fire prevention and detection system should comply with the guidelines set by fire department.
- Shelving and cabinets must be made from non- flammable material.
- The storage facility must be free from water leaks that cause damage to the records.
- Records must not be exposed to direct sunlight and too much electrical lighting
- The storage facilities must be installed with air conditioning which will ensure that records will be stored at 18-20 degrees Celsius and relative humidity.
- Fumigation must take place every six (6) months for the duration of the contract.
- The service provider is expected to do emergency same day pick- ups and deliveries of records as an when required by the GPF.
- The service provider must be able to retrieve individual file or the entire boxes.
- The service provider must ensure that the requested file gets returned to the original box.

## **5. EVALUATION CRITERIA**

### **THE BID WILL BE EVALUATED BASED ON THE FOLLOWING STAGES.**

- 5.1. Administration compliance
- 5.2. Mandatory Requirements
- 5.3. Functionality Criteria
- 5.4. Price and B-BBEE

#### **5.1. Administrative Compliance (Stage One)**

- Valid tax status pin, A tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status;
- Copy of Central Supplier Database (CSD) Registration Summary Report with Supplier Master Registration Number (MAAA number).
- Pricing Schedule (completed to be enclosed in envelope 2)
- SBD 1 Invitation to bid (duly completed and signed)
- SBD 3.1 Pricing schedule (duly completed and signed);
- SBD 4 Bidder's disclosure (duly completed and signed);
- SBD 6.1 Preference points claim form (duly completed and signed);
- Valid Sworn Affidavits / BBEE Certificate issued by accredited SANAS Verification Agency;
- Annexure 5: CCMA's Standard Condition of bid and General Condition of Contract (signed)
- Annexure 6: General Conditions of Contract (signed)
- Annexure 7: Protection of Personal Information Act 4 of 2013 (POPIA) completed and signed.

- Audited financial statements for the latest financial year signed by an independent registered Accountant.
- Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).
- Two physical bid documents and an USB must be submitted.

NB: Please note that this is not a disqualifying stage, but bidders are required to comply and fully complete the documents.

**5.2. Mandatory (Stage Two)**

Only bidders who have complied with the administrative compliance will be evaluated for mandatory evaluation. All bid responses that do not meet the Mandatory Functional Requirements will be disqualified and will not be considered for further evaluation on the Functional Requirements.

To be completed by the Bidder

Bidders must indicate their compliance to the requirements by YES/NO in the box provided below.

Note: If non-compliant to the requirements below the bid will be automatically eliminated

| MANDATORY REQUIREMENTS   | CONFIRM COMPLIANCE<br>YES/NO | REFERENCE<br>PAGE IN<br>PROPOSAL |
|--|------------------------------|----------------------------------|
| <p>Attach a valid copy of an oversight body that archiving and records management is done according to a standard. (i.e. ISO9001-2015 standards certificate)<br/> <del>Attach the valid copy of National Archives and Records management inspection Approval certificate</del></p> |                              |                                  |

|   |  |  |
|---|--|--|
| <p>Business Continuity Plan (BCP) to address the following</p> <ul style="list-style-type: none"> <li>• Electricity disruptions which will affect the electronic capturing and retrieval system, national strikes, etc.</li> <li>• Flooding, fire, power outages of an extended period of time etc.</li> <li>• Recovery time objectives</li> <li>• Alternative location of supplier in the event of a disruption</li> <li>• Delivery time in the event of a disruption</li> </ul> |  |  |
|---|--|--|

### 5.3. Functionality Evaluation (Stage Three)

All proposals submitted will be evaluated in accordance with the 80/20 principle, in line with PPPFA Regulations of 2017. The bidders will be required to score a minimum of 70 points (functionality / technical) to qualify for Stage 4 of the evaluation where only points for Price and B- BBEE will be considered.

| DESCRIPTION   | Weighting | Reference page number |
|---|-----------|-----------------------|
| <p><b>BIDDER'S EXPERIENCE</b></p> <p>The service provider must provide a company profile indicating the company's experience in rendering external archiving storage, electronic documents, and file management system. (Company registration is to be submitted)</p> <ul style="list-style-type: none"> <li>• more than 6 years' experience (5 points)</li> <li>• more than 5 years' experience but not more than 6 years' experience (4 points)</li> <li>• 4 - 5 years' experience (3 points)</li> <li>• 3 years of experience (2 points)</li> <li>• Less than 3 years' experience (1 point)</li> <li>• No experience (0 points)</li> </ul> | 5         |                       |
| <p><b>REFERENCE LETTERS</b></p> <ul style="list-style-type: none"> <li>• The Service provider must provide positive written contactable reference letters not older</li> </ul>  | 35        |                       |

| DESCRIPTION  | Weighting | Reference page number |
|--|-----------|-----------------------|
| <p>than five years from current/previous companies where similar services were rendered.</p> <ul style="list-style-type: none"> <li>• The reference letters from the clients must include: <ul style="list-style-type: none"> <li>➤ company name</li> <li>➤ company letter head</li> <li>➤ contact person</li> <li>➤ contact telephone numbers.</li> </ul> </li> <li>• 5 positive references letters (35 points)</li> <li>• 4 positive references letters (25 points)</li> <li>• 3 positive references letters (15 points)</li> <li>• 2 positive references letters (10 points)</li> <li>• 1 positive reference letters (5 points)</li> <li>• No references letters (0 points)</li> </ul>  |           |                       |
| <p><b>PROJECT PROPOSAL</b></p> <ul style="list-style-type: none"> <li>• Fitness for purpose and the quality of the project proposal</li> <li>• <u>Project management methodology</u> – Submit a project plan with timelines, key tasks that serve the highest purpose and have the largest impact on the deployment. (20 points)</li> <li>• <u>Risk management analysis</u> – Provide a report on what are the risks involved during deployment and how could we avoid or mitigate them. (10 points) <ul style="list-style-type: none"> <li>The vehicle must be suitable for safe transportation of records such that records are protected from adverse weather (5 points) (Proof of suitability to transport documents)</li> <li>➤ The records will be expected to be delivered and collected between 24 to 48 hours as per request by the GPF. (5 points) Bidder to provide a signed</li> </ul> </li> </ul> | 60        |                       |



| DESCRIPTION   | Weighting | Reference page number |
|---|-----------|-----------------------|
| <p>written commitment that they will collect and deliver requested records within the specified requested time.</p> <ul style="list-style-type: none"> <li>• <u>Training plan</u> – Submit a six-month Observable Training which connects directly to the electronic documents and file management system continuous use, maintenance and support immediately after deployment. (10 points)</li> </ul>  |           |                       |
| <ul style="list-style-type: none"> <li>• <u>Transition plan</u> – A plan which ensures continuity from the current electronic documents and file management system to the implemented system. (10 points) (The bidder must show how they going to incorporate the GPF's file plan) What must it address) File Plan will be provided.</li> <li>• <u>Exit strategy plan</u> – A plan which addresses the removal of records at the end of the contract. (10 points) of the service provider.</li> <li>• Failure to address any of the above key performance areas will result in zero score for that particular point.</li> </ul> |           |                       |



Bidders with a total score of less than **70 points** for functionality will be disqualified.

#### 5.4 Pricing and B-BBEE (Stage 4)

Only bidders who obtained a score of 70 and above for functionality (Stage 3) will be evaluated for Stage 4: Price and B-BBEE

The bids will be evaluated according to the 80/20 preference point system, which is applicable to bids with a Rand value equal to, or above R30 000 and up to a Rand value of R 50 million (all applicable taxes included), shall be applied, were a maximum of 80 points will be allocated for price and maximum of 20 for preference points (B-BBEE level of contribution)

**Pricing = 80**

Where,

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

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

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

|   |            |
|---|------------|
| <b>Price</b>  |            |
| Points allocated for price                          | <b>80</b>  |
| <b>B-BBEE Status Points</b>                         |            |
| Points allocated for B-BBEE                         | <b>20</b>  |
| <b>TOTAL FOR PRICE and B-BBEE PREFERENCE POINTS</b> | <b>100</b> |

#### ANNEXURE A1: PRICING SCHEDULE

NB: USE INK PREFERABLY BLACK TO FILL IN THIS FORM

**NAME OF BIDDER:** \_\_\_\_\_

**VALIDITY: 180 DAYS**

#### COSTING PROPOSAL – COSTING MODEL

**Quantity of records storage**

Confidential

The service provider is required to provide prices in line with the table below:

TABLE A:

| DESCRIPTION     | BOX SIZE | NUMBER OF BOXES | RATE PER BOX | MONTHLY STORAGE FEE | ANNUAL STORAGE FEE |
|-----------------|----------|-----------------|--------------|---------------------|--------------------|
| RECORDS STORAGE | M2       |                 |              |                     |                    |
| YEAR 1          |          | 650             |              |                     |                    |
| YEAR 2          |          | 650             |              |                     |                    |
| YEAR 3          |          | 650             |              |                     |                    |
| YEAR 4          |          | 650             |              |                     |                    |
| YEAR 5          |          | 650             |              |                     |                    |
| YEAR 6          |          | 650             |              |                     |                    |
| YEAR 7          |          | 650             |              |                     |                    |
| YEAR 8          |          | 650             |              |                     |                    |
| YEAR 9          |          | 650             |              |                     |                    |
| YEAR 10         |          |                 | 650          |                     |                    |
| TOTAL           |          |                 |              |                     |                    |



**N. B: PRICES TO BE FIRM FOR THE DURATION OF THE CONTRACT, BIDDERS ARE ADVISED TO TAKE INTO ACCOUNT ALL OTHER COSTS (INCLUDING STATUTORY FEES) WHEN PRICING THEIR PROPOSALS, NO PRICE CHANGE WILL BE ENTRAINED AFTER AWARD OR DURING THE CONTRACT PERIOD**

**6. OTHER DEPARTMENTS**

1. Finance
2. Human Resources
3. Supply Chain
4. CEO's Office
5. Projects
6. Facilities

**7. OTHER OFF-SITE STORAGE COST**

The Service Provider must indicate the rates for the following services which will be required on an as and when needed basis. The Rates must at least be valid for 9 years, 11 months of the contract

| DESCRIPTION                     | RATE |
|---------------------------------|------|
| Retrieval fee per file          |      |
| Handling fee per box            |      |
| Handling fee per individual     |      |
| Additional storage cost per box |      |

**TRANSPORT**

| DESCRIPTION   | RATE |
|---|------|
| Scheduled Delivery Rate per kilometre                             |      |
| Unscheduled Delivery Rate per kilometre                           |      |
| Express delivery rate per kilometre                               |      |
| DESCRIPTION   |      |
| Kilometres from the Service provider's premises to the GPF office |      |

**Electronic documents and file management system**

| DESCRIPTION | Price (inc. VAT) |
|-------------|------------------|
|             |                  |

|  |  |
|--|--|
| <p>Software Support and Maintenance:<br/>Breakdown on all costs related to the support(8hrsx5days) &amp; maintenance of the solution for the contract duration</p> |  |
|--|--|

**B-BBEE = 20**

- Bidders are required to, together with their bids submit:
  - o A valid B-BBEE Certificate or certified copies thereof,
  - o Tenderers who qualify as Exempted Micro Enterprises (EME) must submit a valid Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oaths in line with the justices of the Peace and Commissioners of Oaths Act, 1963. Alternatively, the bidder must submit a valid B-BBEE Certificate for Exempted Micro Enterprises issued by the Companies & Intellectual Property Commission (CIPC) on behalf of the Department of Trade and Industry (This certificate serves as a sworn affidavit in terms of Code Series 000, Section 4.5 of the Amended codes 2013.)
  - o In the case of Qualifying Small Enterprises (QSE), if the bidding entity is more than 51% black owned, then no B-BBEE Certificate is required as a valid Sworn Affidavit signed by the QSE representative and attested by a Commissioner of Oaths in line with the justices of the Peace and Commissioners of Oaths Act, 1963 will suffice. If the QSE is less than 51% black owned, then the bidding entity will be required to provide a valid B-BBEE Certificate (issued by an agency accredited by SANAS) or certified copies thereof.
  - o Only B-BBEE Status Level Verification Certificates issued by agencies accredited by SANAS will be accepted.
  - o In case of a trust, consortium or joint venture, such bidders must submit a valid consolidated B-BBEE Status Level Verification Certificate issued by an agency accredited by SANAS or certified copies thereof, will be accepted.
  - o Note that a sworn affidavit as explained above is to be signed by a commissioner of oath at the same date as deponent.

**NB: Please note that bidders who fail to submit a valid sworn affidavit or B-BBEE certificate will forfeit preference points.**

- **Preference Point Evaluation:**
- Preference points must be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| <b>B-BBEE Status Level of Contributor</b> | <b>Number of points<br/>(80 / 20 system)</b> |
|---|--|
| 1   | 20   |

|                           |    |
|---------------------------|----|
| 2                         | 18 |
| 3                         | 14 |
| 4                         | 12 |
| 5                         | 8  |
| 6                         | 6  |
| 7                         | 4  |
| 8                         | 2  |
| Non-compliant contributor | 0  |

**PART A  
INVITATION TO BID**

| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GPF</b>                           |  |               |  |  |                |
|--|--|---------------|--|--|----------------|
| BID NUMBER:  | <b>RFP/010/22</b>  | CLOSING DATE: | <b>10 February 2023</b>                        | CLOSING TIME:  | <b>11:00AM</b> |
| DESCRIPTION  | REQUEST FOR PROPOSAL (RFP) FOR OFF-SITE STORAGE OF FILES AND DOCUMENTS FOR THE GPF |               |  |  |                |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b> |  |               |  |  |                |
| <b>Gauteng Partnership Fund Offices</b>  |  |               |  |  |                |
| <b>1<sup>st</sup> Floor</b>  |  |               |  |  |                |
| <b>82 Grayston Drive</b>   |  |               |  |  |                |
| <b>Johannesburg, 2196</b>  |  |               |  |  |                |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                      |  |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |  |                |
| CONTACT PERSON   | Xalati Maluleke  |               | CONTACT PERSON                                 | Lance Smith  |                |
| TELEPHONE NUMBER   | 011 685 6619   |               | TELEPHONE NUMBER                               | 011 685 6600   |                |
| FACSIMILE NUMBER   |  |               | FACSIMILE NUMBER                               |  |                |
| E-MAIL ADDRESS   | <a href="mailto:tenders@gpf.org.za">tenders@gpf.org.za</a>                         |               | E-MAIL ADDRESS                                 | <a href="mailto:lances@gpf.org.za">lances@gpf.org.za</a> |                |
| <b>SUPPLIER INFORMATION</b>  |  |               |  |  |                |
| NAME OF BIDDER   |  |               |  |  |                |
| POSTAL ADDRESS   |  |               |  |  |                |
| STREET ADDRESS   |  |               |  |  |                |
| TELEPHONE NUMBER   | CODE   |               | NUMBER   |  |                |
| CELLPHONE NUMBER   |  |               |  |  |                |
| FACSIMILE NUMBER   | CODE   |               | NUMBER   |  |                |
| E-MAIL ADDRESS   |  |               |  |  |                |
| VAT REGISTRATION NUMBER  |  |               |  |  |                |

|   |   |  |   |   |  |
|---|---|--|---|---|--|
| SUPPLIER<br>COMPLIANCE<br>STATUS                      | TAX<br>COMPLIANCE<br>EM PIN:  |  | <b>OR</b><br>CENTRAL<br>SUPPLIER<br>DATABASE<br>No: | MAAA  |  |
| B-BBEE STATUS<br>LEVEL<br>VERIFICATION<br>CERTIFICATE | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No |  | B-BBEE STATUS<br>LEVEL SWORN<br>AFFIDAVIT           | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No |  |

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

|  |   |  |   |                             |
|--|---|--|---|-----------------------------|
| ARE YOU THE<br>ACCREDITED<br>REPRESENTATIVE<br>IN SOUTH AFRICA<br>FOR THE GOODS<br>/SERVICES<br>/WORKS<br>OFFERED? | Yes <input type="checkbox"/> No<br><br>[IF YES ENCLOSE PROOF] | ARE YOU A<br>FOREIGN BASED<br>SUPPLIER FOR<br><b>THE GOODS</b><br><b>/SERVICES</b><br><b>/WORKS</b><br><b>OFFERED?</b> | <input type="checkbox"/> Yes<br><br>[IF YES, ANSWER THE<br>QUESTIONNAIRE BELOW] | <input type="checkbox"/> No |
|--|---|--|---|-----------------------------|

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES     NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES     NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES     NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES     NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES     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**

|  |
|--|
| <b>1. BID SUBMISSION:</b>  |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.   |
| 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>  |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>   |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>  |
| 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:  
.....

## 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 interest<sup>1</sup> 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 with any person who is employed by the procuring institution? **YES/NO**

---

(1) <sup>1</sup> 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



2.2.1 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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

(2) <sup>2</sup> 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.

Confidential

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 2017**

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor

together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

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

$P_t$  = Price of bid under consideration

Pmin = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1                                  | 10                              | 20                              |
| 2                                  | 9                               | 18                              |
| 3                                  | 6                               | 14                              |
| 4                                  | 5                               | 12                              |
| 5                                  | 4                               | 8                               |
| 6                                  | 3                               | 6                               |
| 7                                  | 2                               | 4                               |
| 8                                  | 1                               | 2                               |
| Non-compliant contributor          | 0                               | 0                               |

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

| <b>Designated Group: An EME or QSE which is at last 51% owned by:</b> | <b>EME</b><br>√ | <b>QSE</b><br>√ |
|---|-----------------|-----------------|
| Black people  |                 |                 |
| Black people who are youth  |                 |                 |
| Black people who are women  |                 |                 |
| Black people with disabilities  |                 |                 |
| Black people living in rural or underdeveloped areas or townships     |                 |                 |
| Cooperative owned by black people                                     |                 |                 |
| Black people who are military veterans                                |                 |                 |
| <b>OR</b>   |                 |                 |
| Any EME   |                 |                 |
| Any QSE   |                 |                 |

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

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company (Pty) Limited
- [TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

|           |
|-----------|
| WITNESSES |
| 1. ....   |
| 2. ....   |

|                                     |
|-------------------------------------|
| .....<br>SIGNATURE(S) OF BIDDERS(S) |
| DATE: .....                         |
| ADDRESS .....                       |
| .....                               |
| .....                               |

ANNEXURE 4

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

|                     |  |
|---------------------|--|
| Full name & Surname |  |
| Identity number     |  |

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

|                     |  |
|---------------------|--|
| Enterprise Name     |  |
| Trading Name        |  |
| Registration Number |  |
| Enterprise Address  |  |

3. I hereby declare under oath that:
  - The enterprise is \_\_\_\_\_% black owned;
  - The enterprise is \_\_\_\_\_% black woman owned;
  - Based on the management accounts and other information available on the \_\_\_\_\_ financial year, the income did not exceed R10,000,000.00 (ten million rands);
  - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

|                           |  |  |
|---------------------------|--|--|
| 100% black owned          | Level One (135% B-BBEE procurement recognition)  |  |
| More than 51% black owned | Level Two (125% B-BBEE procurement recognition)  |  |
| Less than 51% black owned | Level Four (100% B-BBEE procurement recognition) |  |



4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp

**SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL**

I, the undersigned,

|                                |  |
|--------------------------------|--|
| <b>Full name &amp; Surname</b> |  |
| <b>Identity number</b>         |  |

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

|  |  |
|--|--|
| <b>Enterprise Name:</b>                                |  |
| <b>Trading Name (If Applicable):</b>                   |  |
| <b>Registration Number:</b>                            |  |
| <b>Enterprise Physical Address:</b>                    |  |
| <b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b> |  |
| <b>Nature of Business:</b>                             |  |
| <b>Definition of "Black People"</b>                    | <p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <ol style="list-style-type: none"> <li>i. before 27 April 1994; or</li> <li>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</li> </ol> |

|  |   |
|--|---|
| <b>Definition of “Black Designated Groups”</b> | <p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> <li>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</li> <li>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</li> <li>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</li> <li>(d) Black people living in rural and under developed areas;</li> <li>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</li> </ul> |
|--|---|

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

|                          |  |  |
|--------------------------|--|--|
| 100% Black Owned         | <b>Level One</b> (135% B-BBEE procurement recognition level) |  |
| At Least 51% black owned | <b>Level Two</b> (125% B-BBEE procurement recognition level) |  |

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
  
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp

**ANNEXURE 4**

GPF'S

STANDARD

CONDITIONS OF BID

---

6. 1 GENERAL

- Actions** 1 GPF's *Representative* and each *bidder* submitting a bid shall act timeously as stated in these Conditions of Bid and in a manner which is fair, equitable, transparent, competitive and cost-effective.
- Interpretation** 2 Terms shown in *italics* vary for each bid. The details of each term for this bid are identified in the Bid Data. Terms shown in capital initials are defined terms in the appropriate conditions of contract.
- 3 Any additional or amended requirements in the Bid Data, and additional requirements given in the Schedules in the *bid returnables* are deemed to be part of these Conditions of Bid.
- 4 The Conditions of Bid and the Bid Data shall not form part of any contract arising from this invitation to bid.
- Communication** 5 Each communication between the GPF and a *bidder* shall be to or from GPF's *Representative* only, and in a form that can be read, copied and recorded. Communication shall be in the English language. GPF takes no responsibility for non-receipt of communications from or by a *bidder*.
- GPF's rights to accept or reject any bid** 6 GPF may accept or reject any variation, deviation, bid, or alternative bid, and may cancel the bid process and reject all bids at any time prior to the formation of a contract. GPF's *Representative* will not accept or incur any liability to a *bidder* for such cancellation and rejection, but will give written reasons for the action upon written request to do so. GPF reserves the right to accept the whole of any part of any bid.

After the cancellation of the bid process or the rejection of all bids GPF may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to bid at any time.

## 7. 2 BIDDER'S OBLIGATIONS

The *bidder* shall comply with the following obligations when submitting a bid and shall:

- |   |   |   |
|---|---|---|
| <b>Eligibility</b>  | 1 | Submit a bid only if the <i>bidder</i> complies with the <i>criteria</i> stated in the Bid Data and the <i>bidder</i> , or any of his principals, is not under any restriction to do business with the GPF.                                       |
| <b>Cost of bidding</b>                                    | 2 | Accept that the GPF will not compensate the <i>bidder</i> for any costs incurred in the preparation and submission of a bid, including the costs of any testing necessary to demonstrate that aspects of the bid satisfy the evaluation criteria. |
| <b>Check documents</b>                                    | 3 | Check the <i>bid documents</i> on receipt, including pages within them, and notify GPF's <i>Representative</i> of any discrepancy or omissions.   |
| <b>Confidentiality and copyright of documents</b>         | 4 | Treat as confidential all matters arising in connection with the bid. Use and copy the documents provided by the GPF only for the purpose of preparing and submitting a bid in response to this invitation.                                       |
| <b>Standardised specifications and other publications</b> | 5 | Obtain, as necessary for submitting a bid, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the <i>bid documents</i> by reference.                     |

- 7 Acknowledge receipt of Addenda to the *bid documents*, which GPF's *Representative* may issue, and if necessary apply for an extension to the *deadline for bid submission*, in order to take the Addenda into account.
- Site visit and / or clarification meeting** 8 Attend a site visit and/or clarification meeting at which *bidders* may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions.. Details of the meeting(s) are stated in the Bid Data.
- Seek clarification** 9 Request clarification of the *bid documents*, if necessary, by notifying GPF's *Representative* earlier than the *closing time for clarification of queries*.
- Insurance 10 Be informed that the extent (if any) of insurance provided by the GPF may not be for the full cover required in terms of the relevant category listed in Section 8 of the *conditions of contract*, the *bidder* is advised to seek qualified advice regarding insurance.
- Pricing the bid** 11 Include in the rates, prices, and the bid total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful *bidder*. Such duties, taxes and levies are those applicable 14 days prior to the *deadline for bid submission*.
- 12 Show Value Added Tax (VAT) payable by the GPF separately as an addition to the bid total of the prices.
- 13 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the *conditions of contract*.



- 14 State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Bid Data.
- Alterations to documents** 15 Not make any alterations or additions to the *bid documents*, except to comply with instructions issued by GPF's *Representative* or if necessary to correct errors made by the *bidder*. All such alterations shall be initialled by all signatories to the bid. Corrections may not be made using correction fluid, correction tape or the like.
- Alternative bids** 16 Submit alternative bids only if a main bid, strictly in accordance with all the requirements of the *bid documents* is also submitted. The alternative bid is submitted with the main bid together with a schedule that compares the requirements of the *bid documents* with the alternative requirements the *bidder* proposes.
- 17 Accept that an alternative bid may be based only on the criteria stated in the Bid Data and as acceptable to the GPF.
- Submitting a bid** 18 The GPF require one original bidding document, indexed according to the page numbers and content as well as one CD of the same.
- Submit a bid for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Bid Data.
- 19 Return the *bid returnables* to the GPF, completing without exception all the forms, data and schedules included therein.
- 20 Submit the bid as an original plus the number of copies stated in the Bid Data and provide an English translation for documentation submitted in a language other than English. Bids may not be written in pencil but must be completed in ink.

- 21 Sign the original and all copies of the bid where indicated. The GPF will hold the signatory duly authorised and liable on behalf of the *bidder*.
- 22 Seal the original and each copy of the bid as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the GPF's national office address and invitation to bid number stated in the Bid Data, as well as the *bidder's* name and contact address.
- 23 Seal original and copies together in an outer package that states on the outside only the GPF's national office address and invitation to bid number as stated in the Bid Data. The outer package must be marked "CONFIDENTIAL"
- 24 Where a two-envelope system is required in terms of the bid data, place and seal the returnable documents listed in the bid data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the GPF's national office address and identification details stated in the bid data, as well as the bidder's name and contact details. Make sure both parts of the bid are delivered as a single package.
- 25 Accept that the GPF will not assume any responsibility for the misplacement or premature opening of the bid if the outer package is not sealed and marked as stated

Note:

The GPF prefers not to receive bids by post, and takes no responsibility for delays in the postal system or in transit within or between GPF offices.

Where bids are sent per fax, the GPF takes no responsibility for difficulties in transmission caused by line or equipment faults.

Where bids are sent via courier, the GPF takes no responsibility for bids delivered to any other site than the bid office.

GPF employees are not permitted to deposit a bid into the GPF's bid box on behalf of a bidder, except those lodged by post or courier.

- Closing time** 26 Ensure that the GPF has received the bid at the address and in the bid box no later than the *deadline for bid submission*. Proof of posting will not be taken by the GPF as proof of delivery. The GPF will not accept a bid submitted telephonically, e-mail or by telegraph unless stated otherwise in the Bid Data.
- 27 Accept that, if the GPF extends the *deadline for bid submission* for any reason, the requirements of these Conditions of Bid apply equally to the extended deadline.
- Bid validity** 28 Hold the bid(s) valid for acceptance by the GPF at any time within the *validity period* after the *deadline for bid submission*.
- 29 Extend the *validity period* for a specified additional period if the GPF requests the *bidder* to extend it. A *bidder* agreeing to the request will not be required or permitted to modify a bid, except to the extent the GPF may allow for the effects of inflation over the additional period.
- Clarification of bid after submission** 30 Provide, on request from the GPF's *Representative* during the evaluation of bids, any other material that has a bearing on the bid, the bidder's commercial position (including notarised joint venture agreements), preferencing arrangements or samples of materials, considered necessary by the GPF for the purpose of a full and fair risk assessment. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the bid is sought, offered, or permitted except as required by the GPF's *Representative* to confirm the correction of arithmetical errors discovered in the evaluation of bids. The total of the Prices stated by the *bidder* as corrected by the GPF's *Representative* with the concurrence of the *bidder*, shall be binding upon the *bidder*

- Submit bonds, policies etc.** 31 If instructed by the GPF's *Representative* (before the formation of a contract), submit for the GPF's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful *bidder* in terms of the *conditions of contract*.
- 32 Undertake to check the final draft of the contract provided by GPF's *Representative*, and sign the Form of Agreement all within the time required by these Conditions of Bid.
- 33 Where an agent on behalf of a principal submits a bid, an authenticated copy of the authority to act as an agent must be submitted with the bid.
- Fulfil BEE requirements** 34 Comply with GPF's requirements regarding BBEE.

### 8. 3 THE GPF'S UNDERTAKINGS

GPF's *Representative*, shall:

- Respond to clarification** 1 Respond to a request for clarification received earlier than the *closing time for clarification of queries*. The response is notified to all *bidders*.
- Issue Addenda** 2 If necessary, issue Addenda that may amend, amplify, or add to the *bid documents*, to each *bidder*. If a *bidders* applies for an extension to the *deadline for bid submission*, in order to take Addenda into account in preparing a bid, the GPF may grant such an extension and GPF's *Representative* shall notify the extension to all *bidders*.

- |                              |   |  |
|------------------------------|---|--|
| <b>Return late bids</b>      | 3 | Return bids received after the <i>deadline for bid submission</i> unopened to the <i>bidder</i> submitting a late bid. Bids will be deemed late if they are not on the designated fax or in the designated bid box at the date and time stipulated as the deadline for bid submission. |
| <b>Bid opening</b>           | 4 | Open the bids in the presence of the <i>bidders'</i> representatives who choose to attend at the time and place stated in the Bid Data. Bids for which an acceptable notice of withdrawal has been submitted will not be opened.   |
|                              | 5 | Announce at the opening the name of each <i>bidder</i> only. Die unsuccessful bidder may request a debriefing meeting with the Supply Chain Manager on request.  |
| <b>Two-envelope system</b>   | 6 | Where stated in the bid data that a two-envelope system is to be followed, open only the technical proposals in the presence of bidder's representatives and announce the name of each bid.  |
|                              | 7 | Evaluate the quality of the technical proposals, then advise bidders who remain in contention for the award of the contract. Return unopened financial proposals to bidders whose technical proposals failed to achieve the minimum criteria.  |
| <b>Non-disclosure</b>        | 8 | Not disclose to <i>bidders</i> , or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of bids and recommendations for the award of a contract, until after the award of the contract to the successful bidder.   |
| <b>Grounds for rejection</b> | 9 | Consider rejecting a bid if there is any effort by a <i>bidder</i> to influence the processing of bids or contract award.  |

- Disqualification** 10 Instantly disqualify a *bidder* (and his bid) if it is established that the *bidder* offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to bid.
- Test for responsiveness** 11 Determine before detailed evaluation, whether each bid properly received
- meets the requirements of these Conditions of Bid,
  - has been properly signed, and
  - is responsive to the requirements of the *bid documents*.
- 12 Judge a *responsive bid* as one which conforms to all the terms, conditions, and specifications of the *bid documents* without material deviation or qualification. A material deviation or qualification is one which, in the GPF's opinion would
- detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data,
  - change the GPF's or the *bidder's* risks and responsibilities under the contract, or
  - affect the competitive position of other *bidders* presenting responsive bids, if it were to be rectified.
- Non-responsive bids** 13 Reject a non-responsive bid, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
- Arithmetical errors** 14 Check responsive bids for arithmetical errors, correcting them as follows:
- Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
  - If a bill of quantities applies and there is a discrepancy between the rate and the line item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line item total as quoted shall govern, and the rate will be corrected.

- Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the *bidder's* addition of prices, the total of the Prices, if any, will be corrected.
  - The corrected price will be communicated to the bidder. The bidder may withdraw the bid, but may not change the bid price.
- 15 Reject a bid if the *bidder* does not accept the corrected total of the Prices (if any).
- Evaluating the bid** 16 Evaluate responsive bids in accordance with the *procedure and criteria* stated in the Bid Data. The evaluated bid price will be disclosed only to the relevant GPF bid committee and will not be disclosed to *bidders* or any other person.
- Clarification of a bid** 17 Obtain from a *bidder* clarification of any matter in the bid which may not be clear or could give rise to ambiguity in a contract arising from this bid if the matter were not to be clarified.
- Acceptance of bid** 18 Notify GPF's acceptance to the successful *bidder* before the expiry of the *validity period*, or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the GPF and the successful *bidder*.
- Notice to unsuccessful bidders** 19 After the successful *bidder* has acknowledged the GPF's notice of acceptance, notify other *bidders* that their bids have not been accepted, following the GPF's current procedures.
- Prepare contract documents** 20 Revise the contract documents issued by the GPF as part of the *bid documents* to take account of
- Addenda issued during the bid period,
  - inclusion of some of the *bid returnables*, and

- other revisions agreed between the GPF and the successful *bidder*, before the issue of the GPF's notice of acceptance (of the bid).
- The schedule of deviations attached to the form of offer and acceptance, if any.

|  |    |  |
|--|----|--|
| <b>Issue final contract</b>            | 21 | Issue the final contract documents to the successful <i>bidder</i> for acceptance within one week of the date of the GPF's notice of acceptance.   |
| <b>Sign Form of Agreement</b>          | 22 | Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of the GPF's notice of acceptance of the bid. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party comply with the request. |
| <b>Complete Adjudicator's Contract</b> | 23 | Unless alternative arrangements have been agreed, arrange for both parties to complete and sign the Form of Agreement and Contract Data with the selected adjudicator.   |
| <b>Provide copies of the contracts</b> | 24 | Provide to the successful <i>bidder</i> the number of copies stated in the Bid Data of the signed copy of the contracts within three weeks of the date of the GPF's acceptance of the bid.   |



**ANNEXURE 5**



**GOVERNMENT PROCUREMENT  
GENERAL CONDITIONS OF CONTRACT**

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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](http://www.treasury.gov.za)

## **4. Standards**

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

## **5. Use of contract documents and information; inspection.**

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith,

to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

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

## **7. Performance security**

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque

7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## **8. Inspections, tests and analyses**

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



requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

## **9. Packing**

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

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

## **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

- (i) 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 fulfilment of other obligations stipulated in the contract.

16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

## **17. Prices**

17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

## **18. Contract amendments**

18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

## **19. Assignment**

19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **20. Subcontracts**

20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this 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 cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

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

## **23. Termination for default**

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (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 antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from

moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

## **25. Force Majeure**

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

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

## **26. Termination for insolvency**

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

## **27. Settlement of Disputes**

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

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



- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5. Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

## **28. Limitation of liability**

- 28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. Governing language**

- 29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## **30. Applicable law**

- 30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

## **31. Notices**

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in

his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

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

### **32. Taxes and duties**

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

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

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

### **34. Prohibition of Restrictive practices**

34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any

other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

**ANNEXURE 6**

**GAUTENG  
PARTNERSHIP  
FUND**



**TO THE GPF**

**PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013**

By signing this referral form;

- a) I/we hereby grant my/our voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013.
- b) I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the GPF (responsible party) must use my/our information in the performance of its public legal duty.
- c) I/we understand that my/our personal information may be disclosed to a third party in as far as the GPF must fulfil its public legal duty.
- d) I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available. Further details are available on the GPF website.

**SIGNED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2021**

**COMPANY NAME: \_\_\_\_\_**

**INITIAL AND SURNAME OF REPRESENTATIVE OF THE COMPANY: \_\_\_\_\_**

**SIGNATURE OF REPRESENTATIVE OF THE COMPANY: \_\_\_\_\_**

**COMMITMENT /UNDERTAKING**

**Bidders undertakes or commit to comply with the following below;**

**This information must be submitted prior to the signing of the Service Level Agreement (SLA)**

| No | Description  |
|----|--|
| 1. | The service provider undertakes to familiarise itself and comply with the Protection of Personal Information Act (POPIA), 2013 |

**Bidder's signature :.....**