

## PART A INVITATION TO BID

<b>You are Hereby Invited to Bid for Requirement of the National Student Financial Aid Scheme (NSFAS)</b>					
Bid Number:	SCMN007/2018	Closing date:	26 October 2018	Closing Time	11H00
Description	Panel: Recruitment Services for a period of three (3) years				
<b>The successful bidder will be required to fill and sign a written contract form (SBD) 7.</b>					

Bid Respond Documents may be Deposited in the  
Bid Box Situated at street

<b>NSFAS Building, 1<sup>st</sup> Floor House Vincent</b>					
<b>10 Brodie Road</b>					
<b>Wynberg</b>					
<b>7700</b>					
<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					
		TCS PIN:			
		<input type="checkbox"/> Yes		<b>OR</b>	
		<input type="checkbox"/> No		CSD No:	
B-BBEE status level verification [Tick applicate box]				B-BBEE Status Level Sworn Affidavit	
If Yes, who was the certificated issued by?					
An Accounting Official as Complemented in the Close Corporation ACT (CCA) and Name the ,Applicable in the Tick Box		An Accounting Officer as Contemplated in the Close Corporation Act (CCA)			
		<input type="checkbox"/> A Verification Agency Accredited by the South African Accreditation System (SANAS)			
		<input type="checkbox"/> A Registered Auditor			
		Name:			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

<p><b>Are you the accredited representative in South Africa for the goods and services/works offered?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p><b>Are you a foreign based supplier for the goods and services/works offered</b></p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>[IF YES ANSWER PART B:3 BELOW ]</p>
<p><b>Signature of Bidders</b></p>	<p>.....</p>		<p><b>DATE</b></p>
<p>Capacity under which this bid is signed (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</p>			
<p>TOTAL NUMBER OF ITEMS OFFERED</p>		<p>TOTAL BID PRICE (ALL INCLUSIVE)</p>	
<p><b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b></p>		<p><b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b></p>	
<p>DEPARTMENT/ PUBLIC ENTITY</p>	<p>NSFAS</p>	<p>CONTACT PERSON</p>	<p>SCM UNIT</p>
<p>CONTACT PERSON</p>	<p>SCM UNIT</p>	<p>TELEPHONE NUMBER</p>	<p>021 763 3200</p>
<p>TELEPHONE NUMBER</p>	<p>021 763 3200</p>	<p>FACSIMILE NUMBER</p>	<p>N/A</p>
<p>FACSIMILE NUMBER</p>	<p>N/A</p>	<p>E-MAIL ADDRESS</p>	<p>scm@nsfas.org.za</p>
<p>E-MAIL ADDRESS</p>	<p>scm@nsfas.org.za</p>		

## **PART B TERMS AND CONDITIONS FOR BIDDING**

### **1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

### **2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND

**TAX STATUS.**

- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIER**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**SCMN07/2018 PANEL: RECRUITMENT SERVICES FOR A THREE (3) YEARS**

**CLOSING DATE:**

**TIME:11H00**

**VALIDITY PERIOD: 120 DAYS**

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## 1. Purpose

- 1.1 The National Student Financial Aid Scheme (NSFAS) is a public entity accountable to the Department of Higher Education and Training (DHET). It provides financial assistance to eligible students at public universities and at Technical Vocational Education and Training (TVET) colleges throughout South Africa.
- 1.2 The organisation is currently situated in Cape Town.
- 1.3 The National Student Financial Aid Scheme (NSFAS) wishes to appoint a panel of recruitment agencies to assist NSFAS with finding suitable candidates to be considered for permanent vacancies and, to source temporary staff for short term assignments as per organisational requirements.

## 2. Background

- 2.1 The request for proposal is to provide a comprehensive scope of service, tasks and responsibilities of the service providers (recruitment agencies) as mandated by NSFAS. It is the intention to group recruiters into the undermentioned specialised sourcing categories. Recruiters **MUST** indicate their areas of focus in their comprehensive responses to this requirement. The Panel Categories are:
- Category A.** General Administrative roles (namely Contact Centre, Finance, HR, Administration and Communications/Marketing)
  - Category B.** ICT Specialists and related roles
  - Category C.** Management & Senior Specialist roles (namely Finance, Audit, CA's, Research, Policy, Compliance and Stakeholder/Client Relationship specialists, Risk and Project Specialist)
  - Category D.** Senior Management and Executive Roles

***Qualifying Recruitment agencies may apply for one (1) or more categories depending on their area(s) of speciality. The responses must clearly indicate the categories. Note that NSFAS reserves the right to appoint a maximum of three (3) recruitment agencies per category.***

### 3. Mandatory Requirements

*All bids must comply with the mandatory requirements and failure to comply with any of these requirements will disqualify the bid.*

Mandatory Requirements	Yes	No	Page reference
3.1 Evidence of valid registration as a recruitment agency with recognised professional body ie APSO (Association of Personnel Service Organization) at the time submission.			
3.2 A Key Account Manager and evidence of their experience in a form of a CV with relevant recruitment experience. To confirm the appointed Key Account Manager on a company letterhead.			
3.3 Bidders must confirm which categories the will be bidding for.			
3.4 Bidders must provide proof of being able to conduct validation checks.			
3.5 Proof the recruitment agency has the means to offer psychometric services. <i>[By means of psychometric certification or written confirmation from registered psychometric provider(s) confirming their affiliation with the recruitment company]</i>			

<p>3.6 Submit proof that the recruitment agency has the means to conduct candidate credit and qualification verifications. [<i>Written confirmation from the registered ITC provider(s) confirming they provide such services to the recruitment agency</i>]</p>			
<p><b>3.7</b> The bid proposal includes all requirements listed in the Technical Specification criteria from 4.1 to 4.15  [Business or Company Profile to indicate all the technical specification]</p>			

#### 4. Functional Specification

**The service provider's proposal must take into account the following functional requirements:**

- 4.1 Proof of a minimum of two (2) consecutive years' recruitment experience.
- 4.2 Submit a sample of a recruitment strategy which evidences established structures, processes and methodologies used in the recruitment of both permanent and temporary resources which could be applicable to the NSFAS.
- 4.3 Submit a sample of your standard stakeholder engagement and recruitment plan which evidences established stakeholder engagement principles and recruitment methodologies which could be applicable to the NSFAS.
- 4.4 Submit a sample of your standard terms and conditions, highlighting your candidate replacement policy that guarantees that should a candidate sourced by the recruitment agency resign or be dismissed within their first six months of employment (from placement date), confirms that the NSFAS would be refunded the prorate value of the recruitment fees.



- 4.5 Advertise the vacancies on behalf of the NSFAS; manage the responses to the adverts (response handling); identify potential candidates as per the recruiting mandates and job specifications provided by the NSFAS.
- 4.6 Conduct preliminary screening of applicants to develop a list of qualifying candidates.
- 4.7 Submit CVs of their top 5 candidates as well as a summary of candidate details on the NSFAS recruitment schedule template. The NSFAS will retain discretion to request more or less than five CVs depending on the position.
- 4.8 Provide verification of shortlisted candidates' qualifications, a minimum of two reference-check reports, credit status (defaults & judgements), and criminal record indicators via Validation agency or similar.
- 4.9 Coordinate and arrange psychometric assessments of the NSFAS shortlisted candidate(s), when and if required by the NSFAS.
- 4.10 The recruitment agency should submit shortlisted CVs within 10 working days from receipt of a job specification. A shorter period may be required depending on circumstances.
- 4.11 All CVs must be accompanied by copies of the candidates' highest qualifications, ID document, and relevant certifications and professional registrations, an employment equity declaration (EEA1), and alternative/additional documentation as required by the NSFAS.
- 4.12 All applications must include an indication of CURRENT and REQUIRED Total Cost to Company (TCTC) packages.
- 4.13 Recruitment requests will be given to all service providers who specialise in the field they have stated as their area of speciality i.e. an IT vacancy will be sent to all IT Recruitment panel members.
- 4.14 If a candidate is introduced by more than one recruitment agency, the agency who submitted the candidate details first will be recognised as the candidate's representative.
- 4.15 If a candidate is introduced by the recruitment agency for a specific vacancy but also applies for the same vacancy in his/her personal capacity, the NSFAS will accept the application received first.

*Please note: \*Where proof/references are required from previous clients, the reference must appear on the previous clients' letterhead. [Emails from client (s) are not acceptable unless the contact client no longer works at the referring company]. Previous clients' names contact numbers and email addresses must be included.*

## 5. Evaluation Criteria

The functional assessment will include both the criteria and weighting for the general section as well as the specific criteria and weighting for applicable panel specific category in category section.

- The minimum functional score for the **general section** is 75%. Only bidders who achieve a score of 75% or above for this section, will proceed to be evaluated for the **panel specific category section**.
- The minimum functional score for the **panel category section** is 60% (this applies to each category e.g.) if the bidder applies for **panel category** A and B, and scores above 60% in **panel category** A and less than 60% in **panel category** B, then the bidder will not be evaluated further for **panel category** B, but will be evaluated further for **panel category** A.

Element- General section	Weight
Company Experience	30
Methodology	20
Skills and resources	30
Company ability	20
<b>TOTAL</b>	<b>100%</b>

- Bidders who score at least 75% for the general section, **and** at least 60% in the **panel category** section will be evaluated for price and BBBEE.

**\*Bidders need to score a minimum of 75% for the general section.**

Element- Category section	Weight
Company Experience	100%
<b>TOTAL</b>	<b>100%</b>

**\*Bidders need to score a minimum of 60% for the category section.**

Criteria	Requirement	Weighting	Evaluation	Score	Contractor references e.g. Pg. # of where documents / info. is inserted	NSFAS Appraisal	Total Points
Company Experience	Submit proof of a minimum of 2 years' consecutive recruitment experience in the recruitment and placement of general; specialised and executive roles. [By means of copy of Company Registration]	15	Less than 2 years' experience	0			30
			2 to 5 years' experience	10			
			More than 5 years' experience	15			
	Provide reference letters as evidence of recruitment services provided to institutions of a similar size to NSFAS (reference letters must be dated, signed and on a client's letterhead with the clients contact information)	15	Less than 2 reference letters submitted	0			
			Two or more reference letters submitted	5			
			Two or more reference letters submitted and indicated that organisation serviced had a staff complement in excess of 250 employees	15			
Meth odology		5	No SLA sample submitted	0			20

Criteria	Requirement	Weighting	Evaluation	Score	Contractor references e.g. Pg. # of where documents / info. is inserted	NSFAS Appraisal	Total Points
	A sample of a service level agreement (SLA) which evidences established structures, processes and methodologies used in the recruitment of both permanent and temporary resources.		SLA sample submitted	5			
	Submit a sample of a stakeholder engagement and recruitment plan which evidences established stakeholder engagement principles and recruitment methodologies.	5	No stakeholder and/or recruitment plan samples submitted	0			
			Stakeholder and/or recruitment plan samples submitted	5			
	Submit a sample of your standard terms and conditions (T & Cs), highlighting your candidate replacement policy	5	No sample of T&Cs highlighting replacement clause submitted	0			
			A sample of T&Cs highlighting replacement clause submitted	5			
		5	No example submitted	0			

Criteria	Requirement	Weighting	Evaluation	Score	Contractor references e.g. Pg. # of where documents / info. is inserted	NSFAS Appraisal	Total Points
	Submit an example of a recent project or account which required you to work under pressure and to tight deadlines whilst providing professional services and adherence to service level agreements.		An example submitted with supporting client confirmation	5			
Skills and resources	Proof the recruitment agency has the means to offer psychometric services. [ <i>By means of psychometric certification or written confirmation from registered psychometric provider(s) confirming their affiliation with the recruitment company</i> ]	15	No proof that agency has the means to offer psychometric services.	0			30
			Proof that agency has the means to offer psychometric services.	15			
	15	No proof that the recruitment agency has the means to conduct candidate credit and qualification verifications	0				

Criteria	Requirement	Weighting	Evaluation	Score	Contractor references e.g. Pg. # of where documents / info. is inserted	NSFAS Appraisal	Total Points
	Submit proof that the recruitment agency has the means to conduct candidate credit and qualification verifications. [Written confirmation from the registered ITC provider(s) confirming they provide such services to the recruitment agency]		Proof that the recruitment agency has the means to conduct candidate credit and qualification verifications	15			
Company ability	The bid proposal includes all requirements listed in the Technical Specification criteria from 5.1 to 5.11. [Business or Company Profile to indicate all the technical specification]	20	The proposal includes less than 5 of the 11 technical criteria.	1			20
			The proposal includes more than 5 but less than 8 of the 11 technical criteria.	15			
			The proposal includes more than 8 of the 11 technical criteria.	20			

**Category section: evaluation:**

**Category A. General Administrative roles (namely Contact Centre, Finance, HR, loans and bursaries and Communications/Marketing):**

Criteria	Requirement	Weighting	Evaluation	Score	Contractor references e.g. Pg.# of where documents / info is inserted	NSFAS Appraisal	Total Points
Company Experience	Provide proof of having specifically placed general administrative roles. [By means of written reference(s) from their client(s) confirming the number of administrative roles placed.]	20	No proof of having placed any general administrative roles.	0			100
			Proof of having placed a minimum of 10 general administrative roles.	15			
			Proof of having placed more than 10 general administrative roles.	20			
	Provide proof of having specifically placed Contact Centre roles. [By means of written reference(s) from their client(s) confirming the number of contact centre roles placed.]	20	No proof of having placed any contact centre roles.	0			
			Proof of having placed a minimum of 10 contact centre roles.	15			
			Proof of having placed more than 10 contact centre roles.	20			
	Proof of having specifically placed Finance roles. [By means of written reference(s) from their client(s) confirming the number of finance roles placed.]	20	No proof of having placed any finance roles.	0			
			Proof of having placed a minimum of 10 finance roles.	15			
			Proof of having placed more than 10 finance roles.	20			
	Proof of having placed Human Resource roles [By means of written reference(s) from their client(s) confirming the number of Human Resource roles placed.]	20	No proof of having placed any human resource roles.	0			
			Proof of having placed a minimum of 10 human resource roles.	15			

Criteria	Requirement	Weighting	Evaluation	Score	Contractor references e.g. Pg.# of where documents / info is inserted	NSFAS Appraisal	Total Points
			Proof of having placed more than 10 human resource roles.	20			
	Proof of having placed Communications and/or Marketing roles [By means of written reference(s) from their client(s) confirming the number of communication and/or marketing roles placed.]	20	No proof of having placed any communication and/or marketing roles.	0			
			Proof of having placed a minimum of 10 communication and/or marketing roles.	15			
			Proof of having placed more than 10 communication and/or marketing roles.	20			

**Category B. ICT specialists and ICT roles:**

Criteria	Requirement	Weighting	Evaluation	Score	Contractor references e.g. Pg.# of where documents / info. is inserted	NSFAS Appraisal	Total Points
Company Executives	Proof of having placed ICT Infrastructure related roles e.g. ICT technicians; service desk; network and system administrators and engineers; etc. [By means of written reference(s) from their client(s)]	25	No proof of having placed any ICT Infrastructure related roles.	0			100
			Proof of having placed a minimum of 10 ICT	15			



Criteria	Requirement	Weighting	Evaluation	Score	Contractor references e.g. Pg.# of where documents / info. is inserted	NSFAS Appraisal	Total Points	
	confirming the number of ICT roles placed.]		Infrastructure related roles.	25				
			Proof of having placed more than 10 ICT Infrastructure related roles.					
	Proof of having placed ICT Application Development roles e.g. Programmers; Analyst programmers; and Testers, etc. [By means of written reference(s) from their client(s) confirming the number of ICT roles placed.]	25	No proof of having placed any ICT Application Development roles.	0				
			Proof of having placed a minimum of 10 ICT Application Development roles.	15				
			Proof of having placed more than 10 ICT Application Development roles.	25				
	Proof of having placed ICT Business and Information Support roles e.g. Business Analysts; Information Analysts; Systems Analysts; Business Intelligence Analysts, etc. [By means of written reference(s) from their client(s) confirming the number of ICT roles placed.]	25	No proof of having placed any ICT Business and Information Support roles.	0				
			Proof of having placed a minimum of 10 ICT Business and Information Support roles.	15				
			Proof of having placed more than 10 ICT Business and Information Support roles.	25				
			25	No proof of having placed any ICT Management roles.	0			
				Proof of having placed a minimum	15			

Criteria	Requirement	Weighting	Evaluation	Score	Contractor references e.g. Pg.# of where documents / info. is inserted	NSFAS Appraisal	Total Points
	Proof of having placed ICT Management roles e.g. ICT Project Managers and related specialist roles. [By means of written reference(s) from their client(s) confirming the number of ICT roles placed.]		of 5 ICT Management roles.	25			
			Proof of having placed more than 5 ICT Management roles.				

**Category C. Management & Senior Specialist roles namely Finance, Audit, CA's, Research, Policy, Compliance and Stakeholder/Client Relationship specialists):**

Criteria	Requirement	Weighting	Evaluation	Score	Contractor references e.g. Pg. # of where documents / info. is inserted	NSFAS Appraisal	Total Points
Company experience	Proof of having specifically placed in Management roles [By means of written reference(s) from their client(s) confirming number of roles placed.]	40	No proof of having placed any Management roles.	0			100
			Proof of having placed a minimum of 5 Management roles.	30			
			Proof of having placed more than 5 Management roles.	40			
		30	No proof of having placed any Senior Specialists; Policy & Compliance; and Stakeholder/Client Relationship roles.	0			
			Proof of having placed a minimum of 5 Senior	20			

Criteria	Requirement	Weighting	Evaluation	Score	Contractor references e.g. Pg. # of where documents / info. is inserted	NSFAS Appraisal	Total Points
	Proof of having specifically placed Senior Specialist roles including Policy and Compliance; Stakeholder/Client Relationship roles  [By means of written reference(s) from their client(s) confirming number of Senior Specialist roles including Policy and Compliance; Stakeholder/Client Relationship roles placed]		Specialists; Policy & Compliance; and Stakeholder/Client Relationship roles.				
			Proof of having placed 5 or more Senior Specialists; Policy & Compliance; and Stakeholder/Client Relationship roles.	30			
	Proof of having specifically placed in the Professionals occupation category e.g. Audit, CAs, etc. [By means of written reference(s) from their client(s) confirming number of Management & Senior Specialist; audit, CAs, Research, Policy, Compliance and Stakeholder/Client Relationship specialist roles.]	30	No proof of having placed any Professional occupation roles.	0			
			Proof of having placed a minimum of 5 Professional occupation related roles.	20			
			Proof of having placed more than 5 Professional occupation related roles.	30			

**Category D. Senior Management and Executive roles:**

Criteria	Requirement	Weighting	Evaluation	Score	Contractor references e.g. Pg.# of where documents / info. is inserted	NSFAS Appraisal	Total Points
Company	Submit proof of the recruitment and placement Senior Management roles. [ <i>By means of written reference(s) from their client(s) confirming the placement of Snr Management &amp;/or Executive roles.</i> ]	70	No proof of having placed any Senior Management and/or Executive roles	0			100

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## 6. Panel Utilisation Guidelines

- 6.1. Panel will consist of service providers that passed the mandatory requirements and functionality criteria.
- 6.2. The selection of the services providers from the panel for the RFQ process will be on a rotational basis.
- 6.3. There is no guarantee that a service provider on the panel will be contracted for the duration of this contract.
- 6.4. The services will be structured as work package that clearly define the scope, proposed time frame, expected duration, quantity and expected deliverables.

## 7. Sourcing Process

- 7.1. End user will identify a need and secure resource for the opportunity. Work is not guaranteed across the 3 years period of the panel appointment.
- 7.2. When an End user is in a need of a specific item, a Request for Quotation (**RFQ**), will be issued to the panel.
- 7.3. RFQ's received will be evaluated based on the 80/20 (BBBEE score and price).
- 7.4. An order is then issued to the successful bidder(s).

## 8. Submission of Bid

**One (1) original and one (1) hard copy**, i.e. two documents must be handed in/delivered

- 8.1. No faxed or e-mailed quotations will be accepted.
- 8.2. All tenders must be submitted on the official forms (not to be re-typed).
- 8.3. **Only bids that are submitted as one (1) original and one (1) copy will be accepted as valid and responsive.** The original and copies will be distributed

to the tender evaluation panel and must contain the same information and must all be neatly marked and professionally presented.

- 8.4. Respondents should ensure that quotations are delivered to NSFAS before the closing date and time to the correct physical address. If the quotation is late, it will not be accepted for consideration.
- 8.5. Any tender submitted shall remain valid, irrevocable and open for written acceptance by NSFAS for a period of 120 (one hundred and twenty) days.
- 8.6. A tender submitted shall further be deemed to remain valid after the expiry of the above mentioned 120-day period until formal acceptance by NSFAS, unless NSFAS is notified in writing by the tenderer of anything to the contrary (including any further conditions the tender may introduce). Any further conditions that the tenderer may introduce will be considered at the sole discretion of NSFAS.
- 8.7. Bidders must indicate on the cover of each document whether it is the original or a copy. Copies must be numbered, e.g. Copy 1.
- 8.8. Bids should be submitted in a sealed envelope, marked with:
  - Bid number (SCMN007/2018)
  - Closing date and time (26 October 2018)
  - The name and address of the bidder.
- 8.9. Documents submitted on time by bidders shall not be returned.

## 9. Late Submission

6.1 Bids received late will not be considered. A bid will be considered late if it arrived even one second after 11:00 am or any time thereafter. The tender (bid) box shall be locked at exactly 11:00 am and bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

6.2 Bids sent to the NSFAS via courier shall be deemed to be received at the date and time of arrival at the NSFAS premises (tender/bid box or reception). Bids received at the physical address after the closing date and time of the bid, shall therefore be deemed to be received late. **Bidders should allow time to access the premises due to security arrangements that need to be observed.**

<b>PRICING SCHEDULE</b>	<b>SBD3.</b>
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NAME OF BIDDER: ..... BID NO.: .....

CLOSING TIME 11:00

CLOSING DATE.....

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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Please consider the inevitable Consumer Price Index (CPI) increases year on year on the pricing upon the duration of the contract period being in excess of a 12 month period. Please complete the relevant pricing table (s) that you would be submitted a bid proposal for. The below schedules should reflect a percentage of Annual Cost to Company, depending on your costing model. For Temps, the cost reflected should indicate an invoiced fee which should be all inclusive of all costs, benefits and statutory payments.

**CATEGORY A: GENERAL ADMIN**

ITEM NO.	Description of recruitment	Maximum Cost to Company per annum	Placement Fee %	Rand Value of placement fee
1.	Permanent (Grade 4-6)	R220 773 – R316 951		
2.	Permanent (Grade 7-10)	R391 313 – R696 575		
3.	Permanent (Grade 11-12)	R821 052 – R973 047		
4.	Fixed Term Contract (Grade 4-6)	R220 773 – R316 951		
5.	Fixed Term Contract (Grade 7-10)	R391 313 – R696 575		
6.	Fixed Term Contract (Grade 11-12)	R821 052 – R973 047		
	Average		%	R

**CATEGORY B: ICT SPECIALIST AND RELATED ROLES**



ITEM NO.	Description of recruitment	Maximum Cost to Company per annum	Placement Fee %	Rand Value of placement fee
1.	Permanent (Grade 4-6)	R220 773 – R316 951		
2.	Permanent (Grade 7-10)	R391 313 – R696 575		
3.	Permanent (Grade 11-12)	R821 052 – R973 047		
4.	Fixed Term Contract (Grade 4-6)	R220 773 – R316 951		
5.	Fixed Term Contract (Grade 7-10)	R391 313 – R696 575		
6.	Fixed Term Contract (Grade 11-12)	R821 052 – R973 047		
	Average		%	R

**CATEGORY C: MANAGEMENT AND SENIOR SPECIALIST ROLE**

ITEM NO.	Description of recruitment	Maximum Cost to Company per annum	Placement Fee %	Rand Value of placement fee
1.	Permanent (Grade 10)	R696 575		
2.	Permanent (Grade 11)	R821 052		
3.	Permanent (Grade 12)	R973 047		
4.	Fixed Term Contract (Grade 10)	R696 575		
5.	Fixed Term Contract (Grade 11)	R821 052		
6.	Fixed Term Contract (Grade 12)	R973 047		
7.	Headhunting (Grade 10)	R696 575		
8.	Headhunting (Grade 11)	R821 052		
9.	Headhunting (Grade 12)	R973 047		

ITEM NO.	Description of recruitment	Maximum Cost to Company per annum	Placement Fee %	Rand Value of placement fee
	Average		%	R

**CATEGORY D: SENIOR MANAGEMENT AND EXECUTIVE ROLES**

ITEM NO.	Description of recruitment	Maximum Cost to Company per annum	Placement Fee %	Rand Value of placement fee
1.	Permanent (Grade 13 - 14)	R1183932-R1422012		
2.	Permanent (Grade 15-16)	R1629348-R2118651		
3.	Fixed Term Contract (Grade 13-14)	R1183932-R1422012		
4.	Fixed Term Contract (Grade 15-16)	R1629348-R2118651		
	Headhunting (Grade 13-14)	R1183932-R1422012		
	Headhunting (Grade 15-16)	R1629348-R2118651		
	Average		%	R

Any enquiries regarding bidding procedures may be directed to the SCM unit via email:

[SCM@NSFAS.ORG.ZA](mailto:SCM@NSFAS.ORG.ZA)

## 1. Declaration of Interest

This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

The bid of any bidder may be disregarded if that bidder, or any of its directors have:

- A. abused the NSFAS's supply chain management system;
- B. committed fraud or any other improper conduct in relation to such system; or
- C. failed to perform on any previous contract.

**In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

### The following must be furnished:

2.1	Full Name of bidder or his or her representative:
2.2	Identity Number:
2.3	Position occupied in the Company (director, trustee, shareholder <sup>2</sup> , member):

2.4	Registration number of company, enterprise, close corporation, partnership agreement or trust:	
2.5	Tax Reference Number:	
2.6	VAT Registration Number:	
2.6.1	The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PESAL numbers must be indicated in <b>paragraph 3 below</b> .	
2.7	Are you or any person connected with the bidder presently employed by the state?	
	Yes	No
2.7.2.1	If yes, furnish the following particulars:	
	Name of person / director / trustee / shareholder/ member:	
	Name of state institution at which you or the person connected to the bidder is employed:	
	Position occupied in the state institution:	

"State" means

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the National Council of Provinces;
- (e) Parliament.

“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise

	Any other particulars:	
2.7.2	If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	
	Yes	No
2.7.2.1	If yes, did you attach proof of such authority to the bid document?	
	Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.	
	Yes	No
2.7.2.2	If no, furnish reasons for non-submission of such proof:	
2.8	Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?	
	Yes	No
2.8.1	If so, furnish particulars:	
2.9	Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?	

	Yes	No	
2.9.1	If so, furnish particulars:		
2.10	Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?		
	Yes	No	
2.10.1	If so, furnish particulars:		
2.11	Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?		
	Yes	No	
2.11.1	If so, furnish particulars:		

**Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / PERSEL Number


**Declaration**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

**Signature**

**Date**

.....

.....

**Position**

**Name of bidder**

.....

.....

**SBD 6.1**

**1. 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 bid:

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

1.2

a) The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 Preference point system shall be applicable; or

b) The 80/20 preference point system will be applicable to 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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</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 regarding 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 PREFERENCE POINT SYSTEMS**

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

**80/20**

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

Where

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

$P_t$  = Price of bid under consideration

$P_{\min}$  = 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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	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 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		NO	
-----	--	----	--

- 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>	<b>QSE</b>
	√	√
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. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

DRAFT



## **DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

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

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

### **1. General Conditions**

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

1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

x is the imported content in Rand

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

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp) at no cost.**

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

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

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

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

*(Tick applicable box)*

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

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

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

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

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

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

**IN RESPECT OF BID NO.** .....

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

.....

NB

- The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrial>

[development/ip.jsp](#). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

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

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Declaration of bidder's past Supply Chain Management practices**

**SBD 8**

This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

The bid of any bidder may be disregarded if that bidder, or any of its directors have -

- abused the institution's supply chain management system;
- committed fraud or any other improper conduct in relation to such system; or
- failed to perform on any previous contract.

In order to give effect to the above, **the following questionnaire must be completed and submitted with the bid.**

**The following particulars must be furnished:**

	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">http://www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	
	Yes	No
	If so, furnish particulars:	
	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">http://www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</p>	
	Yes	No
	If so, furnish particulars:	

Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?		
Yes	No	
If so, furnish particulars:		
Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?		
Yes	No	
If so, furnish particulars:		

**Declaration**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

**Signature**

**Date**

.....

.....

**Position**

**Name of bidder**

.....

.....



### **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid in response to the invitation for the bid made by:

**NSFAS**

---

(Name of Institution)

Do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications,

- (b) abilities or experience; and  
(c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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>3</sup> will not be construed as collusive bidding.

<sup>3</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.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

Signature

Date

.....

.....

Position

Name of bidder

.....

.....

## GOVERNMENT PROCUREMENT

### GENERAL CONDITIONS OF CONTRACT July 2010

#### NOTES

The purpose of this document is to:

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

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

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

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34. Prohibition of restrictive practices

## **General Conditions of Contract**

### **1. Definitions**

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything 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
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon 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 canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.



## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond

within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.

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

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

## **24. Anti- dumping and countervailing duties and rights**

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

## **25. Force Majeure**

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

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

## **26. Termination for insolvency**

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

## **27. Settlement of Disputes**

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

## **28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or wilful 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

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.