



**NOTICE NO .SCM05-0802-24**

Kindly furnish us with a written quotation for the supply of goods and services as detailed below.  
 Request for quotation documents may be obtained from Ray Nkonyeni Municipality – Supply Chain Management Office at 1000 Dan Pienaar Square, Margate from **08 FEBRUARY 2024** during offices hours (7h30 to 16h00) to closing date. However, you are encouraged to download the documents: <https://www.rnm.gov.za/index.php/opportunities/tenders/mini-tenders>

**DATABASE OF FILM FRIENDLY LOCATIONS**

DESCRIPTION/SPECIFICATION	QTY	UNIT PRICE		AMOUNT (EXCL VAT)	
		R	C	R	C
Appointment of a service provider to formulate a film-friendly locations database in line with the Terms of Reference. As attached.	1				
<b>NB: FOR ENQUIRES PLEASE CONTACT MR. P KHAMBULE ON 039 688 2272</b>					
<b>SUB TOTAL</b>					
<b>ADD 15% VAT</b>					
<b>TOTAL</b>					

**REFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022  
 SPECIFIC GOALS FOR THE TENDER AND POINTS CLAIMED MUST BE INDICATED PER TABLE BELOW**

<b>SPECIFIC GOALS</b>	<b>POINTS</b>	<b>Verification Documents</b>
1. an EME or QSE which is at least 100% owned by black people.	<b>10</b>	Sworn Affidavit - QSE/EME General and Bank Confirmation Letter
2. an EME or QSE which is at least 51% owned by black people.	<b>8</b>	Sworn Affidavit - QSE/EME General and Bank Confirmation Letter
2. an EME or QSE which is at least 51% owned by black people.	<b>2</b>	Sworn Affidavit - QSE/EME General and Bank Confirmation Letter
1. Enterprise Located within the District Municipality - Rural	<b>10</b>	Utilities: Directors or Co.  Affidavit   Existing Lease Agreement
2. Enterprise Located within the District Municipality - Urban	<b>8</b>	Utilities: Directors or Co.  Affidavit   Existing Lease Agreement
3. Enterprise Located within the Province	<b>2</b>	Utilities: Directors or Co.  Affidavit   Existing Lease Agreement
<b>Total points</b>	<b>20</b>	

Sealed quotations must be marked: **TENDER NO. SCM05-0802-24 DATABASE OF FILM FRIENDLY LOCATIONS** must be deposited into a Tender box at the Supply Chain Management Office (Margate) by no later than **12pm 15 FEBRUARY 2024**. Telegraphic faxed, emailed, and late quotations will not be accepted. A valid tax clearance certificate from SARS reflecting your tax pin code must be furnished. Mini Tender documents (available on our website and at the Supply Chain Management Office) must be attached. It is mandatory that all service providers are registered on the Central Supplier Database (CSD) and proof of your registration reflecting your CSD Number must be furnished with every tender submission. Failure to attach all mandatory documents as is requested on the tender documents will result in your tender not being further evaluated.

**FAILURE TO COMPLY WITH THESE CONDITIONS MAY INVALIDATE YOUR OFFER.**

All queries in respect of the above should be addressed to the Supply Chain Management Office – 039-3128378

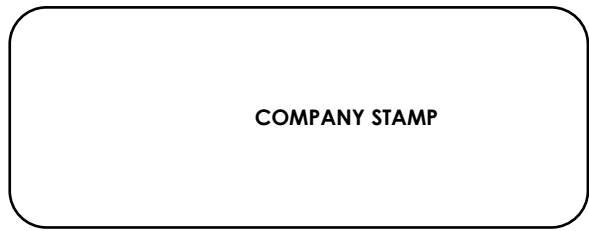
The Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept the whole or any part of the quote.

Ray Nkonyeni Municipality  
P O Box 5  
PORT SHEPSTONE  
4240

\_\_\_\_\_  
COMPANY FULL NAME

\_\_\_\_\_  
AUTHORISED PERSON FULL NAME & SIGNATURE

\_\_\_\_\_  
DATE





# RAY NKONYENI MUNICIPALITY

## Terms of Reference:

Subject:	Formulation of film-friendly locations database
Date:	December 2023

### Definitions of acronyms

- RNM: Ray Nkonyeni Municipality
- DPS: Development Planning Services
- IDP: Integrated Development Plan
- KZN: KwaZulu-Natal
- LED: Local Economic Development
- PSC: Project Steering Committee
- SMME: Small, Medium and Micro enterprise
- SDBIP: Service Delivery and Budget Implementation Plan
- TORs: Terms of Reference

POE: Portfolio of Evidence

SCTIE: South Coast Tourism and Investment Enterprise

## 1. **BACKGROUND INFORMATION**

### **Locating the LED Unit and LED Programme**

The Local Economic Development (LED) Unit is located within the Development Planning Services department. In line with its mandate, the Unit was established to stimulate and support sustainable economic development. Its programme is designed to support local stakeholders in addressing market failures, and human and institutional capacity limitations that act to exclude general citizens from the mainstream economy and thus perpetuate unemployment and poverty. In summary, the focus of the LED Unit is thus to create an enabling environment for the growth of existing businesses and establishment of new businesses whilst at the same time empowering the rest of the local stakeholders in their quest to create employment opportunities and local economic stability.

### **Problem statement & project rationale**

In Ray Nkonyeni Municipality local economic development facilitation is mainly guided by the IDP, Local Economic Development Strategy and the municipality's 20-year Strategic Growth and Development Plan. As part of developing the local economy, Ray Nkonyeni Municipality identified the need to position the area as a film destination. The purpose is to attract more feature and commercial films to be shot within the municipal borders. In line with this objective, the municipality developed the Film By-Law, which was approved and gazetted in 2019. The Film By-Law makes provision and thus guide on the film application processes, which includes the film regulatory committee. However, the challenge that has been experienced regarding positioning RNM as a film destination is not having a database of possible film locations. This has led to the municipality missing out on potential films that would bring revenue and grow our footprint in the film industry. To address this shortcoming, the municipality has resolved to appoint a service provider that shall be tasked with formulating and developing a physical and digital film locations database.

### **Purpose of the Terms of Reference**

The purpose of the Terms of Reference is to specify to the prospective Service Providers the technical and methodological requirements for the execution of this project. The Terms of Reference specify the objectives of the project and the activities to be undertaken in the course of project implementation. Such TORs further specify the anticipated milestones and the methods of verification against the desired outputs.

## **2. OBJECTIVES**

### **Overall objective**

The overall objective of this exercise is to formulate hard copy as well as digital (still pictures and short videos) film locations database, which at the very least will enable RNM to provide and suggest locations to film locations scouts and film productions.

### **Specific objectives & output**

The appointed Service Provider shall be required to, amongst other things execute the following tasks:

- Perform a detailed analysis of potential film locations in RNM, in both rural, township and urban areas informed by an analysis of the film industry requirements.
- Identify and table the locations for consideration from a film location scouting perspective.
- Provide high resolution images (both still & short video clips) of each location from different angles and times; this must include aerial and drone-shot images.
- Provide information per location & the distance from main town of Port Shepstone to the site, further providing information on the ease of access to each location, such as direction.
- Provide geotagged images and images of the surrounding area of each location.
- Provide known environmental requirements for specific locations that may have environmental issues attached to them.
- Produce a digitised, high resolution film locations database of the municipality, which will be further placed in various platforms such as municipal website etc.

## **3. SCOPE OF WORK & ACTIVITIES TO BE EXECUTED**

### **Project Inception**

- (a) The Service Provider is required to meet the department as soon as possible following notification that the tender was successful to refine and finalise all matters that need to be addressed.
- (b) The Service Provider is required to provide a detailed inception report, covering methodology, activities, effective stakeholder participation process and timeframes and associated resource allocations to successfully complete the project for incorporation in the Service Level Agreement between the parties.

### **Situational Analysis**

- (a) Conduct a brief study on the potential film locations such as, but not limited to different types of roads, rivers, buildings, beaches, rural settings and forests, in order to determine how to position RNM as a film destination

#### **RNM Online Film Locations Database**

- (a) In line with specific objectives and outputs as indicated above, conduct a stakeholder participation process, that is engaging with communities and tribal authorities to inform them of the process and ultimately formulate a draft film location database to be tabled to Portfolio Committee and Council for final approval and adoption.

#### **4. OUTPUTS & DELIVERABLES**

- Inception Report;
- Situational Analysis Report;
- Draft film location database

#### **5. ANTICIPATED TIME FRAMES**

The maximum timeframe allowed for the execution of the project is four (04) months.

#### **6. TEAM REQUIREMENTS**

##### **Personnel**

The Service Provider must comprise a team that includes experts & staff as per below, with also the requisite skills to fulfil the requirements of the Terms of Reference.

##### **Expert 1: Team Leader**

The Team Leader must have at least 5 to 10 year's relevant experience in film locations scouting. They must also hold a qualification in relation to the film industry. The Team Leader should further have knowledge of project management; KZN film industry, national & provincial film-related policies and strategies relating to film development; and applicable research methodologies.

In addition, the Team Leader should have extensive experience of managing multi-disciplinary teams and professional facilitation and participation management. Knowledge of the South African and KwaZulu-Natal film legislative and policy framework, as well as institutional development and organization, would be essential to ensure informed input into the content of the study.

##### **Expert 2: Specialist Photographer (Still & video)**

The photographer must have 3-5 years relevant experience. Experience in photography for film locations as per the industry standard is a requirement. Further, the expert must also be in possession of drone operating certificate / license.

## **7. REPORTING**

### **Reporting Requirements**

The service provider is expected to present an inception report within one (01) month from the commencement of the contract. The draft reports thereafter will be submitted to the LED Manager or nominated representative in line with agreed-upon time frames as per the inception report.

### **Reporting Procedures**

Expert 1 shall report to the municipality's Local Economic Development Manager (or nominated representative). All reports with their accompanying invoices for payment must be submitted to the Manager: Local Economic Development, who shall thereafter recommend to the Head of Department pertaining to approval for payment purposes.

### **Project Steering Committee**

The Municipality will be responsible for setting up the Project Steering Committee (PSC) and its Terms of Reference. The Service Provider will be expected to provide PSC secretariat, and the minutes of the PSC meetings will be prepared by the Service Provider and circulated to all PSC members at least seven (7) days after the meeting.

## **8. TECHNICAL PROPOSALS**

### **Understanding of the project context and the assignment**

Prospective service providers are required to describe in detail their understanding of the brief and terms of reference.

### **Organisation and Methodology**

Bidders should clearly state the approach, methodology and organisation for achieving the contract objectives. They should also explain why their preferred approach is appropriate for achieving the TORs. The methodology should also detail how the bidder will organise itself to deliver on the TOR. This section should also specify risks associated with the achievement of the assignment.

### **Curriculum vitae: Expert 1 and Expert 2**

Concise CVs with certified copies of qualifications, experience, and competency in relation to achieving the respective project objectives and associated activities of the work plan must be provided.

## **9. EVALUATION CRITERIA & BREAKDOWN OF TOTAL SCORES**

Service Providers will be assessed according to the criteria as indicated below. The procedure for evaluation of responsive tenders will be: Functionality and Financial Offer. Evaluations of tenders will be done in two stages. Firstly, eligibility and quality (functionality) will be assessed; whereafter tenders with a minimum of 60 percent of points will be evaluated further for Financial Offer and Preference. The Preferential Procurement Policy Framework (PPPFA) (as amended) applies

Aspect	Possible full points	Verification documents
Proposal & Methodology	5	Proposal, with detailed methodology, detailing how the exercise is to be executed in response to the Terms of Reference
Expert 1: (Team Leader) Experience	20	Letters of appointment from previous clients, summing up the experience in either film locations database development or film locations scouting and CV of Team Leader.
Expert 1: (Team Leader) Qualifications	10	Copies of relevant qualifications in the film industry
Specialist Photographer: Drone license	5	Certified Drone license certificate issued by recognised aviation school and  CV of Specialist Photographer

B-BBEE Status Level of Contributor	Verification	Number of Points for Preference
	SANAS-approved BBEE certificate or sworn affidavit.	
1		10
2		9
3		8
4		5
5		4
6		3
7		2
8		1
Non-compliant contributor		0
<b>Promotion of local businesses</b>		
<ul style="list-style-type: none"> <li>▪ Enterprise located within Ray Nkonyeni Municipality = 100 % = 10 points</li> <li>▪ Enterprise located within Ugu District Municipality = 50 % = 5 points</li> <li>▪ Enterprise located within South Africa = 25 % = 3 points</li> </ul>	<b>Verification</b>	<b>Points allocation</b>
	Proof of company address	10

Aspect	Criteria	Possible points	Verification documents
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Proposal & Methodology	<ul style="list-style-type: none"> <li>▪ Submission of a Proposal, with detailed methodology = 5 points</li> <li>▪ Non-submission of a detailed proposal detailing methodology = 0 points</li> </ul>	5	Proposal, with detailed methodology, detailing how the exercise is to be executed in response to the Terms of Reference
Expert 1: (Team Leader) experience	<ul style="list-style-type: none"> <li>▪ 0-3 years' experience (film locations database development) = 0</li> <li>▪ 3-5 years' experience (film locations database development) = 10</li> <li>▪ 5 -10 years' experience in (film locations database development) = 20</li> </ul>	20	Letters of appointment from previous clients, summing up the experience in either film locations database development or film locations scouting and  CV of Team Leader
Expert 1: (Team Leader) qualifications	<ul style="list-style-type: none"> <li>▪ Undergraduate degree (filming / film related fields) = 5</li> <li>▪ MICT SETA-accredited qualification in film location scouting = 8</li> <li>▪ Post-graduate degree (filming / film related fields) = 10</li> </ul>	10	Copies of relevant qualifications in the film industry
Specialist photographer: Drone license	<ul style="list-style-type: none"> <li>▪ No Certificate in drone piloting = 0</li> <li>▪ Certificate in drone piloting = 5</li> </ul>	5	Certified Drone license certificate issued by recognised aviation school and  CV of Specialist Photographer

Financial evaluation:

Financial evaluation will be conducted by the municipality's Supply Chain Management, which shall consider the Technical Evaluation Report as provided by Development Planning Services Department.

**10. TECHNICAL ENQUIRIES**

Technical enquires can be submitted to the Manager: Local Economic Development:

Philani C. Khambule  
 Manager: Local Economic Development  
 Ray Nkonyeni Local Municipality  
 10 Connor Street  
 Port Shepstone  
 4240

Tel.: (039) 688 2272



## CHECKLIST

Tender Name: \_\_\_\_\_

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

**NB!!!! Please attach copies of the following documents. Failure to provide the following duly completed and up to date documents and certified where applicable will lead to automatic disqualification.**

- Company registration documents.
- ID documents of directors/owners/members/shareholders.
- Valid SARS Pin
- Past Experience (1) & (2) Declarations.
- Joint Venture agreement
- Full CSD Report
- Documents for claiming Specific Goals points

☐

**PLEASE TICK APPLICABLE BOX**

Name of Bidder \_\_\_\_\_ Bid Number \_\_\_\_\_

Closing Time \_\_\_ 12:00 \_\_\_ Closing Date \_\_\_ / \_\_\_ / \_\_\_

### SPECIFIC GOAL REQUIREMENTS

**(SPECIFIC GOAL VERIFICATION DOCUMENTS MUST BE SUBMITTED IN ORDER TO CLAIM FOR PREFERENCE POINTS FOR SPECIFIC GOAL)**

**THE COUNCIL RESERVES THE RIGHT NOT TO ACCEPT THE LOWEST BID OR ANY BID AND RESERVES THE RIGHT TO ACCEPT THE WHOLE OR PART OF THE BID, OR TO REJECT ALL BIDS AND CANCEL THE NOTICE TO BID**

**PLEASE INITIAL EACH PAGE AS PROOF THAT YOU HAVE READ AND UNDERSTOOD THE CONTENTS. FAILURE TO COMPLY WILL LEAD TO DISQUALIFICATION OF YOUR BID/ QUOTE.**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE RAY NKONYENI MUNICIPALITY. BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS. ALL LATE BIDS WILL BE RETURNED UNOPENED.**

1) TENDERER INFORMATION

ADDRESS : \_\_\_\_\_

**COMMERCIAL BANK ACCOUNT DETAILS**

Bank : \_\_\_\_\_

Branch : \_\_\_\_\_

Account No. : \_\_\_\_\_

Name under which account is operated: \_\_\_\_\_

Bank Contact Person : \_\_\_\_\_

**FIRM DETAILS**

Name of Contactor / Company / Person: \_\_\_\_\_

Date of Inauguration : \_\_\_\_\_

Registered Address of Firm : \_\_\_\_\_

Vat Registration No. : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Cell No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-mail address : \_\_\_\_\_

Postal Address : \_\_\_\_\_

\_\_\_\_\_ (Postal Code)

Physical Address : \_\_\_\_\_

\_\_\_\_\_ (Postal Code)

**Signature of Tenderer** : \_\_\_\_\_

*(Of person authorised to sign the tender)*

**No bid will be accepted from persons in the service of the state** .

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

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

3.1 Full Name: \_\_\_\_\_

3.2 Identity Number: \_\_\_\_\_

3.3 Company Registration Number: \_\_\_\_\_

3.4 Tax Reference Number: \_\_\_\_\_

3.5 VAT Registration Number: \_\_\_\_\_

3.6 Are you presently in the service of the state  **YES / NO**

3.6.1 If so, furnish particulars. \_\_\_\_\_

3.7 Have you been in the service of the state for the past twelve months?

**YES / NO**

3.7.1 If so, furnish particulars. \_\_\_\_\_

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

**YES / NO**

3.8.1 If so, furnish particulars. \_\_\_\_\_

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

**YES / NO**

3.9.1 If so, furnish particulars \_\_\_\_\_

3.10 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.10.1 If so, furnish particulars. \_\_\_\_\_

3.11 Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.11.1 If so, furnish particulars. \_\_\_\_\_

**CONTRACT FORM – PAST EXPERIENCE**

Bidders must furnish hereunder details of similar works / service, which they have satisfactorily completed in the past. The information shall include a description of the works, the contract value and the name of the employer.

EMPLOYER	NATURE OF WORK	VALUE OF WORK	DURATION AND COMPLETION DATE	EMPLOYER CONTACT NO

**PAST EXPERIENCE WITH RAY NKONYENI MUNICIPALITY**

PROJECT NAME	VALUE OF WORK	CONTRACT START DATE	ANTICIPATED / ACTUAL COMPLETION DATE

□ **Supply Chain Management Regulations: “in the service of the state” means to be –**

**(a) a member of –**

- (i) any municipal council;**
- (ii) any provincial legislature; or**
- (iii) the national Assembly or the national Council of provinces;**

**(b) a member of the board of directors of any municipal entity;**

**(c) an official of any municipality or municipal entity;**

**(d) an employee of 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); (e) a member of the accounting authority of any national or provincial public entity; or (f) an employee of Parliament or a provincial legislature.**

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

<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.

**EXPLANATORY NOTES**

**DECLARATION FOR PROCUREMENT MBD5**

For all procurement bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing?  
\*YES / NO

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? **YES ? NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

\_\_\_\_\_

\_\_\_\_\_

3. Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? ?  
**\*YES / NO**

3.1 If yes, furnish particulars

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?  
**YES / NO**

4.1 If yes, furnish particulars

\_\_\_\_\_

\_\_\_\_\_

**4.2 TYPE OF FIRM**

- Partnership
  - One person business/sole trader
  - Close corporation
  - Company
  - (Pty) Limited
- [TICK APPLICABLE BOX]

**DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

\_\_\_\_\_

\_\_\_\_\_

**4.3 MUNICIPAL INFORMATION**

Municipality where business is situated : .....

Registered Account No. : .....

Stand No. : .....

**4.4 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS?** \_\_\_\_\_

**4.5 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant.**

Name	Date/Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained

**5. Consortium / Joint Venture**

Name of member	Percentage (%)


5.1 I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The Equity ownership claimed is in accordance with the General Conditions as indicated.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 8, the contractor may be required to furnish documentary proof to the satisfaction of the Council that the claims are correct.
- (iv) If the claims are found to be incorrect, the Council may, in addition to any other remedy it may have:-
  - (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
  - (b) 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;

**WITNESSES:**

1.) _____ 2.) _____
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\_\_\_\_\_  
SIGNATURE (S) OF BIDDER (S)

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

## MBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

#### 1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at



any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. Enterprise Located within the District Municipality - Rural	10	
2. Enterprise Located within the District Municipality - Urban	8	
3. Enterprise Located within the Province	2	
1. an EME or QSE which is at least 100% owned by black people.	10	
2. an EME or QSE which is at least 51% owned by black people.	8	

3. an EME or QSE which is at least 51% owned by black people.

2

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

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

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES MBD 8**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	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?  (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 <i>audi alteram partem</i> rule was applied).  <b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATE OF INDEPENDENT BID DETERMINATION MBD9**

1. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
2. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - (a) take all reasonable steps to prevent such abuse;
  - (b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - (c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
3. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
4. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup>Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION MBD9**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_ (Bid Number and Description)

in response to the invitation for the bid made by Hibiscus Coast Municipality

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, 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.
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.

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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**

**PLEASE INITIAL EACH PAGE AS PROOF THAT YOU HAVE READ AND UNDERSTOOD THE CONTENTS. FAILURE TO COMPLY WILL LEAD TO DISQUALIFICATION OF YOUR BID/ QUOTE.**

**General Conditions of Contract**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information inspection
6. Patent Rights
7. Performance security
8. Inspections, tests and analyses
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental Services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Variation orders
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Anti-dumping and countervailing duties and rights
25. Force Majeure
26. Termination for insolvency
27. Settlement of Disputes
28. Limitation of Liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. Transfer of contracts
34. Amendments of contracts
35. Prohibition of restrictive practices

**1. Definitions**

1.1 The following terms shall be interpreted as indicated:

- 1.2 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.3 "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.
- 1.4 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.5 "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.
- 1.6 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.7 "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.
- 1.8 "Database application form" means the application form required by the Hibiscus Coast Municipality to be filled in by the successful tenderer, following the award of the contract, for inclusion on the HCM database before payment is made.
- 1.9 "Day" means calendar day.
- 1.10 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.11 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.12 "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 goods are so delivered and a valid receipt is obtained.
- 1.13 "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.
- 1.14 "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.
- 1.15 "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.
- 1.16 "GCC" means the General Conditions of Contract.
- 1.17 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.18 "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 goods covered by the bid will be manufactured.
- 1.19 "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.20 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.21 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.22 "Project site," where applicable, means the place indicated in bidding documents.
- 1.23 "Purchaser" means the organization purchasing the goods.
- 1.24 "Republic" means the Republic of South Africa.
- 1.25 "SCC" means the Special Conditions of Contract.
- 1.26 "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.
- 1.27 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.28 "Tort" means in breach of contract.
- 1.29 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.30 "Written" or "in writing" means hand-written 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 (excluding professional services related to the building and construction industry), 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 goods, 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 nonrefundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents information**
- 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 council or 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.
- 6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.
- 7. Performance successful of the amount**
- security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the bidder shall furnish to the purchaser the performance security 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.
- 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 goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.
- 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 goods 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 goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Goods 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 goods 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 goods 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 goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods 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 22 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 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, and in any subsequent instructions ordered by the purchaser.
- 10. Delivery and documents** 10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.
- 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.
- 12. Transportation** 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.
- 13. Incidental services** 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

- (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, 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.
- 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 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, 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.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated.
- 16.5 Payment will only be made if the supplier has filled in and submitted the necessary database application form to the satisfaction of the Chief Financial Officer.

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 or in the purchaser's request for bid validity extension, as the case may be.
18. **Variation** 18.1 In cases where the estimated value of the envisaged changes in purchase does not **orders** vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.
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 sub contracts 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 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 goods are required, or the supplier's services are not readily available.
- 21.4 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 22.2 without the application of penalties.
- 21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods 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 judgement 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 supplier as having no objection and proceed with the restriction.
- 23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, 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 purchaser 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:
- (a) the name and address of the supplier and / or person restricted by the purchaser;
  - (b) the date of commencement of the restriction; (c) the period of restriction; and
  - (d) 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** 24.1 When, after the date of bid, provisional payments are required, or anti-dumping **and** countervailing duties are imposed, or the amount of a provisional payment or **countervailing** anti-dumping or countervailing right is increased in respect of any dumped or **duties and rights** 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 supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods 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** 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be **majeure** 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** 26.1 The purchaser may at any time terminate the contract by giving written notice to the **for insolvency** 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** 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser **of disputes** 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 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 for goods delivered and / or services rendered according to the prescripts of the contract.
- 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 **law** otherwise specified.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the Supplier concerned by 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, **duties** 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 SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.
- 33. Transfer of contracts** 33.1 The contractor shall not abandon, transfer, cede assign or **contracts** sublet a contract or part thereof without the written permission of the purchaser.
- 34. Amendment of contracts** 34.1 No agreement to amend or vary a contract or order or the **of contracts** conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in

writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

- 35. Prohibition 35.1** In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998 as amended of **restrictive** an agreement between, or concerted practice by , firms or a decision by an **practices** 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.
- 35.2 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 section 59 of the Competition Act No 89 Of 1998.
- 35.3 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.

□ **SCM Regulations: “in the service of the state” means to be –**

**(a) a member of –**

**(i) any municipal council;**

**(ii) any provincial legislature; or**

**(iii) the national Assembly or the national Council of provinces;**

**(b) a member of the board of directors of any municipal entity;**

**(c) an official of any municipality or municipal entity;**

**(d) an employee of 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); (e) a member of the accounting authority of any national or provincial public entity; or (f) an employee of Parliament or a provincial legislature.**