Dear Sir / Madam

**BID NUMBER: DOT/02/2019/PT**

1. The Department of Transport requires the service as described per attached bid invitation and you are requested to complete the bidding documents and to submit it in accordance with the under mentioned stipulations:

   - The bid must be submitted in a sealed envelope with the name and address of the bidder with the number and closing date indicated on the envelope. The envelope must not contain documents relating to any bid other than that shown on the cover of the envelope;
   - Bids submitted per post must be sent per registered mail. The bid must still reach this office before the closing time. Couriered bid documents must be received before the closing date and time failure to do so may invalidate the bid;
   - The attached forms, if completed in detail and returned, will form part of your bid; and the bid must remain valid for a period of at least 120 days from the closing date.
   - **Bidders must submit one (1) original hard copy of the Technical proposal inside an envelope marked “Technical proposal” and four PDF format CD’s/ USB’s of the technical proposal.**

2. You are advised to acquaint yourself with the contents of the attached general conditions of contract and the checklist.

3. It will be expected of the successful bidder to sign a formal contract at this office within seven (7) days after receiving a letter of acceptance.

Kind Regards

for Acting DIRECTOR GENERAL: TRANSPORT

DATE: 18/06/2019
### Checklist: DOT/02/2019/PT: Appointment of Panel of Experts to Assist the Department in Specialist IPTN-Related Fields for the Period of 36 Months

<table>
<thead>
<tr>
<th>NB</th>
<th>Service Providers Must Indicate with a Tick</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Did you take note that bids submitted per mail must be sent per registered mail and reach the Department in time to be deposited in the Tender Box before the closing date and time?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Are you familiar with the contents of the SBD 1 Form? Did your authorised official complete and sign the SBD 1 Form?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Is the compulsory questioners fully completed and attached • Bidders must submit one (1) original hard copy of the Technical proposal inside an envelope market “technical proposal” and four PDF format CD’s/USB’s of the technical proposal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Is the SBD 4 Form completed and signed?</td>
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<tr>
<td>5</td>
<td>Is the SBD 6.1 Form completed and signed? In bids where consortia/joint ventures sub-contractors are involved, both parties must submit one B-BBEE Status Level Verification Certificate.</td>
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<tr>
<td>6</td>
<td>Is the SBD 8 Form completed and signed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Is the SBD 9 Form completed and signed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Have you taken note of the General Conditions of Contract and signed the bottom of each page thereof?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Is your bid/proposal complete and responsive in all respects to the specifications/terms of reference?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Please note that late bids will not be considered.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>CSD registration report is attached, and all companies forming a JV/Consortium/Subcontract submitted their CSD report?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Declaration:** I, the undersigned (Full Name)..................................................... certify that I have noted the contents of the above-mentioned checklist and have complied with the stipulations contained therein.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Position</th>
<th>Name of Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**PART A**
**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)

<table>
<thead>
<tr>
<th>BID NUMBER:</th>
<th>DOT/02/2019/PT</th>
<th>CLOSING DATE:</th>
<th>12 JULY</th>
<th>CLOSING TIME:</th>
<th>11:00</th>
</tr>
</thead>
</table>

**DESCRIPTION**

APPOINTMENT OF PANEL OF EXPERTS TO ASSIST THE DEPARTMENT IN SPECIALIST IPTN-RELATED FIELDS FOR THE PERIOD OF THREE (3) THIRTY SIX (36) MONTHS.

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

159 FORUM BUILDING, CORNER OF BOSMAN AND STRUBEN STREET IN PRETORIA, DEPARTMENT OF TRANSPORT.

PRETORIA

**PRIVATE BAG X 193**

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

<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
<th>MR JOHN MASHININI</th>
<th>TELEPHONE NUMBER</th>
<th>012 309-3045</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACSIMILE NUMBER</td>
<td>086 450 5382</td>
<td>E-MAIL ADDRESS</td>
<td><a href="mailto:Mashinij@dot.gov.za">Mashinij@dot.gov.za</a></td>
</tr>
</tbody>
</table>

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
<th>MR IBRAHIM SEEDAT/MR BONILE MALILA/ MS AMANDA GIBBERD</th>
<th>TELEPHONE NUMBER</th>
<th>012 309-3586/3983/3813</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACSIMILE NUMBER</td>
<td>086 450 5382</td>
<td>E-MAIL ADDRESS</td>
<td><a href="mailto:Seedati@dot.gov.za">Seedati@dot.gov.za</a>/mallab@dot.gov.za/GibberdA@dot.gov.za</td>
</tr>
</tbody>
</table>

**SUPPLIER INFORMATION**

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSTAL ADDRESS</td>
</tr>
<tr>
<td>STREET ADDRESS</td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
</tr>
<tr>
<td>CELLPHONE NUMBER</td>
</tr>
<tr>
<td>FACSIMILE NUMBER</td>
</tr>
<tr>
<td>E-MAIL ADDRESS</td>
</tr>
<tr>
<td>VAT REGISTRATION NUMBER</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPPLIER COMPLIANCE STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAX COMPLIANCE SYSTEM PIN:</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>CENTRAL SUPPLIER DATABASE No:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TICK APPLICABLE BOX]</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>[TICK APPLICABLE BOX]</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>[IF YES ENCLOSURE PROOF]</td>
</tr>
<tr>
<td>[IF YES, ANSWER PART B:3]</td>
</tr>
</tbody>
</table>

**ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

<table>
<thead>
<tr>
<th>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? □ YES □ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? □ YES □ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

TERMS AND CONDITIONS FOR BIDDING

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

2. TAX COMPLIANCE REQUIREMENTS
   2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
   2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
   2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
   2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
   2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
   2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
   2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

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

2
DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/person who are involved in the evaluation and/or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the bid.

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

2.1 Full Name of bidder or his/her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder):

2.4 Company Registration Number:

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 / persal numbers must be indicated in paragraph 3 below.

"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; or
(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.
2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, 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: .........................................................

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 attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

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 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:

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Tax Reference Number</th>
<th>State Employee Number / Personal Number</th>
</tr>
</thead>
<tbody>
<tr>
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DE CLARATION

I, THE UN DERSIGNED (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 IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

......................................................... .........................................................
Signature                                      Date

......................................................... .........................................................
Position                                        Name of bidder

May 2011
THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US$ 10 million or other currency equivalent to US$ 10 million will have a NIP obligation. This threshold of US$ 10 million can be reached as follows:

(a) Any single contract with imported content exceeding US$10 million.

or

(b) Multiple contracts for the same goods, works or services each with imported content exceeding US$3 million awarded to one seller over a 2 year period which in total exceeds US$10 million.

or

(c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US$10 million.

or

(d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US$10 million.

1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of R10 million (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

a. the contractor and the DTI will determine the NIP obligation;

b. the contractor and the DTI will sign the NIP obligation agreement;
c. the contractor will submit a performance guarantee to the DTI;
d. the contractor will submit a business concept for consideration and approval by the DTI;
e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
f. the contractor will implement the business plans; and
g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

<table>
<thead>
<tr>
<th>Bid number</th>
<th>Closing date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of bidder</td>
<td></td>
</tr>
<tr>
<td>Postal address</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Name (in print)</td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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, 2011.

1. GENERAL CONDITIONS
1.1 The following preference point systems are applicable to all bids:
   - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
   - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
1.2 The value of this bid is estimated to exceed/not exceed R5 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
1.3 Preference points for this bid shall be awarded for:
   - (a) Price; and
   - (b) B-BBEE Status Level of Contribution.
1.4 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th></th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTION</td>
<td>20</td>
</tr>
<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
<td>100</td>
</tr>
</tbody>
</table>

1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS
(a) “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
(b) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
(c) “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard
contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(d) "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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

(e) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(f) "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

(g) "consortium or joint venture" 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;

(h) "contract" means the agreement that results from the acceptance of a bid by an organ of state;

(i) "EME" means an Exempted Micro Enterprise as defined by Codes of Good Practice under section 9(1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(j) "Firm price" means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

(k) "functionality" means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

(l) "non-firm prices" means all prices other than "firm" prices;

(m) "person" includes a juristic person;

(n) "QSE" means a Qualifying Small EEnterprise as defined by Codes of Good Practice under section 9(1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(o) "rand value" means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

(p) "sub-contract" means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

(q) "total revenue" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

(r) "trust" means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

(s) "trustee" means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
3. **ADJUDICATION USING A POINT SYSTEM**

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. **POINTS AWARDED FOR PRICE**

4.1 **THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

\[
P_s = 80 \left( 1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right)
\]

Where

- \( P_s \) = Points scored for comparative price of bid under consideration
- \( P_t \) = Comparative price of bid under consideration
- \( P_{\text{min}} \) = Comparative price of lowest acceptable bid

5. **POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

5.1 In terms of Regulation 5 (2) and 6 (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:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

5.2 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.

5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating
5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

7.1 B-BBEE Status Level of Contribution: . . . = .........(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

8. SUB-CONTRACTING

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

(Tick applicable box)

YES [ ] NO [ ]

8.1.1 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.

(Tick applicable box)

YES [ ] NO [ ]

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:......................................................................................

9.2 VAT registration number:...................................................................................

9.3 Company registration number:..............................................................................
9.4 TYPE OF COMPANY/ FIRM
☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited
[TAKE APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES


9.6 COMPANY CLASSIFICATION
☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.
[TAKE APPLICABLE BOX]

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

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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. ........................................

.......... SIGNATURE(S) OF
DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
   a. abused the institution’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.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
| 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 *audire alteram partem* rule was applied).  
The Database of Restricted Suppliers now resides on the National Treasury’s website ([www.treasury.gov.za](http://www.treasury.gov.za)) and can be accessed by clicking on its link at the bottom of the home page. | Yes | No |
| 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)?  
The Register for Tender Defaulters can be accessed on the National Treasury’s website ([www.treasury.gov.za](http://www.treasury.gov.za)) by clicking on its link at the bottom of the home page. | Yes | No |
<p>| 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 outside of the Republic of South Africa) for fraud or corruption during the past five years? | Yes | No |
| 4.3.1| If so, furnish particulars:                                                                                                                                                                                                 |     |    |</p>
<table>
<thead>
<tr>
<th>4.4</th>
<th>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?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CERTIFICATION**

I, THE UNDERSIGNED (FULL 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.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Name of Bidder</th>
</tr>
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</table>

Je365bW
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.

2 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).² Collusive bidding is a _per se_ prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

   a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.

   b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD 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.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(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, 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\(^3\) 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.

\(^3\) 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.
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

Js914w 2
TERMS OF REFERENCE FOR THE APPOINTMENT
OF PANEL OF EXPERTS TO ASSIST THE
DEPARTMENT IN SPECIALIST IPTN-RELATED
FIELDS FOR THE PERIOD OF 36 MONTHS.
1. PURPOSE

The purpose of the Terms of Reference is to appoint a panel of experts to assist the Department in managing and developing standards and guidelines or practise notes in specialised areas related to IPTN services. The Department has identified a number of workstreams in which municipalities tend to have little or no internal capacity and require external technical skill to support IPTN development.

The terms of reference invites the submission of *curricula vitae* (CV) from service providers covering areas of expertise listed below. Successful service providers will perform services consistent with their areas of expertise, in terms of a specific contract entered into with the Department of Transport.

2. BACKGROUND

The Department of Transport (DoT) supports Integrated Public Transport Networks (IPTN) as articulated in the White Paper on National Transport Policy (1996), the National Land Transport Act No 05 (2009) and the Public Transport Strategy (PTS) and Action Plan (2007). Quality Public Transport will enable South Africans to access employment, education, and other essential activities and services.

The Public Transport Network Grant (PTNG) can be regarded as "mechanism" by which municipalities are able to strategically invest in the appropriate planning and delivery of quality public transport systems. The Grant enables municipalities to begin to develop infrastructure and services which reflect priority for public transport (Buses and taxis) and non-motorised transport. The Grant also enables the progressive implementation of universally accessible transport systems in all 13 participating municipalities. The DoT developed the National Implementation Strategy to Guide the Provision of Accessible Public Transport in South Africa (the Accessible Public Transport Strategy) for this purpose, and is implementing this strategy through IPTN projects.

The Department has identified a number of Workstreams in which municipalities tend to have little or no internal capacity and require external technical skill to support IPTN development and/or where DoT guidance may be required, in the form of guidelines, standards, technical requirements and regulations. The identified workstreams include the following:

a. Taxi and Bus Industry Transition Support;

b. Automated Fare Collection technical support certification testing, payments system integration support and review of existing regulations and Intelligent Transport Systems;
THE APPOINTMENT OF PANEL OF EXPERTS TO ASSIST THE DEPARTMENT IN SPECIALIST IPTN-RELATED FIELDS

c. Universal Design and Access to public transport services and the progressive implementation of a universal design access plan;
d. Public transport infrastructure value engineering to minimise costs;
e. IPTN passenger trip survey monitoring;
f. Non motorised transport infrastructure and operations campaign design as part of IPTNs; and
g. Capacity Building Programme: Development of Business Plans; design and implementation of a Capacity Building Programme for professional working on IPTN implementation.

Based on the work streams listed above, the Department has identified the appropriate skills/expertise that will be required from a panel of experts to deliver on the outputs of each work stream.

3. AREA OF EXPERTISE

3.1 Taxi and Bus Industry transition support

Individuals who seek to be appointed in this area of expertise will have to demonstrate experience or expert knowledge in the following areas:

- the development of Industry transition plan;
- development of business case for investment by the industry in the IPTN projects;
- understanding of the taxi recapitalisation programme
- understanding of both taxi and bus operations within the IPTN context;
- negotiations skills;
- investigating complaints relating to industry participation in the IPTN projects
- understanding and application of National Land Transport Act and Public Transport Strategy and Action Plan

- **Required qualification:**
  - A degree in Transport economics/Transport planning/LLB/BA/or any degree supported by experience and knowledge mentioned above.

- **Required experience:**
  - At least 5 years' experience in areas mentioned above.

3.2 Automated Fare Collection technical support and review of existing regulations and general Intelligent Transport System (ITS) cost minimisation capacity

Individuals who seek to be appointed in this area will have to demonstrate experience or expert knowledge in one or more of the following areas:
THE APPOINTMENT OF PANEL OF EXPERTS TO ASSIST THE DEPARTMENT IN SPECIALIST IPTN-RELATED FIELDS

- knowledge and experience in certifying compliance with public transport related fare media data structures through using a test tool that works with standard fare media and payment systems;
- knowledge and experience of integrating public transport fare systems with the regulatory requirements of the National Payment System and the general retail and banking system;
- knowledge and experience of emerging alternative payment platforms that Public Transport fare media could integrate with and the related regulatory reforms that will be required from the DoT;
- understanding of the unique AFC business cases in the South African commuter rail, commuter bus and minibus industries;
- knowledge of ITS cost reduction options and benchmarks for IPTN cities.

- **Required qualification:**
- Any degree supported by experience and knowledge mentioned above.

- **Required experience:**
- At least 10 years’ experience in all areas mentioned above.

### 3.3 Universal design and access to public transport services

Individuals who seek to be appointed in this area of expertise will have to demonstrate experience and expert knowledge in the following areas:

- thorough grounding in the social model of disability, and national and international rights-based policy and legislation, particularly in the transport sector and the travel chain;
- experience in undertaking transport studies, research and baseline assessment surveys related to demand analysis and accommodation for people with disabilities and other universal access passengers;
- knowledge and experience in universal design standards development, including information and communication standards, as well as planning and infrastructure standards;
- signing off as a competent person (environmental access) on specifications or design elements of new public transport services;
- experience in the development of Universal Design Access Plan (UDAP);
- progressive implementation of a Universal Design Access Plan;
- universal access appraisals and audits for all elements of the travel chain;
- running capacity building programmes with municipal staff working on IPTNs.

- **Required qualification:**
- Post-graduate qualifications in universal design and/or universal access, OR a post-graduate qualifications in an IPTN-related subject, with demonstrable specialization in universal design or universal access.
THE APPOINTMENT OF PANEL OF EXPERTS TO ASSIST THE DEPARTMENT IN SPECIALIST IPTN-RELATED FIELDS

- Membership of a national or international body which is recognised as a body promoting universal design and universal access, as well as professional registration of a field relating to given qualifications
- PI insurance specifically for universal design or universal access, with a recognised professional indemnify company.

**Required experience:**
- At least 10 years' experience in universal design and universal access;
- Evidence of experience; documentation written by the applicant (universal access audits, appraisals and research reports) for previous clients, in support of their application, will be required;
- Experience of working on IPTN projects is advisable.

3.4 Public transport infrastructure value engineering

Individuals who seek to be appointed in this area will have to demonstrate experience or expert knowledge in the following areas:

- knowledge and experience of value engineering and infrastructure downscaling in one or more IPTN cities in SA;
- experience with lower cost alternative designs for IPTN priority in congested mixed traffic;
- knowledge and experience with Non Motorised Transport Infrastructure mainstreaming in IPTN rollouts;
- knowledge and experience of IPTN infrastructure cost benchmarks;
- knowledge and experience in conducting/developing capacity building workshops, manuals, handbooks for IPTN Infrastructure specialists.

**Required qualification:**
- A master's degree in Transport engineering.

**Required experience:**
- At least 10 years' experience in all areas mentioned above.

3.5 Public transport passenger surveys

Individuals who seek to be appointed under this area will have to demonstrate experience or expert knowledge in the following areas:

- undertake a feasibility study to determine the appropriate scope and scale of IPTN public passenger surveys in 13 municipalities;
- conducting IPTN passenger surveys on annual/two yearly basis as and when required;
- providing and recommending a reasonable sample size and its estimated cost for the surveys;
THE APPOINTMENT OF PANEL OF EXPERTS TO ASSIST THE DEPARTMENT IN SPECIALIST IPTN-RELATED FIELDS

- undertake to develop a survey questionnaire to be use when conducting the surveys;
- survey management, processing, quality control, analysis and reporting.

- **Required qualification:**
- A degree in Transport economics/Transport planning/Transport engineering/LLB/BA/Bcom OR any degree supported by experience and knowledge mentioned above.

- **Required experience:**
- At least 10 years' experience in design and management analysis of transport surveys.

3.6 Non-motorised transport infrastructure and operations campaign design as part of IPTNs

Individuals who seek to be appointed in this areas will need to demonstrate experience or expert knowledge in one or more of the following:
- Non motorised transport infrastructure design, both walking and cycling.
- Non motorised transport planning and strategic data collection.
- Non motorised transport operations design and implementation e.g. community based bicycle projects, walking and cycling safety projects, public bike sharing projects, safe routes to schools projects, car free public space campaigns, awareness raising to promote walking and cycling etc.

- **Required qualification:**
- A degree in transport planning/masters in transport engineering or any degree supported by experience and knowledge mentioned above.

- **Required experience:**
- At least 10 years' experience in all areas mentioned above.

3.7 Capacity Development Programme for Public Transport professionals working on IPTN implementation

Individuals who seek to be appointed in this areas will need to demonstrate experience or expert knowledge in one or more of the following:
- Needs identification and needs assessment in transport planning, operational, financial and other technical streams. This assessment should include recommendations for a practical and cost-effective plan.
- Conducting capacity assessment that evaluates existing structures and capacities; and identify areas where additional capacities need to be established.
- Designing a programme and developing a business plan.
- Project managing the development of the capacity development programme.
• **Required qualification:**
  • A degree in Transport planning /OR any degree supported by experience and knowledge mentioned above.

• **Required experience:**
  • At least 5 years’ experience in all areas mentioned above.

4. **DOCUMENTS FOR SUBMISSION BY PROSPECTIVE BIDDERS**

4.1 Individuals and professional service firms interested in submitting individuals who qualify for placement on the panel must submit one CV for every individual and indicate which area of expertise they would like that person to be placed.

4.2 The CV for an individual consultant must indicate the specific work and experience in the provision of the required area of expertise in terms of years.

4.3 Bidders are requested to submit the contact details of at least three (3) recent references who will confirm that the individual consultant have carried out similar work as that stated in their CV.

4.4 Bidders should ensure that the CVs they submit are for the individuals who would be willing to carry out the assignments as identified by the Department.

4.5 CVs of an organisation’s senior managerial staff, albeit highly qualified individuals, should not be submitted unless these individuals are prepared to give full commitment to actively carrying out assignments as identified by the Department.

4.6 CVs of any one individual may only be submitted as part of one bid. Bidders must ensure that CVs are signed by the respective individuals confirming that he/she is not included in bids from other service providers. CVs unsigned by the respective individuals will be rejected.

4.7 The Department of Transport reserves the right to contact references provided in the CVs during the evaluation and adjudication process to obtain information.

4.8 Each bidder shall meet the following qualification and experience requirements where applicable:

4.8.1 At least 10 years AFC/ITS/Payments system experience in one or more of the required AFC/ITS sub fields;

4.8.2 At least 10 years’ experience in universal design and universal access, and include post-graduate qualifications in universal design, universal access. Experience of working on IPTN projects is advisable.

4.8.3 At least 5 years confirmed relevant experience in the other areas if not specifically listed.
4.8.4 For 3.5. experience in design and management analysis of transport surveys is required and registration with Southern African Marketing Research Association (SAMRA).

4.8.5 The Infrastructure specialist should have a Master’s Degree in Transport Engineering/planning.

4.8.6 Exhibits the following skills and attributes:
- Be a team player, an analytical and lateral thinker;
- Have excellent communication skills with the ability to listen and learn;
- Have a good facilitation skills for strategic thinking and problem solving;
- Have the ability to work in and guide/direct teams and groups with diverse generalist and specialist expertise
- Have the ability to work under consistent and continuous pressure from varied sources, yet be able to maintain a supportive approach, and
- Practical experience of working within one of the three spheres of government, namely local, provincial or national level is an advantage.
- Negotiation experience is also an advantage.

5. FORMAT OF BID DOCUMENTS

5.1 CVs are to be submitted.
5.2 CV must be prepared in English. All correspondence and any documentation and oral communication exchanged between parties shall be in English, unless specifically requested otherwise by the Department.
5.3 The bid description, closing date, name and address of the service provider should be clearly visible on the packaging.
5.4 The original bid document and copies should be clearly identified
5.5 Upon receipt, each bid document will be marked with the date and time of receipt.
5.6 Late bids will not be considered.
5.7 Any bidder may be requested at any time to respond to questions and/or provide supplementary documentation or information to the Department.

6. CONSULTANT REMUNERATION AND MANAGEMENT

The consultant will be remunerated in accordance with the terms of the contract on a Rand per day basis. Bidders are advised to set forth their daily rate together with their CV. Bidders should understand that the Department reserves the right not to select a bidder for any particular area of expertise on price alone. Remuneration of the consultant will be payable in South African Rands, on a fixed price basis.
Consultants on the panel will be given assignments by the Department as and when is required, and for such assignments will report to the Department.

7. DISBURSEMENT ARRANGEMENTS

Out-of-pocket expenses will be paid by the Department at cost. All claims for travel and other legitimate disbursement expenditure must be pre-approved by the Department before they are incurred. Pre-approved expenditure on travel, related accommodation costs, expenditure on document reproduction, or any other legitimate pre-approved disbursement expenditure will be reimbursed at cost.

8. MANDATORY REQUIREMENTS

Bidder must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified.

8.1 Bidders are required to be registered on the Central Supplier Database and the Department of Transport shall verify the bidder’s tax compliance status through the Central Supplier Database. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

It is therefore a condition of this bid that the tax matters of the bidder be in order at any point in time from the closing date of the bid. This accreditation shall only be awarded to a bidder(s) whose tax status on Central Supplier Database is compliant. Compliance should remain valid for the duration of the contract.

8.2 A Compulsory questioner attached as annexure A

9. EVALUATION CRITERIA

9.1 Only bidders who have complied with mandatory requirements will be evaluated for functionality. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated hereunder. The Bid Evaluation Committee (BEC) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
9.2 The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

9.3 Functionality will be evaluated based on the supporting documentation supplied by the bidders in accordance with the below functionality criteria and values.

9.4 The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality criteria and values.

9.5 The applicable values that will be utilized when scoring each criteria ranges from: 1 being Poor, 2 = Average 3 = Good, 4 = Very Good & 5 = Excellent

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functionality</td>
<td>100</td>
</tr>
<tr>
<td>Specific Relevant professional experience</td>
<td>60</td>
</tr>
<tr>
<td>Education (qualification and skills)</td>
<td>40</td>
</tr>
</tbody>
</table>

9.6 The Bids that fail to achieve a minimum of 60 points out of 100 points for functionality will be disqualified.

Here under is the table for scoring criteria
<table>
<thead>
<tr>
<th>Scoring Criterion</th>
<th>1 Poor</th>
<th>2 Average</th>
<th>3 Good</th>
<th>4 Very Good</th>
<th>5 Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxi and Bus</td>
<td>0 to 2 year</td>
<td>Over 2 to</td>
<td>Over 4 to 5</td>
<td>Over 5 to 6</td>
<td>Over 6 years</td>
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<tr>
<td>Industry transition support</td>
<td>of similar experience</td>
<td>years of similar experience</td>
<td>years of similar experience</td>
<td>years of similar experience</td>
<td>years of similar experience</td>
</tr>
<tr>
<td>Automated Fare</td>
<td>0 to 5 year</td>
<td>Over 5 to</td>
<td>Over 7 to 9</td>
<td>10 years of</td>
<td>Over 10 years</td>
</tr>
<tr>
<td>Collection technical support and review of existing regulations and general Intelligent Transport System (ITS) cost minimisation capacity</td>
<td>of similar experience</td>
<td>years of similar experience</td>
<td>years of similar experience</td>
<td>similar experience</td>
<td>years of similar experience</td>
</tr>
<tr>
<td>Universal design</td>
<td>0 to 5 year</td>
<td>Over 5 to</td>
<td>Over 7 to 9</td>
<td>10 years of</td>
<td>Over 10 years</td>
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<tr>
<td>and access to</td>
<td>of similar experience</td>
<td>years of similar experience</td>
<td>years of similar experience</td>
<td>similar experience</td>
<td>years of similar experience.</td>
</tr>
<tr>
<td>services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public transport</td>
<td>0 to 5 year</td>
<td>Over 5 to</td>
<td>Over 7 to 9</td>
<td>10 years of</td>
<td>Over 10 years</td>
</tr>
<tr>
<td>infrastructure</td>
<td>of similar experience</td>
<td>years of similar experience</td>
<td>years of similar experience</td>
<td>similar experience</td>
<td>years of similar experience.</td>
</tr>
</tbody>
</table>

11
<table>
<thead>
<tr>
<th>Scoring Criterion</th>
<th>1 Poor</th>
<th>2 Average</th>
<th>3 Good</th>
<th>4 Very Good</th>
<th>5 Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public transport passenger surveys</td>
<td>0 to 5 year of similar experience</td>
<td>Over 5 to 7 years of similar experience</td>
<td>Over 7 to 9 years of similar experience</td>
<td>10 years of similar experience</td>
<td>Over 10 years of similar experience.</td>
</tr>
<tr>
<td>Non-motorised transport infrastructure and operations campaign design as part of IPTNs</td>
<td>0 to 5 year of similar experience</td>
<td>Over 5 to 7 years of similar experience</td>
<td>Over 7 to 9 years of similar experience</td>
<td>10 years of similar experience</td>
<td>Over 10 years of similar experience.</td>
</tr>
<tr>
<td>Capacity Development Programme for Public Transport professionals working on IPTN implementation</td>
<td>0 to 5 year of similar experience</td>
<td>Over 5 to 7 years of similar experience</td>
<td>Over 7 to 9 years of similar experience</td>
<td>10 years of similar experience</td>
<td>Over 10 years of similar experience.</td>
</tr>
</tbody>
</table>
10. ENGAGEMENT MODEL

Supply Chain will send request for quotation as and when a need arise for specific projects which includes the exact requirements and deliverables. RFQ'S will be sent out to all service providers on the panel and put on comparison following Preferential Procurement Regulations 2017(PPR).

11. SECURITY CLEARANCE

The Department of Transport reserves the right to subject the preferred panellists to security vetting prior to the consultant being placed on the panel.

12. PROJECT TIME FRAME

Once approved, the service providers will be listed on the database of a panel of public transport sector experts for the Public Branch of the Department of Transport.

The listed service providers will be approached on a rotational basis to submit proposals or quotations to render specific services for the Public Transport Branch over a 36 month period.

13. CONTACT PERSONS

Technical enquiries:
3.2/3.4 and 3.6
Mr Ibrahim Seedat
Tel: (012) 309-3656
E-mail: seedatil@dot.gov.za

3.1/3.5/3.7.
Mr Bonile Malila
Tel: (012) 309-3983
E-mail: maliab@dot.gov.za

3.3/3.6
Ms Amanda Gibberd
Tel: (012) 309-3813
E-mail: gibbonda@dot.gov.za

Administrative enquiries:
Mr. Lucky Mashile
Tel: (012) 309-3429
E-mail: mashilel@dot.gov.za
Annexure A - Compulsory Questioner

Service providers must indicate the category they wish to be placed in as per the scope of work listed to paragraph 3

<table>
<thead>
<tr>
<th>Area of expertise</th>
<th>Indicate with a tick next to the category of choice accompanied by supporting documents as listed on paragraph 3.1 to 3.7 of the terms of reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxi and Bus industry transition support</td>
<td></td>
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<tr>
<td>Public transport infrastructure value engineering</td>
<td></td>
</tr>
<tr>
<td>Public transport passenger surveys</td>
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THE NATIONAL TREASURY

Republic of South Africa

GOVERNMENT PROCUREMENT:

GENERAL CONDITIONS OF CONTRACT

July 2010
NOTES

The purpose of this document is to:

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

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

- The General Conditions of Contract will form part of all bid documents and may not be amended.

- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.
**TABLE OF CLAUSES**

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

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the
RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such
obligations of the supplier covered under the contract.

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

2. Application

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

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

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

3. General

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

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

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

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

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

6. Patent rights

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

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier’s failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser’s country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier’s or certified cheque

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

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

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

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

**9. Packing**

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

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

**10. Delivery and documents**

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

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

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

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser’s personnel, at the supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. Spare parts

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

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:
   (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
   (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take
such remedial action as may be necessary, at the supplier’s risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

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

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier’s performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier’s notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier’s time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the
supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

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

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

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

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

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

29. Governing language

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

30. Applicable law

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

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

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

32. Taxes and duties

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

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

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

33. National Industrial Participation (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.