

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

BID NUMBER: 4.4.12.4/2/15

CLOSING DATE: 05 JUNE 2015

CLOSING TIME: 11:00 (TELKOM TIME)

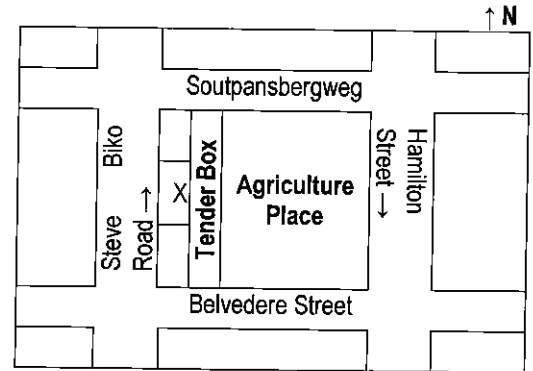
DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER TO SUPPLY FUEL AND SET UP AND DETONATE FUEL EXPLOSIONS FOR THE CONTROL OF QUELEA BIRDS TO THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES FOR A PERIOD OF TWO (2) YEARS

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7)

BID DOCUMENTS MAY BE POSTED TO: THE TENDER RECEIPT OFFICE
ROOM NO. A-GF-06,
DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES
Private Bag X250, PRETORIA, 0001

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
Department of Agriculture, Forestry and Fisheries
Agriculture Place
Main Entrance
Tender Receipt Office
Room No. A-GF-06
20 Steve Biko Road
ARCADIA
Pretoria



Bidders should ensure that bids are delivered timeously to the correct address. The bidding box will be closed on the closing time of bids for ± 1 hour, during which time bids may be deposited over the counter at room A-GF-06. However, if the bid is late, it will not be accepted for consideration. It also remains the responsibility of the bidder to ensure that posted bids reach the bidding box before the closing time and date of bid.

The bid box is generally open 24 hours a day, 7 days a week. (It is advisable that bids must reach the bidding box 24 hours before closing time as the bidding box is located in the reception area. Bidders are required to allow time to access the premises due to security arrangements.)

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER .....
POSTAL ADDRESS .....
STREET ADDRESS .....
TELEPHONE NUMBER CODE: ..... NUMBER: .....
CELL PHONE NUMBER .....
FACSIMILE NUMBER CODE: ..... NUMBER: .....
E-MAIL ADDRESS .....
CONTACT PERSON .....
JOB TITLE .....
VAT REGISTRATION NUMBER .....
HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED (SBD 2)? YES/NO
SIGNATURE OF BIDDER .....
DATE .....
CAPACITY UNDER WHICH THIS BID IS SIGNED .....

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

### Application for a Tax Clearance Certificate

**Purpose**

Select the applicable option

Tenders  Good standing

If "Good standing", please state the purpose of this application


**Particulars of applicant**

Name/Legal name (Initials & Surname or registered name)			
Trading name (if applicable)			
ID/Passport no		Company/Close Corp. registered no	
Income Tax ref no		PAYE ref no	7
VAT registration no	4	SDL ref no	L
Customs code		UIP ref no	U
Telephone no		Fax no	
E-mail address			
Physical address			
Postal address			

**Particulars of representative (Public Officer/Trustee/Partner)**

Surname			
First names			
ID/Passport no		Income Tax ref no	
Telephone no		Fax no	
E-mail address			
Physical address			

**Particulars of tender** (If applicable)

Tender number

Estimated Tender amount R  ,

Expected duration of the tender  year(s)

**Particulars of the 3 largest contracts previously awarded**

Date started	Date finalised	Principal	Contact person	Telephone number	Amount

**Audit**

Are you currently aware of any Audit investigation against you/the company?  
If "YES" provide details

YES NO

**Appointment of representative/agent (Power of Attorney)**

I the undersigned confirm that I require a Tax Clearance Certificate in respect of  Tenders or  Goodstanding.

I hereby authorise and instruct  to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent  Date

Name of representative/agent

**Declaration**

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer  Date

Name of applicant/Public Officer

**Notes:**

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
  - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - (b) without just cause shown by him, refuses or neglects to-
    - (i) furnish, produce or make available any information, documents or things;
    - (ii) reply to or answer truly and fully, any questions put to him ...As and when required in terms of this Act ... shall be guilty of an offence ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: .....	BID NO.: 4.4.12.4/2/15
CLOSING TIME 11:00	CLOSING DATE: 05 JUNE 2015

OFFER TO BE VALID FOR 90 DAYS (05 SEPTEMBER 2015) FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)
1.	Appointment of a Service Provider to supply fuel and to set up and detonate fuel explosions for the control of Quelea birds to the Department of Agriculture, Forestry and Fisheries for a period of two (2) years.	
2.	Bidders are requested to indicate the following:	
2.1	Labour Cost per charge (See paragraph 34 (i) of the bid specification)	R..... (Inclusive of all cost, VAT and Firm).
2.2	Transport Cost per kilometer (See paragraph 34 (ii) of the bid specification)	R..... (Inclusive of all cost, VAT and Firm).
2.3	Home/office or base points (See paragraph 34 (iii) of the bid specification)	.....

Did you submit a Valid Certified B-BBEE Certificate?.....

B-BBEE Status Level of Contribution: ..... = ..... (Maximum of 10 points)

**Technical enquiries maybe directed to:**

Mr. D.J Tladi  
Tel. no.: 012 319 5743

**Or General enquiries maybe directed to:**

Ms.S.Nkwana  
Tel no.: (012) 319 7016

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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/a person who are/is 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 or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

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.

<sup>1</sup>"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.

<sup>2</sup>"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**





**4 DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF  
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION  
PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## 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 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 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.
- 1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	90
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	10
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form and 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 an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 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

- 2.1.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“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;
- 2.4 **“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;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“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;
- 2.7 **“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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“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;
- 2.11 **“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;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“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;
- 2.15 **“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;
- 2.16 **“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;

- 2.17 **“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
- 2.18 **“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 90/10 PREFERENCE POINT SYSTEMS

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

#### 90/10

$$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- $P_s$  = Points scored for comparative price of bid under consideration
- $P_t$  = Comparative price of bid under consideration
- $P_{\min}$  = 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:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 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 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: ..... = ..... (Maximum of 10 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 an Accounting Officer as contemplated in the CCA).

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

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? YES / NO (delete which is not applicable)

**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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK 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 BIDDER(S)

2. ....

DATE:.....

ADDRESS:.....

.....

.....

## 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.**

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



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

**SBD 8**

**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.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js365bW

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *pe 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:

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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



# agriculture, forestry & fisheries

Department:  
Agriculture, Forestry and Fisheries  
REPUBLIC OF SOUTH AFRICA

## BID INVITATION

**BID NUMBER:** 4.4.12.4/2/15

**SUBJECT:** APPOINTMENT OF SERVICE PROVIDER TO SUPPLY FUEL AND SET UP AND DETONATE FUEL EXPLOSIONS FOR THE CONTROL OF QUELEA BIRDS TO THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES FOR A PERIOD OF TWO(2) YEARS

### 1. GENERAL BID CONDITIONS

- 1.1 Bids of bidders who failed to complete the bid Terms of Reference in all respects will automatically be disqualified.
- 1.2 Bids of bidders who failed to complete and sign all the bid documentation and/or failed to submit all the required information/documentation as requested in terms of the bid documentation may be disqualified. The recommended bidder(s) may be requested to complete and sign all bid documentation within five (5) working days from date of request. Failure to submit will result in disqualification in the bid.
- 1.3 The bid must therefore either conform to the minimum requirements as set out in this document, or it must be stated clearly how it deviates from these requirements and why. Offers exceeding the minimum requirements of the specification are acceptable.
- 1.4 Bidders must complete all the necessary bid forms and undertakings, which normally or otherwise accompany a government bid. The following forms and terms of reference must be completed and submitted together with the bidder's response to this bid:
  - SBD 1 = Invitation to bid
  - SBD 2 = Tax declaration
  - SBD 3 = Pricing schedule
  - SBD 4 = Declaration of interest
  - SBD 6.1 = Preference points claim form
  - SBD 8 = Declaration of bidder's past Supply Chain Management (SCM) practices
  - SBD 9 = Certificate of Independent Bid Determination
  - Supplier maintenance form

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- 1.5 The successful bidder will be required to sign a written contract form (SBD 7). This document will be a binding contract between the successful bidder and the department. No service should be rendered without receipt of an official order issued by the department.
- 1.6 The official forms as per paragraph 1.4 above and the bid specification must NOT be retyped.
- 1.7 This bid is subject to Government Procurement: General Conditions of Contract, which may not be amended.
- 1.7.1 Bids should not be qualified by the bidder's own conditions.  
Failure to withdraw, waive and/or renounce the bidder's own bid conditions, when called upon to do so, may invalidate the bid.
- 1.8 During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such requests must be submitted within five (5) working days or else bids may be disregarded.
- 1.9 The department may **only accept a total ceiling price** for the entire project that must be inclusive of **all** costs (including travel and subsistence expenses). The bidders will not be entitled to claim for travel and subsistence expenses, such items must be included in the bid price.
- 1.10 The department will give preference to bidders that bid firm prices for the entire duration of the contract in terms of this bid. Non-firm prices (including prices that are subject to rates of exchange variations) may be considered if supporting documentation is submitted. **Should the bidder fail to indicate the bid price on the SBD 3 form (Pricing schedule), the bid may be regarded as invalid.**
- 1.11 The department will not be held liable for any expenses incurred by bidders in preparing and submitting bids. See paragraph 3.1 of the General Conditions of Contract.
- 1.12 The department reserves the right to appoint more than one bidder, depending on conditions of the bid.
- 1.13 The department hereby chooses the following street address as its *domicilium citandi et executandi* for the purpose of serving notices and legal documentation:  
**Street address**  
Agriculture Place  
20 Steve Biko Road  
ARCADIA  
Pretoria  
0007
- 1.14 Bidders are encouraged to register on the Department of Agriculture, Forestry and Fisheries' supplier database. Application forms must be submitted to:

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**Postal address**

The Deputy Director: Demand and Acquisition Management  
 Department of Agriculture, Forestry and Fisheries  
 Private Bag X250  
 PRETORIA  
 0001

**Hand delivery**

The Deputy Director: Demand and Acquisition Management  
 Department of Agriculture, Forestry and Fisheries  
 20 Steve Biko Road (cnr Soutpansberg Road and Steve Biko Road)  
 Agriculture Place  
 Room N-GF-10  
 ARCADIA

Application forms can be obtained at the physical address above or downloaded from the department's website ([www.daff.gov.za](http://www.daff.gov.za)).

- 1.15 **A valid Tax Clearance Certificate** must be submitted together with the bid. The Tax Clearance Certificate requirements are also applicable to foreign bidders/individuals who wish to submit bids. In cases where **consortiums/joint ventures/subcontracts** are involved, each party must submit a separate Tax Clearance Certificate and a separate SBD 6.1 form (preference points claim form). **The percentage of contract value managed and executed by each party must also be indicated** (see paragraph 8 of the SBD 6.1 form).
- 1.16 Bidders must submit an original and valid B-BBEE Status Level Verification Certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or registered auditors approved by the Independent Regulatory Board of Auditors (IRBA). Copies of original and valid B-BBEE Status Level Verification Certificates certified at any Commissioner of Oaths office will also be acceptable.
- 1.16.1 Bidders who qualify as Exempted Micro Enterprises (EMEs) (an enterprise with a total annual revenue of R5 million or less, qualifies as an EME) must submit a certificate to substantiate the B-BBEE rating claims issued by:
- (i) Accounting officers as contemplated in section 60(4) of the Close Corporation Act, Act No. 69 of 1984 (CCA); or
  - (ii) Verification agency accredited by SANAS; or
  - (iii) Registered auditors approved by the IRBA.
- 1.16.2 EMEs automatically qualify for B-BBEE status "Level four (4) contributors". EMEs owned by more than 50% black people are regarded to be B-BBEE "Level three (3) status contributors".
- 1.17 Bids submitted by a trust, consortium or joint venture, will qualify for points for a B-BBEE status level as an unincorporated entity, provided that the entity submits a consolidated B-BBEE scorecard.

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- 1.18 Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates in terms of the specialised scorecard contained in the B-BBEE codes of good practice.
- 1.19 Bidder(s) may be requested to submit a valid company registration certificate issued by the Registrar of Companies and copies of the ID document(s) of active director(s).

1.20 **Enquiries**

Bidders are at liberty to discuss any aspect of the bid with the contact persons below:

Technical enquiries	Mr.D.J Tladi	Tel. 012 309 5743
General SCM enquiries	Ms S. Nkwana	Tel. 012 319 7016

- 1.21 The successful service provider must supply and deliver goods to the address as indicated in the bid documentation.
- 1.22 The validity period of this bid must be at least 90 days from the closing date of the bid.

2. **CONFIDENTIALITY**

- 2.1 This bid and all information in connection therewith shall be held in strict confidence by bidders and the use of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
- 2.2 All bidders are bound by a confidentiality clause preventing the unauthorised disclosure of any information regarding the department or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without the written approval of the Director-General or the delegated official.

3. **COPYRIGHT**

- 3.1 Copyright of all documentation in relation to this bid belongs to the department. The successful bidder may not disclose any information, documentation or products to other clients without the written approval of the Director-General or the delegated official.

4. **PAYMENTS**

- 4.1 Payment shall normally be made within 30 days after receipt of an original invoice, subject to satisfactory delivery of the service as outlined in the Terms of Reference.
- 4.2 The bidder will not be entitled to claim for travel and subsistence expenses. If such expenses are applicable, these charges must be included in the bid price.

5. **NON-COMPLIANCE WITH DELIVERY TERMS**

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As soon as it becomes known to the contractor that he will not be able to perform the services within the agreed time/or delivery period and/or against the quoted price and/or as specified in the contract, the department must be given immediate written notice to this effect. The department reserves the right to implement remedies as provided for in paragraph 22 of the General Conditions of Contract.

## 6. RETENTION

- 6.1 On termination of this agreement, the contractor shall on demand, hand over all documentation, information, etc. to the department without the right of retention.
- 6.2 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement of the agreement to amend or vary conditions shall be in writing.

## 7. EVALUATION TEAM

The department will appoint an evaluation team to evaluate the bid submissions. The team will make recommendations to the Bid Adjudication Committee.

## 8. EVALUATION OF BIDS ON A POINTS SYSTEM

Bids will be evaluated on the following basis:

### 8.1 Phase 1: Compliance with minimum bid requirements

- 8.1.1 All bids duly lodged will be evaluated to determine compliance with the bid requirements and conditions. Bids with obvious deviations from the bid requirements/conditions and not acceptable to the evaluation committee will be eliminated from the adjudication process, i.e. will not be shortlisted.

### 8.2 Phase II: Price

- 8.2.1 Only bidders/service providers who met all the minimum requirements in terms of paragraph 8.1.1 above will be brought on a comparative price basis in terms of the applicable preference point system prescribed in the Preferential Procurement Regulations 5 and 6 of 2011 as indicated in the SBD 6.1 form.

### 8.3 Phase III: Awarding of bid

- 8.3.1 The recommended bidder/service provider will usually be the bidder/ service provider scoring the highest number of points.

## 9. LATE BIDS

All completed documentation must be returned to the Department of Agriculture, Forestry and Fisheries before 11:00 on 05 June 2015. The location of the drop off is: Agriculture Place, Tender Receipt Office, Tender Box, Room A-GF-06.

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Bids received late shall not be considered. The bidding box shall be locked at exactly **11:00**. The closing time will be in accordance with Telkom time (1026).

Bidders are therefore advised to ensure that bids are dispatched allowing sufficient time for any unforeseen events that may delay the delivery of the bid and time to access the premises because of security arrangements when entering the department's gate.

**10. FRAUD AND CORRUPTION**

All prospective bidders should take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No. 12 of 2004 and any other act applicable.

**11. THE DEPARTMENT RESERVES THE RIGHT TO REJECT OR CANCEL BIDS**

Bids can be cancelled for any of the following reasons:

- 11.1 If the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.
- 11.2 If the bidder or any of its directors have:
- (i) Abused the SCM system of any government department.
  - (ii) Failed to perform any previous contract and the proof thereof exists.
  - (iii) Restricted from doing business with the public sector if such a bidder obtained preferences fraudulently or if such bidder failed to perform on a contract based on the specific goals.
  - (iv) If there is proof of fraud or any other improper conduct in relation to such system.
- 12. THE DEPARTMENT RESERVES THE RIGHT NOT TO ACCEPT ANY BID FOR ANY REASON IT MAY REGARD AS NECESSARY.**

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**SPECIFICATION FOR THE INVITATION OF BIDS FOR THE APPOINTMENT OF BLASTING CONTRACTORS TO SUPPLY FUEL AND TO SET UP AND DETONATE FUEL EXPLOSIONS FOR THE CONTROL OF REDBILLED, FOR A PERIOD OF TWO (2) YEARS.**

**A. GENERAL INFORMATION**

The Department of Agriculture, Forestry and Fisheries is responsible for the control of Redbilled Quelea in the R.S.A. One of the methods employed are fuel explosions. The technique entails the following: 10, 20, 25, 100 or 210 litre steel/plastic containers are filled with fuel after which the containers are placed more or less 10 meters apart depending on the type of habitat.

An authorised official of the Department will perform an inspection and evaluation of reported quelea colonies. After the inspection, the official will decide on the type of control method, if any. Should the control method be a fuel explosion, the authorised official of the Department will determine the extent (date, time and quantities) of the operation. The authorised official of the Department will contact a blasting contractor and request the contractor to provide his/her service in accordance with the specifications of this bid.

2 x 150g or 1 x 400g explosive boosters (charge) are placed under the containers and connected with detonation cord by the contractor. Charge means a number of boosters tied together by means of detonation cord with a length of cord extending from the charge as determined by the authorised official of the Department. From here on a charge will be referred to as a bomb

When all the containers are placed in their positions, they are connected to each other with detonation cord by the contractor. The contractor is responsible for securing the whole blasting area, and double check all connections and explosives, to ensure that the set-up of all explosives are correct, to minimize any explosive failure.

At sunset the Quelea move in to the roost/blasting area, and when the authorised official of the Department is satisfied that all the Quelea have settled, he/she will instruct the contractor to detonate the blast. This causes the incineration of most of the Quelea in the roost. After the explosion, the contractor must ensure that all the "bombs" have detonated and declare the site safe, before the site can be entered by other persons.

For more information on the method, contact the Director : Climate Change and Disaster Management, Department of Agriculture, Forestry and Fisheries, Private Bag X250, Pretoria, 0001 (Telephone: 309 5743).

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The average number of explosive charges per fuel explosion is around 300, and the average number of kilometres travelled per operation was about 600 kilometres. Most Quelea control actions usually take place during the period September to May. Sporadic control actions are carried out throughout the rest of the year.

An accurate estimate of the number of fuel explosion control actions during the year is difficult. The following statistics with reference to the total annual amount of fuel explosions however may be of some use:

1994/95	-	91	2002/2003	-	69
1995/96	-	126	2003/2004	-	63
1996/97	-	104	2004/2005	-	74
1997/98	-	98	2005/2006	-	28
1998/99	-	50	2006/2007	-	30
1999/2000	-	41	2007/2008	-	9
2000/2001	-	97	2008/2009	-	25
2001/2002	-	47	2009/2010	-	20
			2010/2011	-	13

## B. SPECIAL CONDITIONS

	I/we comply with the specifications		
	YES	NO	COMMENTS
* Please mark the correct box with an "X".			
1. The contract <b>cannot</b> be arranged for a specific number of fuel explosion operations, and the Department reserves the right to appoint additional contractors when the circumstances require it.			
2. For all control operations there will be an authorised official of the Department who will be responsible for the management of all aspects of the particular control operation(s).			
3. The distance that explosives may be transported is restricted by the Act on Explosive materials (Act No. 26 of 1956), and therefore it is imperative that more than one explosive contractor be appointed to serve in the RSA. Experience of past control actions has shown that occasionally as many as four control actions may occur simultaneously, which means that at least four contractors may be employed.			

* Please mark the correct box with an "X".	I/we comply with the specifications		
	YES	NO	COMMENTS
<p>4. i) All bids which comply fully with the conditions and specifications of this bid may be appointed by considering their labour cost per charge to set-up explosives. However, bidders with exorbitant tender prices may not be accepted. Please note that though the bids will be evaluated initially only on the labour cost, this does not mean that the bidder who scores the highest points (as evaluated on labour costs) will receive a request for the execution of a particular control operation.</p> <p>ii) To determine which contractor should execute an operation all cost pertaining to the action for example labours and transportation costs will be taken into account for that particular operation.</p>			
5. A contract of agreement will be entered into between the Department and successful bidders. Once the agreement is signed by both parties, the bidder must have his/her services available within 24 hours and from then on, on a 24 hour basis.			
6. The successful bidders shall be listed from the least expensive to the most expensive, based on their tariffs. These contractors could all be employed at one time (see Par 4 of the tender specification).			
7. The successful bidder must render his services within 24 hours after being requested by the authorised official of the Department for a particular fuel explosion. In other words; if the contractor is contacted at 19H00 by an authorised official of the Department, the explosion must be executed at 19H00 the following day or any other time the following day, as determined by the authorized representative of the Department			
<p>8. An authorised official of the Department will conduct an on-site evaluation of the area where Redbilled quelea roost, usually late afternoon and or early evening when the Redbilled Quelea return to their roosting/breeding site to rest for the night. When the representative of the Department decides during such an evaluation that a fuel explosion is to be executed in order to control those Redbilled Quelea, the authorised official of the Department will;</p> <p>i. contact a particular contractor (see Par.9) and request him/her to execute such a fuel explosion.</p>			

I O X

* Please mark the correct box with an "X".	I/we comply with the specifications		
	YES	NO	COMMENTS
<p>ii. the authorised official of the Department will also indicate the date and time of the operation as well as the type and quantities of explosives that will be required.</p>			
<p>9. For a particular site the authorised official of the Department will determine the least expensive contractor for that particular fuel explosion on that particular site. The authorised official of the Department will determine the least expensive contractor by calculating the total cost per contractor of all the listed contractors, based on the contractor's labour costs and transport costs to execute that particular fuel explosion.</p> <p>Therefore the authorised official of the Department will have to take into account the distance the contractor has to travel from his/her nearest <u>base station</u> (see Par. 34.iii) to the nearest explosives depot and to the particular site and return to his/her nearest base station. The Departmental representative may request the contractors to quote the travelling/transport distance to a specific point, i.e. from his/her base station to the nearest explosives depot to the blasting site.</p>			
<p>10. To ensure the timeously set up of a fuel explosion to control Redbilled Quelea, it is of the utmost importance that the particular contractor arrives on the designated site and is ready to commence with the set-up of such an explosion before 11 am on the day of the planned operation. This is to ensure that the particular explosion set-up is completed before the Quelea return to the particular roost which usually is a half an hour before sunset. If under any circumstances the contractor has any reason why he/she will not be able to reach the designated site before 11am (i.e. distance from site or explosives permits), then the contractor must inform the authorised official of the Department thereof as described in par. 11, when the authorised official of the Department requests him/her for such a fuel explosion to control Redbilled Quelea. In such circumstances the Department reserves the right to hire an alternative explosives contractor, usually the second least expensive on the list.</p> <p>The same principle will apply when more than one fuel explosion control action has to be executed on a particular day.</p>			

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* Please mark the correct box with an "X".	I/we comply with the specifications		
	YES	NO	COMMENTS
<p>11. The least expensive contractor for that particular fuel explosion will be contacted and requested to execute the particular fuel explosion. If however that contractor;</p> <p>i. cannot accept the request for whatever reason,</p> <p>ii. or the bidder will not be able to reach the control site before 11a.m. on the day of the planned action and not be able to complete the whole explosion set-up by half an hour before sunset, then the second least expensive bidder will be approached for the particular fuel explosion,</p> <p>iii. or; If for any reason the requested contractor cannot carry out the fuel explosion according to the conditions of this bid,</p> <p>Then the contractor shall inform the authorised official of the Department who requested him/her within thirty minutes after the request. <i>For example if the authorised official of the Department contacted the contractor at 19h00 on Tuesday, the contractor will respond to that request by communicating the contractors decision to the authorised official of the Department to either accept or not accept the request by the Department before 19h31 on that Tuesday.</i></p>			
<p>12. If for any reason a designated contractor cannot carry out the control action according to the requirements of this bid, then the Department has the right to hire an alternative blasting contractor. The Department reserves the right to claim any additional expenses from the contractor who could not carry out the control instruction.</p>			
<p>13. If the contractor, after considering the size of the habitat; the grade of difficulty of the fuel explosion; and the distance to the site; accepts the order to execute such an explosion, and fails to do so timelessly, the contractor's contract may be cancelled immediately.</p>			
<p>14. The contractor will be requested verbally by telecommunication, and usually after hours, to execute a fuel explosion the following day. This would mean that the contractor should have an after hour's contact number.</p>			

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* Please mark the correct box with an "X".	I/we comply with the specifications		
	YES	NO	COMMENTS
15. If it should happen that a contractor continuously does not accept requests for control operations, the Department reserves the right to cancel his/her contract and could claim additional costs from the contractor in order to provide the service as described.			
16. If for any reason the contractor cannot be readily contacted at any time in order for the Departmental representative to request him/her for such a fuel explosion, the authorised official of the Department may request the next contractor on the list, in accordance with Par. 10 of the specifications. This process will be followed until an available contractor has been obtained. The contractor who could not readily be contacted will have no recourse against the Department.			
17. The successful bidder is responsible to ensure that proper safety and security measures are carried out in accordance with the regulations laid down by the Inspector of Explosives (SA Police Service), this could include traffic control.			
18. All the fuel explosion control actions have to be executed in accordance with the Act on Explosive Materials (Act No. 26 of 1956).			
19. All necessary precautions must be undertaken by the explosive contractor to prevent any damage such as fire or anything else, to manmade structures, caused by such a fuel explosion. The contractor shall be held responsible for any damage caused by any fuel explosion, to manmade structures.			
20. It will be expected from the successful bidder / contractor to:			
i. Arrange the necessary transport and blasting permits for the required explosives as determined by the Act on Explosive Material 1956 (Act No. 26 of 1956).			
ii. Collect the necessary explosives at the nearest explosive magazine (depot) to the blasting site, and transport it to the blasting site.			
iii. If the particular type and quantities of the explosives as requested by the authorised official of the Department (as in par 8(ii) of these conditions), is not readily available from the explosives depot, explosives similar to those requested should be			

* Please mark the correct box with an "X".		I/we comply with the specifications		
		YES	NO	COMMENTS
	acquired by the contractor. Proof by the supplier of the explosives that the explosives were not available will have to be submitted.			
iv.	Set-up the explosives as explained in paragraph 25 of the specifications and as prescribed by the authorised official of the Department.			
v.	Notify all relevant and concerned parties of the intended explosion, for example local police stations and local and regional Inspectors of Explosive Materials (Act No. 26 of 1956).			
vi.	Detonate the explosives at a time as determined by the authorised official of the Department.			
vii.	Declare the control area safe after the explosion, and if necessary, destroy any un-detonated explosives.			
viii.	After receiving the appropriate authorisation from the relevant Inspector of Explosives (SA Police Service) return any unused explosives to a registered authorised explosives magazine. Or if circumstances require it, destroy any unused explosives in the appropriate manner, or to deal with it as prescribed by the Act on Explosive Materials 1956 (Act No. 26 of 1956).			
ix.	<b>Purchase fuel required for the explosion and later submit the invoice of the fuel purchased to the Department for reimbursement</b>			
21.	The authorised official of the Department will be responsible for providing the containers, labourers and structures needed to execute the control action, at the blasting site. This does not include labour/assistants as described in Par. 23 ii).			
22.	The successful bidder must acquire the necessary explosives for his own account. The <u>actual cost</u> thereof will be compensated by the Department on receipt of <u>documentary proof</u> (Tax invoice of the suppliers) of expenditure. Any discount offered by the explosive supplier will be for the benefit of the Department. (The explosives' costs will therefore not influence the bid price per charge.)			

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* Please mark the correct box with an "X".	I/we comply with the specifications		
	YES	NO	COMMENTS
<u>The quantities of explosive materials transported may not exceed the quantities as specified on the transport permit issued by the Inspector of Explosive Materials and in accordance with the Act on Explosive Materials (ACT NO. 26 OF 1956).</u>			
23. Personnel and necessary equipment for explosions: The successful bidder must supply the following, the cost of which will be for his own account:  i) One licensed, registered and fully equipped explosives carrier vehicle for every team.			
ii) Specialised labour/assistants to connect explosives (at least one).  (Experience has shown that it is advisable for the explosives contractor to employ at least one labourer for an explosion with charges numbering up to 100, two labourers for an explosion with charges numbering up to 200, three for an explosion with charges numbering up to 300, etc.)			
24. Successful bidders / contractors shall be compensated for transport and travel distances from his/her base station to the nearest explosives depot to the blasting site, and back to his/her nearest base station, and this includes any other necessary transport distances as agreed upon beforehand with the authorised official of the Department i.e. distances travelled to return explosives.			
25. In respect of the set-up of the control area as indicated by the authorised official of the Department, the successful bidder / contractor will be responsible for the following:  i. To bind a number of bombs (charges) as determined by the authorised official of the Department.			
ii. To lay out a detonation cord network for example 10 metres from each other in open Eucalyptus plantations and 5 m in dense reeds, throughout the entire control area, and to connect the whole network to prevent any cut-offs. The authorised official of the Department will indicate what distance the spacing should be.			

I.B.K

* Please mark the correct box with an "X".	I/we comply with the specifications		
	YES	NO	COMMENTS
iii. To tie the produced charges more or less 10 metres apart to the network of detonation cord. There will be as many charges as containers. The authorised official of the Department will indicate what distance the spacing should be.			
iv. To ensure that all containers with fuel are placed correctly onto all charges. This includes any methods required to ensure the correct placement of the explosives relative to the containers as determined by the Departmental representative, i.e. taping of explosives to fuel containers.			
v. To ensure that the control area is set up correctly, and to ensure that there are no loose (unconnected) explosives or fuel containers in the control area.			
26. Successful bidders / contractors shall be compensated for labour per bomb as prescribed in the preceded paragraph. A <u>Charge</u> also referred to as a bomb, means a number of boosters tied together by means of detonation cord with a length of cord extending from the charge as determined by the authorised official of the Department. For example, when a roosting area of 1 hectare has to be controlled, 1500 litres of fuel could be used, divided into one hundred 20l containers. Thus, 100 charges shall be used.			
27. i. If a specific control action <u>was set up</u> but could not be executed on a specific day as agreed upon between the authorised official of the Department and the blasting contractor, due to circumstances beyond the contractors control, and the detonation has to be delayed until the next evening, then the blasting contractor will be paid a maximum of R3300, 00 per day by the Department for the <b>delay time</b> . However, if the cost of the blasting contractor to return to his/her nearest base station is less than the above-mentioned amount, he/she will have to return to his/her nearest base station and will be remunerated for the travelling and transport distance by the Department. For example, it could happen that due to rain the action could be delayed for as many as three days or more for which the contractor will be remunerated 3xR3300 for delay time or 3x travelling distances depending on which is the least expensive. <b>Under no circumstances will the Department pay simultaneous for delayed time, cancellation fees and stay-over time. Please see par. 28 in this regard.</b>			

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\* Please mark the correct box with an "X".

	I/we comply with the specifications		
	YES	NO	COMMENTS
<p>ii. If a specific control action beyond the contractors control, and the contractor did proceed to collect and transport explosives to the blasting site before the operation was cancelled by the authorised official of the Department, then the blasting contractor will be compensated at a maximum of R 2200,00 per day by the Department for <b>cancellation fees</b>. The cancellation fees include all costs incurred by the contractor excluding transport costs. was <u>not set up</u> and could not be executed (cancelled) on a specific day as agreed upon between the authorised official of the Department and the blasting contractor, due to circumstances</p>			
<p>28. If a specific control action must be delayed, the contractor must contact the relevant Inspector of Explosive Materials. The inspector will decide, after all possibilities have been considered, how to deal with the explosives, as to limit any costs to the Department.</p>			
<p>29. If more fuel explosion control actions are planned in the vicinity during the following few days, it could be expected of the contractors to stay over in order to reduce expenses on behalf of the Department. The authorised official of the Department will request the contractor to remain in the area at which the Department will compensate the contractor R3300 per 24 hour period for <b>stay over time</b>, if no fuel explosion operations were launched/ executed during that said period. For example if a fuel explosion was launched on the Monday and the contractor was requested to remain in the area till Wednesday in order to execute a fuel explosion on the Wednesday, the contractor will be compensated R3300 for the Tuesday that he/she remained in the area. However if as in this example the fuel explosion on Monday was delayed due to i.e. rain till Tuesday, the contractor will only be compensated for delay time (Monday till Tuesday), as described in Par. 25 i) of this bid and not an additional R3300 for the Tuesday as described in this paragraph. <b>Under no circumstances will the Department pay simultaneous for delayed time, cancellation fees and stay-over time. Please see par. 23 in this regard.</b></p>			
<p>30. When the control area has been set-up, and the explosives have to be guarded overnight, the contractor has to appoint security guards (as prescribed by the Inspector on explosive materials) for</p>			

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* Please mark the correct box with an "X".	I/we comply with the specifications		
	YES	NO	COMMENTS
the period until the explosives can be detonated and therefore the fuel explosion executed. For that the Department will compensate the contractor at a maximum of R1300 per 24-hour period. Where other companies' guards have been used, payment will occur on their invoices only, with a maximum limit of R1300.			
31. i) In a situation where a blasting area has already been loaded, and the Departmental representative decides that the explosives must be removed from the blasting area, the contractor will be compensated for the days' work, that is 100% of the labour cost per bomb for the setting up the blasting area and 50% of the labour costs per bomb of those that had to be moved, for <b>dismantling</b> of the blasting area. Concerning the explosives the same principle as in par. 20 viii) of this tender applies.			
ii) In a situation where a blasting area has already been loaded, and the authorised official of the Department decides that the area has not been set up correctly by the contractor, the contractor can be requested by the authorised official of the Department to dismantle and move one or more of the charges, in order to ensure the correct set up of the area. In such a situation the contractor will not be compensated for labour as described in par. 31 i).			
32. The successful bidder will at all times be responsible for his subsistence arrangements and costs, including any other costs incurred by him/her.			
33. The successful bidder will be responsible for his/her transport, and for the security of his/her vehicle/s and equipment and the Department is not liable for any claims arising from damage or loss of his/her property.			
34. The explosive contractor must declare the following:  i) <b>Labour cost per charge</b> to set-up explosives. (Keeping in mind that cost of explosives is already carried by the Department as explained in paragraph 22 of this bid). <u>Charge</u> means a number of boosters tied together by means of detonation cord with a length of cord extending from the charge as determined by the authorised official of the Department (Usually, one charge is used for 10 litre and 20/25 litre containers, irrespective of the number of explosive booster units. Five charges are used for 100 litre			

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* Please mark the correct box with an "X".		I/we comply with the specifications		
		YES	NO	COMMENTS
	containers, irrespective of the number of explosive booster units. Ten charges are used for 200 litre containers, irrespective of the number of explosive booster units.)			
ii)	<b>Transport cost per kilometre</b> (all distances travelled for a particular fuel explosion for example: base station to explosives depot/magazine to blasting site / control area and return).			
iii)	<b>All their base stations</b> from where the transport costs will be calculated. Base stations can include, <i>inter alia</i> home/office or operating points.			
iv)	That they are prepared to execute the Quelea control actions, as described in the conditions of this tender.			
	35. Bidder / contractors shall be compensated only for the number of charges which detonate successfully. In the case where not all charges detonated successfully, then the percentage unsuccessful detonated charges of the total number of charges will be deducted from the total labour cost accordingly, for that specific operation.			
	36. A minimum labour tariff of R5250 and R5500 will be paid to the contractor during the first 12 months and the second 12 months of the contract respectively, if the contractor's labour costs for the number of charges for a specific fuel explosion, is less than R 5250 in the first year and less than R5500 in the second year of the contract.			
	37. Contractors will be remunerated normally within 30 days from receipt of the original specified invoice.			
	38. The Department reserves the right to cancel the contract any time in the event of the <b>successful bidder not being able to meet all the conditions laid down in this tender contract or in the event of fuel explosions not being carried out satisfactory</b> . The Department reserves the right to claim any costs incurred, from the particular contractor in the event of the contract being cancelled with that bidder.			
	39. The authorised representative of the Department acting on behalf of the Executive Officer's decisions will be final and binding, pertaining to decisions as mentioned in this document.			

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40. The authorised representative of the Department is acting in good faith on behalf of the Department and no recourse can be taken against him/her in any circumstances.			
41. The contract will be valid for a period of two years from date of acceptance. However, should the bid not be awarded before the contract starting date, due to unforeseen circumstances then the Department reserves the right to amend the contract period accordingly should extended validity have been obtained.			
<p>42. For further information contact:</p> <p>The Directorate Climate Change and Disaster Management  Contact: D.J Tladi  Tel.: 012 309 5743  Cell.: 082 4573741  P/Bag X250  PRETORIA  0001</p>			

### CHECKLIST

	COMPLY		
	YES	NO	REMARKS
43. Bidders/service providers must ensure that the following documents are attached, signed and completed:			
(i) Terms of reference			
(ii) SBD 1 form;			
(iii) SBD 3 form;			
(iv) SBD 4 form;			
(v) SBD 6.1 form;			
(vi) SBD 8 form;			
(vii) SBD 9 form;			
(viii) Supplier maintenance form (only applicable if the Department is not in possession of valid Banking details for a service provider/supplier);			

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(x)	An Original and Valid Tax Clearance Certificate			
(xi)	Certified B-BBEE Certificate			
(xii)	ID copies of directors			
(xiii)	Company registration certificate- as per paragraph 1.19 of the special conditions			
(xiv)	Company Profile			

I/we, the undersigned, declare that the information furnished is true and correct and warrants that he/she is duly authorised to sign on behalf of the company.

NAME AND CAPACITY: \_\_\_\_\_  
SIGNATURE OF SUPPLIER/ \_\_\_\_\_ DATE \_\_\_\_\_  
SERVICE PROVIDER

NAME OF COMPANY: \_\_\_\_\_

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# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

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

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

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

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## General Conditions of Contract

### 1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

## **2. Application**

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

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

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

## **3. General**

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

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

## **4. Standards**

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

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

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

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

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

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

## **6. Patent rights**

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

**7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

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



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

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

**9. Packing**

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

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

**10. Delivery and documents**

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

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

#### **14. Spare parts**

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

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

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

**21. Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any

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

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

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

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

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

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

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

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

may be due to him

**25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

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

**28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)





# agriculture, forestry & fisheries

Department:  
Agriculture, Forestry and Fisheries  
REPUBLIC OF SOUTH AFRICA

Dear Supplier

Attached is the supplier maintenance form for the Department of Agriculture, Forestry and Fisheries.

In order for this Department to add your details on our database, the attached form needs to be completed. **The correct completion of the form is crucial as the information provided is verified for authenticity with the relevant banking institutions via the National Treasury, by use of an automated process.**

To ensure that your request for verification and registration of your details on our financial systems is processed, you are requested to please adhere to the following to ensure that there is no delay in the processing of your details:

- a) The form must be fully completed.
- b) Requested documents must be attached.
- c) An e-mail address must be provided (if you have one) as this is used to automatically provide you with proof of payment.
- d) The account name and other relevant information on the last page must be **100%** correct as it appears per specific bank screen as indicated on the form. Verification is done with the information provided on this page and incorrect information supplied can lead to a rejected validation.
- e) The bank staff must sign and stamp the form as proof that the details were verified as required.
- f) **The form must be signed by the supplier/individual as proof that the details provided are correct.**
- g) The original form must be submitted.

This department will not accept responsibility for any delayed payments as a result of incorrect information supplied. Incomplete forms will be returned and will only be processed once the corrections have been made and the form returned.

Where information provided is not correct and leads to a rejection, the form will be returned to you and you will be required to complete a new form to ensure that the correct information is supplied and verified by the relevant bank.

Your assistance and co-operation in this regard will be appreciated.

**Director-General: Department of Agriculture, Forestry and Fisheries**



agriculture,  
forestry & fisheries

Department:  
Agriculture, Forestry and Fisheries  
REPUBLIC OF SOUTH AFRICA

**SUPPLIER MAINTENANCE:**

The Director-General: Department of Agriculture, Forestry & Fisheries (DAFF)

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post. Please ensure information is validated as per required bank screens.

I/We understand that bank details provided should be exactly as per the records held by the bank.

**I/We understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied. If there is a change in the banking details and the DAFF has not timeously been supplied with a new completed supplier maintenance form, the DAFF cannot be held responsible for losses due to the utilisation of the old banking details.**

New Detail (COMPULSORY)																							
<input type="checkbox"/> New information	<input type="checkbox"/> Update information																						
Supplier Type:	<input type="checkbox"/> Individual	<input type="checkbox"/> Department	<input type="checkbox"/> Partnership																				
	<input type="checkbox"/> Company	<input type="checkbox"/> Trust																					
	<input type="checkbox"/> CC	<input type="checkbox"/> Other ( Specify )																					
Department Number	<table border="1"> <tr> <td>4</td> <td>7</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>			4	7																		
4	7																						

Company / Personal Details (COMPULSORY)	
Registered Name	
Trading Name	
Tax Number	
VAT Number	
Company Reg no.	
Title:	
Initials:	
First Names:	
Surname:	

LINE FUNCTIONARY	OFFICE USE: FINANCE DEPARTMENT	
Compulsory for the staff member that requested the supplier maintenance form	Office Use Only (LOGIS)	Office Use Only (BAS)
Sender name:	LOGIS supplier no:	Captured By:
Regional/Head Office:	Document no:	Date Captured:
Tel no.:		Authorised By:
		Date Authorised:

**Address Details (COMPULSORY)**

Payment Address

( Compulsory )

Postal Code

Postal Address

( Compulsory )

Postal Code

Business/street  
Address

( Compulsory )

Postal Code

**Contact Details (COMPULSORY)**

Business

Area Code

Telephone Number

Extension

Home

Area Code

Telephone Number

Extension

Fax

Area Code

Fax Number

Extension

Cell

Cell Code

Cell Number

Email Address of  
accounts office for  
e-mailed proof of  
payment

Contact Person:

