

COMPULSORY BID INFORMATION MEETING AND SITE INSPECTION

PLEASE TAKE NOTE THAT NO LATE BIDDER(S)
WILL BE ADMITTED.

PLACE : 20 STEVE BIKO STREET
: AGRICULTURE PLACE
: PRETORIA
: ARCADIA

DATE : 24 July 2015

TIME : 09H00

ENQUIRIES : Technical Enquiries: Mr .M. Steffen
TEL NO: 012 319 7338

General Enquiries: Mr. F. Maseli
TEL. NO.: (012) 319 6641

**FAILURE TO ATTEND THE COMPULSORY BID INFORMATION MEETING WILL
RESULT IN THE BIDDER'S BID TO BE REJECTED.**

**CERTIFICATION BY BIDDER THAT THE COMPULSORY BID INFORMATION
MEETING DESCRIBED ABOVE WAS ATTENDED:**

I/We, _____
as representative of the company/firm _____
hereby declare that the compulsory site inspection was attended and that I/we am/are
fully aware of the extent of the task.

SIGNATURE

DATE

**CERTIFICATION BY DEPARTMENTAL REPRESENTATIVE ON SITE AFTER THE BID
INFORMATION MEETING**

I _____ hereby confirm that the site inspection was attended by
the above bidder.

SIGNATURE

DATE

INVITATION TO BID

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

BID NUMBER: 4.4.12.4/8/15 CLOSING DATE: 07 August 2015 CLOSING TIME: 11:00 (TELKOM TIME)

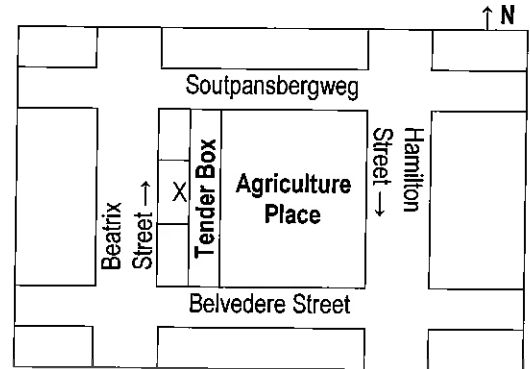
DESCRIPTION: Appointment of a private security company to render a security service at agriculture place building, Harvest house building, Sefala building, Delpen building and Roodeplaas Evaluation Centre for a period of 3 years

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 (AT THE RECEPTION)
 Room No. A-GF-06
 20 Steve Biko Street (Beatrix Street)
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.
- 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.

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? YES NO
If "YES" provide details

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 –FIRM PRICES
(Professional Services)**

NOTE : ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

NAME OF BIDDER:	BID NO.: 4.4.12.4/8/15
CLOSING TIME 11:00am	CLOSIND DATE 07 August 2015

OFFER TO BE VALID FOR 90 DAYS (06 NOVEMBER 2015) FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)
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1.

Appointment of a private security company to render a security service at agriculture place building, harvest house building, Sefala building, Delpen building and Roodeplaats Evaluation centre for a period of 3 years

1.1

**Item 1:
Sefala Building
503 Belvedere Street**

- R _____ /total price (inclusive of all costs) and VAT per month 1st year
- R _____ /total price (inclusive of all costs) and VAT for the 1st year
- R _____ /total price (inclusive of all costs) and VAT per month 2nd year
- R _____ /total price (inclusive of all costs) and VAT for the 2nd year
- R _____ /total price (inclusive of all costs) and VAT per month 3rd year
- R _____ /total price (inclusive of all costs) and VAT for the 3rd year

1.2

**Item 2:
Agriculture Place
20 Steve Biko Street**

- R _____ /total price (inclusive of all costs) and VAT per month 1st year
- R _____ /total price (inclusive of all costs) and VAT for the 1st year
- R _____ /total price (inclusive of all costs) and VAT per month 2nd year
- R _____ /total price (inclusive of all costs) and VAT for the 2nd year
- R _____ /total price (inclusive of all costs) and VAT per month 3rd year
- R _____ /total price (inclusive of all costs) and VAT for the 3rd year

1.3

**Item 3:
Delpen Building
Cnr Annie Botha & Union Street
Riveria**

- R _____ /total price (inclusive of all costs) and VAT per month 1st year
- R _____ /total price (inclusive of all costs) and VAT for the 1st year
- R _____ /total price (inclusive of all costs) and VAT per month 2nd year
- R _____ /total price (inclusive of all costs) and VAT for the 2nd year
- R _____ /total price (inclusive of all costs) and VAT per month 3rd year
- R _____ /total price (inclusive of all costs) and VAT for the 3rd year

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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, shareholder², member):
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"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.

²"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 attach proof of such authority to the bid document? **YES / NO**

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

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

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 SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

November 2011

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- **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
Total points for Price and B-BBEE must not exceed	100

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 "**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-BBEE Status Level of Contributor	Number of points (90/10 system)
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	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012)326-5445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
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:		

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *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:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2



agriculture, forestry & fisheries

Department:
Agriculture, Forestry and Fisheries
REPUBLIC OF SOUTH AFRICA

Bid invitation

BID NUMBER: 4.4.12.4/8/15
SUBJECT: Appointment of a private security company to render a security service at agriculture place building, harvest house building, Sefala building, Delpen building and roodeplaat Evaluation centre for a period of 3 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.
- 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
- 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 seven (7) working days or else bids may be disregarded.
- 1.9 The department will **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 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

- 1.13 Bidders are encouraged to register on the Department of Agriculture, Forestry and Fisheries' supplier database. Application forms must be submitted to:

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).

- 1.14 **An original and 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).
- 1.15 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.
- 1.15.1 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:
- (a) Accounting officers as contemplated in section 60(4) of the Close Corporation Act, Act No. 69 of 1984 (CCA); or
 - (b) Verification agency accredited by SANAS; or
 - (c) Registered auditors approved by the IRBA.
- 1.15.2 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”.
- 1.16 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.
- 1.17 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.
- 1.18 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).

1.19 Enquiries

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

Technical enquiries	Mr. M Steffen	Tel: 012 319 7338
General SCM enquiries	Mr Freddy Maseli	Tel 012 319 6641

- 1.20 The successful service provider must supply and deliver goods to the address as indicated in the bid documentation.
- 1.21 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

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 I: 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: Awarding of bid

8.2.1 Short listed service providers/bidder(s) must be prepared to make presentations to the DAFF (at own expenses) on how they will assist the DAFF on the planning and implementation of projects. Failure to attend the presentation when called upon will disqualify the bidder(s).

8.2.2 The presentation meeting will be held a week after the closing date of the bid.

8.2.3 Presentations will be made to an evaluation committee which will consist of, *inter alia*, members of the Directorate: Security Services and other members as decided upon.

8.3 Phase III: Price

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

8.3.4 The following evaluation criteria and weights will apply: Maximum Points

8.3.4.1 Price 50

8.3.4.2 Methodology to be used. 10

8.3.4.3 Detailed implementation schedule for the project. 10

8.3.4.4 Proven work experience and qualifications of the project team 30

8.3.5 Points will be awarded per individual evaluation committee member, after which average points will be calculated.

8.3.6 It is a condition of bid that the bidder must score an average of 35 points for functionality (paragraph 8.3.4.2 to 8.3.4.4) to qualify for further adjudication. 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.

9. **LATE BIDS**

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

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.**

TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONTRACTOR TO RENDER A SECURITY SERVICE FOR THE DEPARTMENT OF AGRICULTURE, FORESTRY & FISHERIES

1. **DURATION AND CONDITIONS:**

1.1 **DURATION**

The duration of the contract will be for a period of 36 months, commencing from the date as agreed with the Director: Security Services, after receipt of an official order.

Operational conditions

		COMPLY		
		YES	NO	REPLY
2.1	<p>Service required.</p> <p>The rendering of security service at the following departmental site:</p>			
2.1.1	<p>Sefala Building 503 Belvedere Street Arcadia Pretoria</p> <p>Agricultural Place 20 Beatrix Street Arcadia Pretoria</p> <p>Delpen Building Cnr Annie Botha & Union Street Riviera Pretoria</p> <p>Harvest House Building 30 Hamilton Street Arcadia Pretoria</p> <p>Roodeplaar Evaluation Centre Moloto Road Kameeldrift Roodeplaar</p>			

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		COMPLY		
		YES	NO	REPLY
Item	Number			
2.2	The following Security Personnel and operational hours required:			
2.2.1	<p>Sefala Building (503 Belvedere Street): Security Officer – Grade C Day Shift: 06:00 - 18:00 - Monday to Sunday Security Officer – Grade C Night Shift: 18:00 – 06:00 – Monday to Sunday Weekends and Public Holidays included.</p> <p>Agricultural Place (20 Steve Biko Street): Security Officer – Grade C Day Shift: 06:00 - 18:00 - Monday to Sunday Security Officer – Grade C Night Shift: 18:00 – 06:00 – Monday to Sunday Weekends and Public Holidays included.</p> <p>Delpen Building (Cnr Annie Botha & Union Streets): Security Officer – Grade C Day Shift: 06:00 - 18:00 - Monday to Sunday Security Officer – Grade C Night Shift: 18:00 – 06:00 – Monday to Sunday Weekends and Public Holidays included.</p> <p>Harvest House Building (30 Hamilton Street): Security Officer – Grade C Day Shift: 06:00 - 18:00 - Monday to Sunday Security Officer – Grade C Night Shift: 18:00 – 06:00 – Monday to Sunday Weekends and Public Holidays included.</p> <p>Roodeplaat (Moloto Road, Kameeldrift): Security Officer – Grade C Day Shift: 06:00 - 18:00 - Monday to Sunday Security Officer – Grade C Night Shift: 18:00 – 06:00 – Monday to Sunday Weekends and Public Holidays included.</p>	<ul style="list-style-type: none"> • 2 • 2 • 6 • 3 • 2 • 2 • 2 • 2 • 3 • 3 		
2.2.2	<p>The bidder shall, in order to ensure the continuity of the service to be rendered, allocate specific personnel to the specific site for the duration of this contract. A list of officers must be supplied once the contract is awarded to a successful bidder.</p> <p>Exchange of any security personnel may only be executed with prior consent of the Director: Security Services.</p>			
2.2.1	The following functional Security Equipment is required:			

		COMPLY		
		YES	NO	REPLY
(a)	Operational Control Room equipped with a base radio.	1		
(b)	Portable hand held 2 way radios (to be programmed to Contractor's frequency).	15		
(c)	Fire-arms	None		
(d)	Torches (including batteries).	10		
(e)	Batons.	27		
(f)	Pocket books.	27		
(g)	Registers as required in terms of paragraph 2.4.4(a), 2.4.4(b) and 6.1 to 6.6.	All		
(h)	Vehicles.	1		
(i)	Handcuffs.	27		
(j)	Whistles.	27		

2.2.2 Registration requirements in terms of Private Security Industry Regulatory Authority

<p>The bidder must be registered in terms of the Private Security Industry Regulatory Act (Act 56 of 2001). As proof thereof, a copy of registration must be attached with the bid.</p> <p>Each individual Security Officer that the bidder supplies to render the service must be registered as Security Officers in terms of The Private Security Industry Regulatory Act (Act 56 of 2001).</p>			
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		COMPLY		
		YES	NO	REPLY
Copies of the registration certificates in respect of all the Security Officers allocated to the sites of the Department must be submitted once the contract is awarded to a successful bidder. The documents will be filed with the Directorate: Security Services of the Department for reference purposes as part of the contract.				
2.2.3	The Security Officers rendering the service to the Department must comply to the following:			
	<p>Training requirements of Security Officers</p> <p>All security officers supplied to render the service must comply with the training standard set by the Private Security Industry Regulatory authority, and trained in a Private Security Industry Regulatory Authority accredited centre. The Security Officers must understand and be able to implement the Control of Access to Public Premises and Vehicle Act No. 53 of 1985 as well as the Trespass Act No. 6.</p>			
2.2.4	The Control Room of the bidder must comply to the following:			
	<p>The control room of the bidder must be fully operational and manned (24) hours/ seven days a week for the duration of the contract.</p> <p>The bidders must have an electronic clocking system in place to monitor the movement/patrols conducted by the security officers at the sites.</p>			
	The bidders must submit on a monthly basis reports per site with regards to the monitoring of security officers and security vehicles to the Directorate: Security Services.			
	The Department will inspect such control room on a regular basis to ensure compliance.			
2.2.5	Minimum wages			

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		COMPLY		
		YES	NO	REPLY
<p>The bidder must pay employees at least the minimum monthly basic wage per security grade as determined by the Private Security Industry Regulatory Authority tariffs.</p> <p>The bidder must ensure that salaries of security staff allocated to DAFF are paid on time to prevent possible security breaches on the premises of the department as a result of late payment.</p> <p>Failure of the bidder to pay employees timeously may result in the termination of the contract.</p>				
2.2.6	Assumption of duty			
	The successful bidder must be in a position to supply services within (2) two weeks after the date of formal contract i.e. from the date of receipt of an official order.			
2.2.7.	Provision of personnel in crises situation			
	<p>The bidder must provide alternative personnel in cases of labour disputes on condition that the alternative personnel comply with the minimum requirements as per this contract.</p> <p>The Directorate: Security Services of the department must be consulted as failure may result in a possible breach of this contract.</p>			
2.2.8	The bidder must provide the following protection services:			
(a)	The protection of State officials against injuries, death or any other offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977);			
(b)	The protection of State property at the intended sites and the protection of said property against theft and vandalism;			
(c)	The Protection of Information; and			

		COMPLY		
		YES	NO	REPLY
(d)	The protection of the business process of the department against any Interruption.			
2.2.9	Minimum experience and qualification of Security personnel			
	<p>Security Officers must have obtained at least a Grade 10 Certificate.</p> <p>Security Officers must not be younger than 18 years of age.</p> <p>The Security Officers supplied to render the service, must at least have had (2) two years security experience.</p> <p>The Department holds the right to screen (and interview) the Security Officers supplied to render the service within (7) seven days after commencement of their respective service and to verbally request an immediate replacement should the Security Officer not meet the criteria or perform to the accepted standard.</p> <p>The successful bidder will be required to submit SAPS Criminal Record Centre clearance certificates, (at his/her own expense) to the Directorate: Security Services of the Department in respect of all personnel rendering a security service to the department before commencement of duties.</p>			
2.2.10	Oath of secrecy			
	All security personnel as well as all personnel and management involved with the Security Services of the Department of Agriculture, Forestry & Fisheries shall at the commencement of this agreement sign an "Oath of Secrecy" declaration and submit the declaration form to the Directorate: Security Services of the Department.			
	The Supervisor and Security officers must sign an undertaking in which they declare that they will refrain from any action which might be to the detriment of the Department and the State in general.			
	The Supervisor and Security Officers are prohibited from reading documents or records in offices or the unnecessary handling thereof.			

ATN

		COMPLY		
		YES	NO	REPLY
No information concerning the State activities may be furnished to the public or media by the Contractor or any of his/her employees.				
2.3	Vetting/ Screening			
<p>The Security Company, its Directors and staff shall be subjected to security screening.</p> <p>In cases where a negative screening result is submitted by the State Security Agency of the Security Company and/or its Directors, it will result in the termination of the contract.</p> <p>In cases where a negative screening result is submitted by the State Security Agency of the Staff, the individual must be replaced with a suitable cleared employee.</p>				
2.4	General requirements for security personnel			
2.4.1	The following general requirements apply:			
	(a) Security personnel must at all times be presentable, that implies that they may not sit, smoke, eat or drink while attending to clients.			
	(b) Security personnel must at all times present a professional attitude that implies that they shall not argue or behave discourteous towards clients.			
	(c) Security personnel must be physically, mentally sound and medically fit for the execution of their duties.			
	(d) The Department may from time to time ascertain whether Security Personnel are in good standing with the Private Security Regulatory Authority.			
	(e) If any security personnel are not in good standing with the Private Security Regulatory Authority the security personnel must be immediately replaced with suitable security personnel.			
2.4.2	Uniforms and identification for security personnel			

		COMPLY		
		YES	NO	REPLY
(a)	Each security personnel must at all times be dressed in a neat and clearly identifiable uniform of the company. The uniform must include amongst others matching raincoats, overcoats, jackets, jerseys, shoes etc.			
(b)	Each security personnel must at all times be identifiable by means of an issued PSIRA and Departmental identification card.			
(c)	A clear identification card of the company with the member's photo, identification and staff number on it, worn conspicuously on his/her person at all times.			
(d)	Alternatively: The valid identification card issued by the Private Security Industry Regulatory Authority.			
2.4.3 Security equipment				
Security equipment which are to be worn or kept on the person at all times whilst on duty, to be issued by the bidder are:				
(a)	Baton;			
(b)	Handcuffs;			
(c)	Whistle;			
(d)	Pen; Occurrence book will only be written in black and red.			
(e)	Torch (whilst on night shift); with extra batteries and globes.			
(f)	Two way radio;			

SPN

		COMPLY		
		YES	NO	REPLY
	(g) Fire arms (where applicable).			
	Bidders must keep proper files as well as appropriate documents of all security personnel, who are employed for rendering the service to the Department available for inspection by representatives of the Department.			
	The appropriate documents shall include, <i>inter alia</i> , the following: Scholastic, training, registration, medical and copy of Identification certificates.			
2.4.4	Registers to be utilised and maintained			
	The Contractor must ensure that the Occurrence Register and Access Control Register/Forms, which are available on the site, is utilised and maintained as required: (a) Occurrence Register – This register must be utilised for keeping records of all incidents, occurrences, or observations made by the Security Officer's whilst on duty for later reference.			
	Compulsory Entries: All listed routine procedures such as patrols undertaken, handing over of shifts, etc. the procedures followed, by whom and the time of commencement. These entries must all be made clearly legible, in black ink.			
	All occurrence/incidents however important, slight or unusual, with reference to the correct time and relevant actions taken must be noted in a clearly legible black ink.			
	All security personnel activities – especially deviations in respect of the duty list – indicating particulars of the personnel and relevant times.			
	The issue and/or receipt of keys, indicating the time and by whom it was received.			
	The unlocking/locking of doors/gates, indicating the time and by whom they were locked/unlocked.			
	The handing-over of shifts, mentioning all names of all			

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	COMPLY		
	YES	NO	REPLY
shift personnel and accompanying equipment. In this case personnel taking over as well as personnel handing-over must sign the entries.			
Occurrence register must be read: After handing-over of the shifts, the person who has come on shift must make an entry that he/she has read the occurrence register in order to acquaint himself/herself with incidents that occurred during the previous shift.			
All entries by Supervisors and Management: The Supervisors must inspect the security staff at the site and establish whether there were any security incidents or breaches and record that in legible red ink. Supervisors must edit and audit the entries.			
Officials of the Department shall forward in writing, all additional requests in respect of the rendering of the service.			
Under no circumstances may an entry in the occurrence register be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialled at the side. No lines must be skipped, no blank spaces must be left.			
(b) Shift Rosters –The Contractor must ensure that a shift roster is at all times available to serve as proof that all personnel who are on duty per shift.			
Drawing up a shift roster: Daily, weekly, monthly shift roster of all security personnel must be drawn up by the Contractor and kept on site where the service is rendered.			
Changes to the shift roster: any changes to the shift roster shall be crossed out by a single line, initialled, dated and noted in the occurrence register and the Directorate: Security Services of the department must be informed.			
Duty sheet – The Contractor must ensure that each security officer per duty point on the site must have a detailed duty sheet to ensure that all security person-			

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		COMPLY		
		YES	NO	REPLY
nel on duty are familiar with their duties as required for the contract.				
Two-way radios – All security patrolling officers must have two-way radio communication to ensure that there is a constant communication between the various duty points on the site and the Contractors control room. The two-way radios must be in good working condition at all times and they must be handed to the Security Officer patrolling the site for constant communication with the base station during the day and night for the duration of the contract period.				
Guard monitoring system – The Contractor must have a guard monitoring system to ensure that the site is patrolled/inspected according to instructions and any deviation is immediately reported to supervisors and addressed accordingly.				
The guard monitoring points must be visited at least once per hour per day. Proof of the visits must be kept as evidence.				
2.4.5	Communication between the Department and the Contractor			
The Site Manager or supervisor must immediately report any abnormal and or noteworthy incident to the Directorate: Security Services of the Department.				
Meetings between the representatives of the department and the Contractor must be held at least once a month. The Department will keep the minutes of the meeting.				
The Contractors shall furnish a monthly and quarterly report of the security service, incidents, breaches etc. which transpired in the previous month to the Directorate: Security Services of the Department.				
2.4.6	Maximum shift hours			
No security personnel may be allowed to work a daily shift longer than (12) twelve hours.				

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		COMPLY		
		YES	NO	REPLY
2.4.7	Lost articles			
	Lost articles found at the site and of which the ownership could not immediately be established, must be handed in at the security control room on site for safekeeping and recorded in the occurrence register. These lost articles must then be handed over to the Directorate: Security Services of the Department.			
2.4.8	Deliveries			
	No documentation or any other deliveries must be received or accepted by the security personnel of the Contractor. In these cases a representative of the department must be informed to ensure collection of delivery of documentation and/or goods or services.			
2.4.9	Labour unrest incidents			
	The Contractor must ensure that there is a contingency plan in place to ensure uninterrupted security service to the department in cases amongst others, labour unrest, labour dispute, civilian disorder, a local or national disaster or any other cause beyond the control of the Contractor.			
2.4.10	Inspections			
	The Department retains the right to inspect the service rendered by the Contractor at any time, to ensure that the security service is rendered in accordance with the terms and conditions of the contract and the site specification.			
2.4.11	Replacement of security personnel			
	The Department retains the right to inform the Contractor to replace any of his/her employees, should justifiable reasons exist. Such request must be implemented immediately.			

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		COMPLY		
		YES	NO	REPLY
<p>The Department will not be held liable for any damages or claims which may arise because of the request for the replacement of the employee. The Contractor indemnifies the department against any such claims and legal expenses.</p>				
2.4.12	Shortage of staff			
<p>The Contractor must ensure that the contracted number of security officers is always available on site.</p> <p>In cases where the contracted number of security officers is not available on site the Contractor will be informed by the department's representative to ensure that the correct number of security officers is immediately on site.</p> <p>All security personnel shortages shall be noted in the occurrence register by the Contractor and/or the representative of the department.</p> <p>If action is not immediately taken to rectify the shortage of security personnel the department reserves the right to institute the penalty clauses as per the general conditions of contract.</p>				
2.4.13	General			
<p>The Contractor's personnel must at all-time refrain from littering and they must keep the grounds/building/work area occupied by them clean, hygienic and neat.</p>				
<p>Under no circumstances will any security personnel be allowed to trade on the premises.</p>				
<p>The Contractor shall not erect or display any sign, printed matter, painting, name plates, advertisement, article or object of any nature whatsoever, in, or against the Department's buildings or sites or any part thereof without written consent.</p>				
<p>The Contractor shall not publicly display at any site any article or object which might be regarded as objectionable or undesirable.</p>				
<p>Any sign, printed matter, painting, name plates, advertisements, article or object displayed without written consent or which is regarded as objectionable or undesirable will immediately be removed.</p> <p>The Contractor shall be held responsible for the costs of such</p>				

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		COMPLY		
		YES	NO	REPLY
removal and also the damages incurred as a result of such removal.				
2.4.14	Responsibilities of Security Officers			
<p>All security officers deployed at the duty points/sites of the department are responsible for amongst others;</p> <p>(a) To act as an authorised official in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).</p> <p>(b) To perform access control duties as prescribed, patrol premises, and execute functions required by the Departmental shift supervisors (including the safeguarding of personnel, property and information).</p> <p>(c) To record events/incidents in the prescribed occurrence register and report it to the shift supervisor and Contractor.</p> <p>(d) The Security Officers shall be responsible for the protection of State property on the site, and the protection of the said property against theft, fire and vandalism.</p> <p>(e) The protection of the State's officials against any injuries, threat of any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act (Act 51 of 1977).</p> <p>(f) Protect State information against any espionage and/or leakage to the wrong hands.</p> <p>(g) Controlling or reporting on the movement of persons or vehicles through checkpoints or gates.</p> <p>(h) Conduct searches on staff members, members of the public and, if necessary, restrain them.</p> <p>(i) Patrol the premises and the offices of Department of Agriculture, Forestry & Fisheries.</p> <p>(j) React to emergency situations.</p> <p>(k) Ensure that security registers are up to date and kept legible and neat at all times.</p> <p>(l) Escort employees or visitors.</p>				
<p>(m) Security Officers are prohibited to read any newspaper or any documents whilst on duty.</p> <p>(n) Security Officers shall report on duty at least 15 minutes before the shift starting times to ensure</p>				

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		COMPLY		
		YES	NO	REPLY
	proper shift rotation.			
(o)	Security Officers should avoid any conflicts with the staff members or members of the public.			
(p)	Security Officers shall report any lost and found articles and goods to the shift supervisor.			
(q)	Act as an emergency officer during emergency situation until the arrival of Department of Agriculture's Security Officials.			
3.	CONTRACTOR'S RESPONSIBILITIES			
3.1	Oversees all security activities performed by security personnel for the duration of the contract.			
3.2	Manage and resolve all problems experienced by security personnel on site such as payment of salaries, family problems, shift rotations, various types of leaves and all other human resource related matters.			
3.3	The Contractor must allocate security equipment to all sites of the department which is in good working condition for the duration of the contract.			
3.4	The Contractor must provide continuous training to the Security Officers in conducting access control as referred to in the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).			
3.5	The Contractor must continuously liaise with the supervisors and managers of the Directorate: Security Services on all matters related to security.			
3.6	The Contractor must ensure that all security officers are trained in handling emergency situations.			
3.7	The Contractor must ensure that registers are clean, neat, legible and updated at all times.			
3.8	The Contractor must ensure that Security Officers are always dressed in full uniform and display their PSIRA registration cards. The uniform must have the branding of the company embroidered on it.			
3.9	The Contractor must have: <ul style="list-style-type: none"> - Weekly meetings with the Chief Security Officer of the Department. - Monthly meetings with Directorate: Security Services. 			
3.10	The Contractor must ensure that all security officers understand the needs and expectation of the secondary clients (e.g. visitors) and primary clients (e.g. employees) of the Depart-			

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		COMPLY		
		YES	NO	REPLY
	ment.			
3.11	The Contractor must ensure that all security officers understand the principle of Batho Pele and apply it at all DAFF buildings.			
3.12	The Contractor must ensure that security personnel present an effective front line and information service to the staff members and to the public.			
3.13	The Contractor may not, unless otherwise specified, make use of any of the State's equipment, aids and/or property, for purposes of compliance with the conditions, which equipment, aids and/or property include, <i>inter alia</i> , vehicles, stationery, firearms, rooms and furniture.			
3.14	The Contractor is responsible for the training of his personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.			
3.15	The Contractor must inspect the security officers deployed at the premises of the Department once per day (weekends and public holidays included) and twice per nightshift.			
3.16	The Contractor must establish a direct line of communication between the Departments security control room and its control room.			
3.17	The Contractor must ensure that the Security officers deployed at the sites of the Department are not utilising the cellular phones for private matters or any other electronic devices not related to work purposes.			
3.18	The Contractor must allocate corporate uniform to security officers for the duration of the contract.			
3.19	No self-placement is permitted. Security Officers must be inspected and briefed of their duties at the change of each shift.			
4. LIABILITY AND CLAIMS OF THE CONTRACTOR				
4.1	The Contractor shall be held liable for any damages or loss suffered by the State, as a result of the Contractor's own or his employees' negligence or intent, which originated on the site.			
4.2	The State shall not be liable for any loss or damage of any nature to any of the Contractor's properties or any items kept at the State's sites, even in cases where the loss originated as a result of negligence or intent on the part of the State.			
4.3	The State is indemnified against any loss, expense or damage which may be sustained by any third party, as well as any			

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		COMPLY		
		YES	NO	REPLY
	claim or legal proceedings and legal expenses, including attorney and client costs, that may be instituted against or incurred by the Contractor, and which arise from or are the result of any act or omission by the Contractor or an employee or agent of the Contractor in connection with the execution of the services in terms of this contract which may result in the following cases:			
4.3.1	Loss of life or injuries which may be sustained by the security personnel during the execution of their duties.			
4.3.2	Damages to or destruction of any equipment or property of the Contractor during the execution of their duties.			
4.3.3	Any claims and legal costs which may ensue from the failure by or acts committed by security personnel against third persons, which acts include:			
4.3.3.1	Illicit frisking, arrests and other illicit or wrongful deeds. The Contractor shall be notified in writing of the particulars of each claim he is liable for.			
4.4	The Contractor must, at its own expense, take out sufficient insurance cover against any claims, costs, loss and/or damage ensuing from his obligations and he must ensure that such insurance remains operative for the duration of this agreement.			
4.4.1	A copy of such insurance contract shall be handed to the departmental representative on commencement of the service. Failure to submit the above-mentioned document will result in the bidder's bid to be rejected.			
4.5	The contract is valid for a period of 36 months and the Department reserves the right to terminate the contract with immediate effect if the Directorate: Security Services is unsatisfied with the services rendered by the Contractor. This will be done in line with the policies of the Department of Agriculture, Forestry & Fisheries.			
5.	OTHER SECURITY REGISTERS			
	The Contractor must ensure that the following registers are also utilised by the Security Officers deployed at the departmental sites:			
5.1	Visitors register			

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		COMPLY		
		YES	NO	REPLY
<p>This register must be utilised for keeping records of persons visiting the premises of the department and must include the following details:</p> <p>(a) Date and time of visit and departure;</p> <p>(b) Surname and initials of the visitor;</p> <p>(c) ID number and proof of identify of the visitor;</p> <p>(d) Home and work address of the visitor;</p> <p>(e) Name of person to be visited;</p> <p>(f) Telephone numbers at work or home;</p> <p>(g) Duration of the visit (Time of arrival and time of departure)</p> <p>(h) Purpose of visit;</p> <p>(i) Signature of the visitor.</p> <p>(j) Signature of the person being visited.</p> <p>(k) Declaration of prohibited items</p> <p>(l) Vehicle registration number</p>				
5.2	Pocket book			
<p>The Contractor must issue pocket books to all security officers deployed at the departmental premises for the duration of the contracts.</p> <p>The pocket books must be utilised for recording all incidents which has occurred or was observed during a shift and must include but not limited to the following:</p> <p>5.2.1 Reporting on and off duty.</p> <p>5.2.3 Recording security incident breaches.</p> <p>5.2.4 Recording security patrols.</p> <p>5.2.5 Recording security deficiencies.</p>				
5.2.6	Supervisor visiting the site should sign in the Security Officers pocket book to ensure that he/she visited the officers on site. Supervisor's entry should be in a red pen.			

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		COMPLY		
		YES	NO	REPLY
5.3	Staff after hours register			
5.3.1	The Contractor must ensure that the security officers deployed at the departmental site complete the after-hours register in order to exercise access control of staff who are working, visiting after hours, over the weekends and public holidays.			
5.3.2	All staff members leaving the building after hours must complete and sign the after-hours register as per requirement of the site.			
5.3.3	The Security Officer on duty must ensure that all personnel complete the register correctly. This means that the Security Officer must ensure that the correct time and signature of the personnel is entered correctly in the register.			
5.4	Information register			
5.4.1	The Contractor must ensure that all communication related to security matters including instructions, incidents are recorded in this register.			
5.4.2	Security Officers reporting for duty must read the information register, so that they can have the necessary information regarding security activities. After the message the officer should sign so as to acknowledge that he/she has received the message.			
5.4.3	Each entry must have a serial number, date, time and the name of the officer who made the entry.			
5.5	Removal permit			
	The Contractor must ensure that the security officers deployed at the department inspect and sign removal permits after verification of the government property/assets to be removed from the premises.			
5.5.1	State assets and other relevant goods are not allowed to leave the departmental premises before the proper authority is obtained. There is a departmental asset control officer who has the authority to sign for the goods leaving the premises.			
5.5.2	The Security Officer must verify the serial numbers, model, make, quantity of the goods before it can be removed from the premises. When the Security Officer is unsure of the serial numbers and other information, he/she should contact the Chief Security Officers of the department to look at the matter			

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		COMPLY		
		YES	NO	REPLY
before such goods can be removed from the premises.				
5.6	Government vehicle registers and forms The Contractor must ensure that all governmental vehicles which enter or exit the departmental premises do so with a valid trip authorisation sheet and complete the government vehicle register. The following must be inspected and verified:			
5.6.1	Determine whether the driver has the authority to drive the vehicle.			
5.6.2	Combat the abuse of Government vehicles by officials.			
5.6.3	Combat the theft of vehicles and their tools.			
5.6.4	Ensure that the vehicles are used for officials purposes only.			
5.6.5	Ensure that the officials are not returning the vehicles without reporting them.			
5.6.6	Check the drivers licence.			
5.6.7	Check whether the number of passengers in the vehicle correspond with the passenger name list on the trip authorisation sheet.			
5.6.8	Check if the damages on the vehicle correspond with the damages identified on the trip authorisation sheet.			
5.6.9	Check whether the spare wheel, jack and wheel spanner correspond with the utilities identified on the trip authorisation sheet.			

6.	COMPULSORY INSPECTION			
The Department of Agriculture, Forestry & Fisheries shall				

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		COMPLY		
		YES	NO	REPLY
	have the prerogative to conduct inspection on the services rendered by the Contractor.			
6.1	Inspect the equipment provided by DAFF.			
6.2	Inspect the equipment provided by the Contractor.			
6.3	Make records of any security shortage on site.			
6.4	Inspection of service shall be conducted by the Directorate: Security Services of the Department at any time they find it appropriate to do so.			
6.5	The Department of Agriculture, Forestry & Fisheries reserves the right to conduct inspection for the services rendered by the Contractor at any time. This will be done in order to establish whether the service rendered by the contract is satisfactory and complies with the conditions of contract and the site specifications.			
7.	BIDDERS SHOULD PROVIDE THE EMPLOYER WITH THE SATISFACTORY PROOF OF THE FOLLOWING REGISTRATION CERTIFICATE BEFORE THE BID CAN BE CONSIDERED			
7.1	Registration as employer with the Compensation Commissioner.			
7.2	Registration as a taxpayer with the South African Receiver of Revenue.			
7.3	Registration as a contributor with the Unemployment Insurance Commissioner.			
7.4	Registration with the Private Security Industry Regulatory Authority (PSIRA).			
7.5	Curriculum Vitae(CVs) must be supplied of the person (s) who will in the event that the bid is awarded will be doing the work.(copies of qualifications must be submitted with the bid)			
7.6.	Bidders must include a work plan with the budget reflecting all cost as per proposal in their bid. a) A description of the methodology and approach to be used			

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		COMPLY		
		YES	NO	REPLY
	b) An implementation schedule for the project.			
	c) A budget indicating a thorough breakdown of the Project cost			
7.7	Bidder are requested to submit the following information as part of their work plan Company profile			
	a) company background: Date established names of the Directors, affiliated to group			
	b) Infrastructure: the name, physical and postal addresses, telephone and fax number of their regional and headquarters offices			
	c) Expertise: similar contracts executed (track record) with references of at least (3) three client. The name of the company, nature of contract, contact persons and contact details must be submitted as part of the bid.			
8.	CONDITIONS			
	Bidders shall provide to the Department of Agriculture, Forestry & Fisheries (accompanying the bid document on the closing date/time) with the following information as listed in the below format:			
	(a) Names, addresses and telephone numbers of their banks or other financial institutions that manage their finances and the names of a contact person at each financial institution.			
	(b) The names, identity numbers and street addresses of all partners, shareholders of their companies and/or members of their partnerships, companies or close corporations respectively and as applicable.			
	(c) In cases where a person, partnership, closed corporation, company or any other undertaking, enters business for the first time, the following information should be provided to DAFF: <ul style="list-style-type: none"> - Names of the persons or institutions that will help in cases of financial crises; - Names of the persons or institutions that helped with the calculation of this tender. 			

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		YES	NO	REPLY
<p>Note: Failure to submit the above-mentioned required information together with the bid document on the closing date will result in the bidder's bid to be rejected (see paragraph 1.1 of the special condition).</p>				
9 .	CHECKLIST			
	Ensure that all relevant documentation are completed in full and signed before submission.			
	<ul style="list-style-type: none"> (i) Terms of Reference; (ii) SBD 1 form; (iii) SBD 2 form (valid Tax Clearance Certificate); (iv) SBD 3 form; (v) SBD 4 form; (vi) SBD 6.1 form; (vii) SBD 8 form; (viii) SBD 9 form; (ix) Supplier maintenance form (only applicable if the department is not in possession of valid banking details for a service provider/supplier); (x) Company registration document; (xi) Copies of ID documents for directors; 			

Failure to include the above information together with the bid document on the closing date and time will invalidate the bid.

PLEASE NOTE THAT CONTACT DETAILS MUST BE ACTIVE THROUGH COMPLETION OF CONTRACT AND THE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY IF THERE ARE ANY AMENDMENT OF THE CONTACT DETAILS. FAILURE TO DO SO WILL INVALIDATE YOUR BID.

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:

JIN

SIGNATURE OF SERVICE PROVIDER

DATE

NAME OF COMPANY:

PTN

THE NATIONAL TREASURY

Republic of South Africa



**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.

TABLE OF CLAUSES

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

General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

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

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

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

3. General

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

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

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

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

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

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

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

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

may be due to him

25. Force Majeure

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of liability

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

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation 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)



**Department of Agriculture,
Forestry and Fisheries
REPUBLIC OF SOUTH AFRICA
SUPPLIER MAINTENANCE:**

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

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 not 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.

New Detail			
<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)	<input type="text"/>
Department Number	<input type="text" value="47"/>		

Company / Personal Details (COMPULSORY)	
Registered Name	<input style="width: 80%;" type="text"/>
Trading Name	<input style="width: 80%;" type="text"/>
Tax Number	<input style="width: 80%;" type="text"/>
VAT Number	<input style="width: 80%;" type="text"/>
Title:	<input style="width: 80%;" type="text"/>
Initials:	<input style="width: 80%;" type="text"/>
First Name:	<input style="width: 80%;" type="text"/>
Surname:	<input style="width: 80%;" type="text"/>

OFFICE USE: DEPARTMENT OF AGRICULTURE		
Compulsory for Regional/Head Office	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

Cell

Cell Code

Cell Number

Email Address of
accounts office

Contact Person:

