

# COMPULSORY BID INFORMATION MEETING

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

**PLACE**            NO 2 HARGREAVES AVENUE OLD RADIO  
XHOSA BUILDING, KING WILLIAMS TOWN,  
EASTERN CAPE

**TIME**            10:00 AM  
**DATE**            27 AUGUST 2018

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

Technical Enquiries: Mr. Vumile Kalashe  
TEL NO: 043 604 5411

**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**

## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	4.4.12.4/19/18	CLOSING DATE:	07/09/2018	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A BIDDER TO IMPLEMENT TUP REDUCTION OPERATIONS ON 400 HECTARES THAT INCLUDE LANDCLEARING, MARKING, PITTING AND PLANTING AT KATBERG, BENHOLM, NOMADAMBA, NTYWENKA, AMANZAMNYAMA, NTSUBANE AND MT COKE ESTATES IN THE EASTERN CAPE PROVINCE FOR THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES FOR A PERIOD OF TWELVE (12) MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES, AGRICULTURE PLACE MAIN ENTRANCE					
TENDER RECEIPTS OFFICE ROOM NO: A-GF-06					
20 STEVE BIKO ROAD ARCADIA PRETORIA					
DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES, AGRICULTURE PLACE MAIN ENTRANCE					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Freddy Maseli		CONTACT PERSON	Mr. Vumile Kalashe	
TELEPHONE NUMBER	012 319 6641		TELEPHONE NUMBER	043 604 5411	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	MbulaheniMA@daff.gov.za		E-MAIL ADDRESS	VumileK@daff.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

**PRICING SCHEDULE –FIRM PRICES**

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

NAME OF SERVICE PROVIDER: .....	BID NO.: 4.4.12.4/ 19 /18
CLOSING TIME 11:00 ON <b>07 SEPTEMBER 2018</b>	

OFFER TO BE VALID FOR 90 DAYS (UNTIL 06 DECEMBER 2018) FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VALUE ADDED TAX
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APPOINTMENT OF A BIDDER TO IMPLEMENT TUP REDUCTION OPERATIONS ON 400 HECTARES THAT INCLUDE LANDCLEARING, MARKING, PITTING AND PLANTING AT KATBERG, BENHOLM, NOMADAMBA, NTYWENKA, AMANZAMNYAMA, NTSUBANE AND MT COKE ESTATES IN THE EASTERN CAPE PROVINCE FOR THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES FOR A PERIOD OF TWELVE (12) MONTHSMONTHS.

ACTIVITY	AREA (ha)	COST PER HA	TOTAL COSTING
Land – Clearing	400ha	R.....	R.....total costs include VAT (firm)
Marking and Pitting	400ha	R.....	R.....total costs include VAT (firm)
Planting	400ha	R.....	R.....total costs include VAT (firm)
<b>TOTAL PRICE INCLUDING ALL COST AND VAT (firm)</b>			R.....

Period required for commencement of project after receipt of an official order .....

Does the offer comply with the specification(s) **Yes / No**

If not to specification, indicate deviation(s) .....

Period required for delivery .....  
\*Delivery: Firm / Not Firm

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

B-BBEE Status Level of Contribution .....=.....  
(A maximum of 20 points)

**Technical enquiries can be directed to:**

Mr Vumile Kalashe  
Tel: 043 604 5411  
Email: VumileK@daff.gov.za

**General enquiries**

Miss.Dikeledi Mohlala  
Tel. no. 012 319 7129  
Email: DikelediL@daff.gov.za

*gcs*

## SBD 4

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes 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, shareholder<sup>2</sup>, member):  
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:  
.....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

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

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person connected to the bidder is employed : .....  
Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you 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 2017**

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

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

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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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



B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

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

*(Tick applicable box)*

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

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of  
 company/firm:.....

8.2 VAT registration  
 number:.....

8.3 Company registration  
 number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the  
 company/firm, certify that the points claimed, based on the B-BBE status level of  
 contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies  
 the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as  
 indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
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## 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, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , 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 bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

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

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

(Name of Bidder)

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

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2



# agriculture, forestry & fisheries

Department:  
Agriculture, Forestry and Fisheries  
REPUBLIC OF SOUTH AFRICA

## Bid invitation

**BID NUMBER:** 4.4.12.4./19/18

**SUBJECT:** APPOINTMENT OF A BIDDER TO IMPLEMENT TUP REDUCTION OPERATIONS ON 400 HECTARES THAT INCLUDE LANDCLEARING, MARKING, PITTING AND PLANTING AT KATBERG, BENHOLM, NOMADAMBA, NTYWENKA, AMANZAMNYAMA, NTSUBANE AND MT COKE ESTATES IN THE EASTERN CAPE PROVINCE FOR THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES FOR A PERIOD OF TWELVE (12) MONTHS

### 1. GENERAL BID CONDITIONS

- 1.1 Bidders who failed to complete the bid terms of reference/specification in all respects will automatically be disqualified.
- 1.2 Bidders who failed to complete and sign all the bid documentation and/or failed to submit all the required information/documentation as requested in terms of the bid documentation may be disqualified. The recommended bidder(s) may be requested to complete and sign all bid documentation within five (5) working days from date of request. Failure to submit will result in disqualification of the bid.
- 1.3 The bid must 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 terms of reference/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/specification must be completed and submitted together with the bidder's response to this bid:

SBD 1	=	Invitation to bid
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

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- 1.5 No bid may be awarded to any bidder whose tax status has not been declared compliant by SARS. Bidders that are not tax compliant according to the CSD must resolve their tax matters with SARS within seven (7) working days from date of request.
- 1.6 All bidders must ensure that they are registered on the Central Supplier Database (CSD): [www.csd.gov.za](http://www.csd.gov.za). Bidders are advised to ensure that their banking details are successfully verified on the CSD.
- 1.7 The CSD Registration Report must be attached to the bid document.
- 1.8 The Department will not award any bid to a bidder not registered as a prospective service provider/supplier on the CSD.
- 1.9 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. No official order will be issued unless a successful bidder(s) has been successfully registered on the Central Supplier Database of the National Treasury.
- 1.10 The official forms as per paragraph 1.4 above and the bid terms of reference/specification must NOT be retyped. **To ensure authenticity of documents bidders must complete forms manually. Bidders who do not comply with this requirement and retype the bidding documentation will be disqualified.**
- 1.11 This bid is subject to Government Procurement: General Conditions of Contract, which may not be amended.
- 1.11.1 Failure to withdraw, waive and/or renounce the bidder's own bid conditions, when called upon to do so, may invalidate the bid.
- 1.12 During evaluation of the bids, information may be requested in writing from bidders. Replies to such requests must be submitted within five (5) working days or bids may be disregarded.
- 1.13 The department may **only accept a total ceiling price** for the entire project that must be inclusive of **all costs** (including travel and subsistence expenses). The bidders will not be entitled to claim for travel and subsistence expenses, such items must be included in the bid price.
- 1.14 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. No price increases will be considered by the Department in cases where firm bid prices have been agreed upon.**
- 1.15 The department will not be held liable for any expenses incurred by bidders in preparing and submitting bids.
- 1.16 The department reserves the right to appoint more than one bidder, depending on conditions of the bid.  
  
The award of the bid may be subjected to price negotiation with the preferred bidders.
- 1.17 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

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ARCADIA  
Pretoria  
0007

- 1.18 Bidders are required to submit proof of B-BBEE Status Level of contributor. Proof includes original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids or price quotations to substantiate their B-BBEE rating claims.
- 1.19 B-BBEE Status Level Verification Certificates submitted, must be issued by the following:**
- 1.19.1 Bidders other than EMEs and QSEs**  
Verification agencies accredited by SANAS; or
- 1.19.2 Bidder who qualify as EMEs and QSEs**  
Sworn affidavit signed by the EME or QSE representative and attested by a Commissioner of Oaths.
- 1.19.3 Bidders who do not submit B-BBEE Status Level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE.
- 1.19.4 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
- 1.19.5 Public entities and tertiary institutions must submit B-BBEE Status Level Verification Certificates together with their bids.
- 1.20 For joint venture to be considered and points allocated accordingly, the following documents are required:
- 1.20.1 Agreement between parties in joint venture;
- 1.20.2 Consolidated B-BBEE certificate (this is not a disqualification document, but a joint venture will not be allocated B-BBEE points if it is not submitted, except where it forms part of prequalification criteria in the evaluation of the bid; and
- 1.20.3 Both parties must be registered on the Central Supplier Database with a tax compliant status.
- 1.21 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).

## 1.22 Enquiries

Technical enquiries	Mr Vumile Kalashe	Tel. 043 604 5311/ 082 8006717
General SCM enquiries	Ms Dikeledi Mohlala	Tel. 012 319 7129

- 1.22 The successful bidder must supply and deliver goods to the address as indicated in the bid documentation.
- 1.23 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/Specification.
- 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 bidder that he/she will not be able to perform the services/deliver the goods 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 bidder 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 a bid evaluation committee to evaluate the bid submissions. The committee will make recommendations to the Bid Adjudication Committee.

### 8. EVALUATION OF BIDS

Bids will be evaluated on the following basis:

#### 8.1 Phase 1: Prequalification criteria

- 8.1.1 The following prequalification criteria will be applicable to this bid:

(i) Service providers/suppliers must have a B-BBEE Status Level 1 - 2.

- 8.1.2 Bidders that do not meet the pre-qualification criteria stipulated in paragraph 8.1.1 above will be disqualified from further evaluation. **Bidders must submit proof of B-BBEE Status Level of Contributor that complies with paragraph 1.18 above (sworn affidavits or B-BBEE Status Level Verification Certificates issued by SANAS accredited verification agencies).**

#### 8.2 Phase 2: Compliance with minimum bid requirements

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8.2.1 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 short-listed.

### 8.3 Phase 3: Evaluation for price and preference point system

8.3.1 Only bidders 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 prescribed in the Preferential Procurement Regulations 6 and 7 of 2017 as indicated in the SBD 6.1 form.

### 8.4 Phase 4: Awarding of bid

8.4.1 The bid will be awarded to the bidder who scores the highest total number of points in terms of the preference point system (Price and B-BBEE points), unless objective criteria in terms of section 2(f) of the Act justify the award of the bid to another bidder.

## 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. COMPULSORY SITE INSPECTION/BRIEFING SESSION

10.1 Bidders not attending a compulsory site inspection/briefing session will automatically be disqualified.

10.2 No late arrivals by bidders for a compulsory site inspection/briefing session will be allowed.

## 11. 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.

## 12. THE DEPARTMENT RESERVES THE RIGHT TO REJECT OR CANCEL BIDS

Bids may be cancelled for any of the following reasons:

12.1 If the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.

12.2 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.



- 12.3 Due to changed circumstances, there is no longer a need for the goods or services requested.
- 12.4 Funds are no longer available to cover the total envisaged expenditure.
- 12.5 No acceptable bids are received.
- 12.6 Due to material irregularities in the bid process.

DAFF BID: 4.4.12.4/19/18

SUBJECT: APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT TUP REDUCTION OPERATIONS ON 400 HECTARES THAT INCLUDE LANDCLEARING, MARKING, PITTING AND PLANTING AT KATBERG, BENHOLM, NOMADAMBA, NTYWENKA, AMANZAMYAMA, NTSUBANE AND MT COKE ESTATES IN THE EASTERN CAPE PROVINCE FOR THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES FOR A PERIOD OF TWELVE (12) MONTHS

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**SPECIFICATION AND TERMS OF REFERENCE FOR THE APPOINTMENT OF A BIDDER TO IMPLEMENT TUP REDUCTION OPERATIONS ON 400 HECTARES THAT INCLUDE LANDCLEARING, MARKING, PITTING AND PLANTING AT KATBERG, BENHOLM, NOMADAMBA, NTYWENKA, AMANZAMNYAMA, NTSUBANE AND MT COKE ESTATES IN THE EASTERN CAPE PROVINCE FOR THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES FOR A PERIOD OF TWELVE (12) MONTHS**

**1. INTRODUCTION**

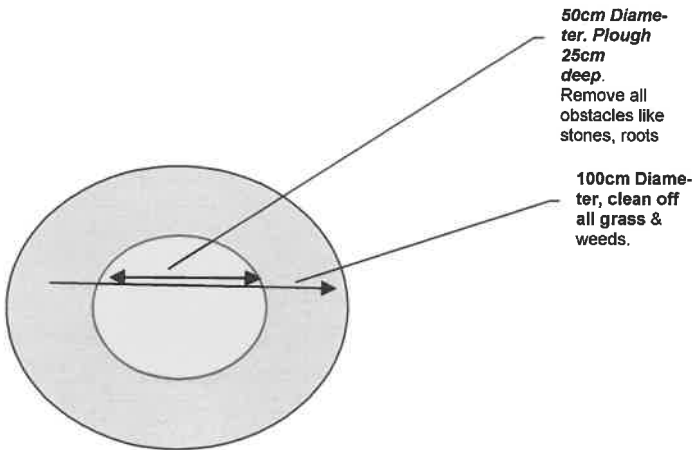
This bid represents the requirements of the Department of Agriculture, Forestry and Fisheries for the appointment of a bidder to implement silvicultural operation that include 400 hectares of landclearing, marking and pitting and planting at Katberg, Benholm, Nomadamba, Ntywenka, Amanzamnyama, Ntsubane and MT coke estates in the Eastern Cape province for the department of agriculture, forestry and fisheries for a period of twelve (12) months.

**2. SCOPE:**

2.1 The list of plantations and compartments per estate for the silvicultural operations will be provided. The following silvicultural operations in plantations will apply:

	COMPLY		
	YES	NO	REMARKS
<b>SERVICE REQUIREMENTS: CONDITIONS</b>			
2.1.1 Bidders must tick/ comply in each row indicated on the terms of reference i.e. they must not tick/ comply with the heading only.			
2.1.2 The silvicultural work of Mpofu, Nomadamba, Mount Coke, Nququ, Ntywenka, Amanzamnyama, Umzimvubu and Ntsubane estates will take place within twelve (12) months from the date of issue of a purchase order.			
2.1.3 The bidder must offer the total price per plantation and according to each activity as follows: price per hectare for land-clearing, marking and pitting and planting. SEE ANNEXURE A FOR LIST OF COMPARTMENTS PER PLANTATION.			
2.1.4 Bidders must not choose one activity from the package of activities which are the landclearing, marking and pitting and planting listed in each plantation as these activities are a package.			

	COMPLY		
	YES	NO	REMARKS
<b><u>LANDCLEARING, MARKING AND PITTING AND PLANTING</u></b>			
2.1.5 A bidder will be appointed for landclearing, marking, pitting and planting operations in all estates as follows:			
<b><u>LANDCLEARING</u></b>			
<b>MECHANICAL/ MANUAL METHOD (Standards)</b>			
1. Plants are cut off at ground level (10cm above ground level) using tools such as brush cutters, heavy duty slashers, chainsaws, bow-saw and bush knives.			
2. Slash all vegetation and cut to manageable pieces and stack all debris in heaps or rows where necessary. An appropriate tool must be used for the operation such as brush cutters, heavy duty slashers, chainsaws, bow-saw and bush knives.			
3. Debris must be stacked 5m away from the road edge			
4. Hand pulling of weeds especially wattle when weeds are still young and under wet conditions must be done.			
5. Burning of heaps or rows of debris must be done under the supervision of Estate manager.			
<b><u>MARKING AND PITTING</u></b>			
<b><u>METHOD</u></b>			
2.1 Marking and pitting will be done manually and the planting spacing should be 3,0m x 3,0m apart for pine with stocking of 1111 stems per ha, and 2.0m x 2.5m for gum compartments with stocking of 2000 stems per ha.			
2.2 Forestry best practice as well as norms and standards must be observed under the guidance of the Estate manager			
<b>2.3 Spot Preparation method</b>			
(a) The actual planting spot is cultivated as follows:			
(b) The soil is loosened in a circle with a diameter of 50cm.			

	COMPLY		
	YES	NO	REMARKS
(c) All stones, stumps, large roots are removed from this area.			
(d) No large soil clots, roots, branches or rocks must be in the pitted area.			
(e) The depth of this spot in the centre should not be less than 25 cm and generate profile U – Shaped			
(f) Around the cultivated pit, an area with diameter of 100 cm. must be cleaned of all grass and weeds. (See Diagram Below)			
<p>Sketch that illustrates the marking and pitting dimensions:</p>  <p>The diagram consists of two concentric circles. The inner circle is labeled '50cm Diameter. Plough 25cm deep. Remove all obstacles like stones, roots'. The outer circle is labeled '100cm Diameter, clean off all grass &amp; weeds.' A horizontal double-headed arrow spans the diameter of the inner circle.</p>			
(g) A mattock must be used for this operation. No hand-hoes and spades should be used.			
(h) Best Silvicultural practice should be applied to all site preparation operations.			
<b><u>PLANTING AND BLANKING</u></b>			
<b><u>PLANTING AND BLANKING METHOD</u></b>			
1. Seedlings must be watered in the holding nursery before transportation to planting area – this will allow firm movement of seedling with the growing media			
2. A planting trowel is an appropriate tool for this operation			
3. Open planting hole (U shaped profile) at the centre of the prepared 50cm diameter ploughed soil.			

	COMPLY		
	YES	NO	REMARKS
4. Seedlings should be planted up-right [90 degrees] at the centre (not tilted) of the well prepared planting spot or pit that is able to hold water.			
5. Remove large clots, roots, branches and stones during planting.			
6. Replace soil and organic material firmly into the hole using the planting trowel allowing the air pockets to close - the soil must never be pressed too hard to allow water penetration. Soil around the plants should be compacted using the back of the planting trowel.			
7. Planting should be done when more than 30 mm is received after the winter or dry months. No planting should be done on a hot day. The Estate manager will give indication as to when to plant and not to plant.			
8. Deep planting is essential but the stem must be deeper than it was in the nursery trays.			
9. After each planting the Estate managers will check the stocking for each compartment planted. Where the average stocking is below 90% in a compartment due to mortality there must be <b>Blanking</b> done.			
10. Blanking must be done immediately by the appointed service provider with no extra costs to DAFF.			
11. All trays must be returned to holding nurseries in good conditions. The appointed service provider workers and supervisors will be subjected into an in-service training by the Estate Manager.			

### 3. SERVICE REQUIREMENTS: CONDITIONS

3.1 The appointed bidder will be required to start work immediately after receiving the purchase order.			
3.2 Should the bidder fail to start work within one (1) month after receiving the purchase order the contract will be terminated.			
3.3 The appointed bidder will be required to provide the following after appointment:  3.3.1 List of all workers with ID numbers and certified ID copies (at Police station) attached to the list, Postal and Physical address as well as their contact numbers when workers are appointed or replaced every month. This information must be attached to an invoice and progress report and no payment will be made by DAFF if these documents are not made available.			
3.3.2 DAFF will take photos of all workers appointed or replaced for the purpose of reporting.			

		COMPLY		
		YES	NO	REMARKS
3.3.3	Submit appointment letters for all workers when workers are appointed or replaced every month.			
3.3.4	Work-plan with weekly and monthly targets should be submitted to the Estate Manager and a copy to the District Manager before the appointed service provider commences with the work.			
3.3.5	The Bidder must prepare and submit a monthly progress report reflecting planned targets and actual work achieved with the following evidence: (a) Three photos of the area/ compartment as follows: before the operation starts, during the activity and actual work achieved after the activity has been completed.			
	(b) The photos must be taken from the same position each time.			
	(c) The report for the previous month must be submitted to the Estate Manager with all the required documents on or before the 20th of every month.			
3.3.6	The Bidder must submit invoices stating the actual work-done and costs involved for the compartments (DAFF will assist in the map provision). The invoice must be submitted to the Estate Manager with all the required documents as indicated in paragraph 2.2.5 above.			
3.3.7	Only work that meet the required standards will be invoiced and approved for payment after inspection and field verification by Estate Manager conducted together with the appointed service provider.			
<b>3.3.8</b>	<b>FAILURE TO SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR BID WILL RESULT IN THE BID BEING DISQUALIFIED</b>			
	(a) The bidder must prepare and submit an implementation plan detailing how the work will be done daily, weekly and monthly for each plantation and also indicate the number of jobs opportunities to be created for all the activities over the contract period.			
	(b) (1) Bidder must include budget breakdown showing all operational costs for each activity including: Personnel Protective clothing, equipment/tools and materials, transport, administration, total amount of worker's wages for the duration of the contract.			
	(2) The bidder must indicate the minimum wage for the payment of workers as per Department of labour's wage determination for the Forestry industry.			

	COMPLY		
	YES	NO	REMARKS
3.4 DAFF will <b>NOT</b> provide advance payment to the appointed service provider.			
3.5 <b>20% below and above 2018-19 Commercial Forestry norms of Eastern Cape benchmark</b> will not be considered. Bidders are encouraged to quote according to DAFF forestry norms during bidding.			
3.6 All respective bidders are strongly advised to inspect all the compartments before quoting. <b>A compulsory site and field visit</b> must be held before quoting. A signed site and field visit register will be used as proof of attendance.			
3.7 The bidder must arrange field visit with the respective Estate/District Manager. No quotation will be accepted unless there is proof that this field visit was attended by the respective quoting company or his/her representative. A signed site and field visit register will be used as proof of attendance.			
3.8 DAFF will not be liable for all the cost incurred by the bidder for attending the compulsory briefing session and site visits.			
3.9 The department reserves the right to cancel the contract should the quality of the work done does not meet Forestry norms and standards and monthly targets not met for a period of two consecutive months.			
3.10 The department reserves the right to cancel the contract should the wages of workers be below labour determination and workers not paid for a period of one month.			
3.11 The department reserves the right to extend the contract where the bidder cannot finalise the contract within the agreed period for the reasons beyond control or due to force majeure with proof thereof and only if there are financial implications.			
3.12 (a) The appointed service provider is liable for the payment of wages of the workers even if DAFF has not paid the invoices for some reasons.			
(b) DAFF will not be responsible to pay workers on behalf of the appointed bidder.			
3.13 The appointed service provider must adhere to Occupational Health and Safety measures. <b>A certified trained first aider must be included in each team with a first aid kit. The department reserve the right to cancel the contract should this condition not be met by appointed service provider.</b>			
3.14 Labour employment must be strictly through community leadership structures. If this fails the appointed service provider may bring his/ her own workers but there must be consultation with the leadership structures and written proof must be submitted as evidence.			
3.15 The appointed service provider must supply own equipment and use roadworthy vehicles inside plantations. The department reserves the right to cancel the contract should this condition be not adhered to.			

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	COMPLY		
	YES	NO	REMARKS
3.16 The appointed service provider and his/ her workers should adhere to the provisions of the National Forest Act (98 of 1998) as amended and National Veld and Forest Fire Act (101 of 1998) as amended at all times during the execution of the activities within the plantation.			
3.17 The appointed service provider and his/ her workers must get permission from Estate manager for making any fires within the plantation during the execution of work.			
3.18 The appointed service provider must adhere to fire danger index or notices at all times as provided by Estate office.			
3.19 CV's for company Directors and written proof of any previous experience in forestry operation must be provided. <b>FAILURE TO SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR BID WILL RESULT IN THE BID BEING DISQUALIFIED</b>			
3.20 The company profile must be provided indicating the experience in forestry operation. <b>FAILURE TO SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR BID WILL RESULT IN THE BID BEING DISQUALIFIED.</b>			
3.21 Bidder's prices must be firm for the whole period of the contract (12 months). DAFF will not allow price increase negotiation during the period of the contract.			
3.22 DAFF reserve the right to indicate to the bidder on the number of jobs to be created on each operation.			

Ensure that all relevant documentation are completed in full or signed and submitted.

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

NAME AND CAPACITY: \_\_\_\_\_  
SIGNATURE OF BIDDER \_\_\_\_\_  
DATE \_\_\_\_\_

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



**NTSUBANE PLANTATION LANDCLEARING****ANNEXURE A**

<b>Compt.</b>	<b>Area</b>	<b>Current Status</b>	<b>COST PER HECTOR</b>	<b>Total amount per compartment (inclusive of all costs and VAT) firm</b>
B20	12.29	Temporaly unplanted (TUP)		
B26	9.58	TUP		
B18	5.28	TUP		
C20	9.22	TUP		
C2	9.60	TUP		
D4	6.18	TUP		
<b>Totals</b>	<b>52.15</b>			
<b>TOTAL COSTS FOR NTSUBANE PLANTATION LANDCLEARING</b>				

**NTSUBANE PLANTATION MARKING AND PITTING**

<b>Compt.</b>	<b>Area</b>	<b>Espacement (stocking of 1111 stem per ha)</b>	<b>COST PER HECTOR</b>	<b>Total amount per compartment (inclusive of all costs and VAT) firm</b>
B20	12.29	3.0m X 3.0m		
B26	9.58	3.0m X 3.0m		
B18	5.28	3.0m X 3.0m		
C20	9.22	3.0m X 3.0m		
C2	9.60	3.0m X 3.0m		
D4	6.18	3.0m X 3.0m		
<b>Totals</b>	<b>52.15</b>			

<b>TOTAL COSTS FOR NTSUBANE PLANTATION MARKING AND PITTING</b>		
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**NTSUBANE PLANTATION PLANTING**

Compt.	Area	Species to plant	Espacement (stocking of 1111 stem per ha)	COST PER HECTOR	Total amount per compartment (inclusive of all costs and VAT) firm
B20	12.29	P. ell	3.0m X 3.0m		
B26	9.58	P. ell	3.0m X 3.0m		
B18	5.28	P. ell	3.0m X 3.0m		
C20	9.22	P. ell	3.0m X 3.0m		
C2	9.60	P. ell	3.0m X 3.0m		
D4	6.18	E. gran	2.0m X 2.5m		
<b>Totals</b>	<b>52.15</b>				

<b>TOTAL COSTS FOR NTSUBANE PLANTATION PLANTING</b>		
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**NOMADAMBA PLANTATION LANDCLEARING****ANNEXURE A**

<b>Compt.</b>	<b>Area</b>	<b>Current Status</b>	<b>COST PER HECTOR</b>	<b>Total amount per compartment (inclusive of all costs and VAT) firm</b>
A15b	57.74	Temporaly unplanted (TUP)		
A16	31.40	TUP		
A17	31.48	TUP		
<b>Totals</b>	<b>120.62</b>			

<b>TOTAL COSTS FOR NOMADAMBA PLANTATION LANDCLEARING</b>		
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**ANNEXURE A****NOMADAMBA PLANTATION MARKING AND PITTING**

<b>Compt.</b>	<b>Area</b>	<b>Espacement (stocking of 1111 stem per ha)</b>	<b>COST PER HECTOR</b>	<b>Total amount per compartment (inclusive of all costs and VAT) firm</b>
A15b	57.74	3.0m X 3.0m		
A16	31.40	3.0m X 3.0m		
A17	31.48	3.0m X 3.0m		
<b>Totals</b>	<b>120.62</b>			

<b>TOTAL COSTS FOR NOMADAMBA PLANTATION MARKING AND PITTING</b>		
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**NOMADAMBA PLANTATION PLANTING**

Compt.	Area	Species to plant	Espacement (stocking of 1111 stem per ha)	COST PER HECTOR	Total amount per compartment (inclusive of all costs and VAT) firm
A15b	57.74	P. ell	3.0m X 3.0m		
A16	31.40	P. pat	3.0m X 3.0m		
A17	31.48	P. pat	3.0m X 3.0m		
<b>Totals</b>	<b>120.62</b>				

<b>TOTAL COSTS FOR NOMADAMBA PLANTATION PLANTING</b>		
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**NTYWENKA PLANTATION LANDCLEARING****ANNEXURE A**

<b>Compt.</b>	<b>Area</b>	<b>Current Status</b>	<b>COST PER HECTOR</b>	<b>Total amount per compartment (inclusive of all costs and VAT) firm</b>
A28	26.40	Temporaly unplanted (TUP)		
A38a	24.22	TUP		
A5b	7.52	TUP		
A31	30.56	TUP		
A36	8.90	TUP		
<b>Totals</b>	<b>97.60</b>			
<b>TOTAL COSTS FOR NTYWENKA PLANTATION LANDCLEARING</b>				

**ANNEXURE A****NTYWENKA PLANTATION MARKING AND PITTING**

<b>Compt.</b>	<b>Area</b>	<b>Espacement (stocking of 1111 stem per ha)</b>	<b>COST PER HECTOR</b>	<b>Total amount per compartment (inclusive of all costs and VAT) firm</b>
A28	26.40	3.0m X 3.0m		
A38a	24.22	3.0m X 3.0m		
A5b	7.52	3.0m X 3.0m		
A31	30.56	3.0m X 3.0m		
A36	8.90	3.0m X 3.0m		
<b>Totals</b>	<b>97.60</b>			

<b>TOTAL COSTS FOR NTYWENKA PLANTATION MARK AND PITTING</b>		
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**NTYWENKA PLANTATION PLANTING**

<b>Compt.</b>	<b>Area</b>	<b>Species to plant</b>	<b>Espacement (stocking of 1111 stem per ha)</b>	<b>COST PER HECTOR</b>	<b>Total amount per compartment (inclusive of all costs and VAT) firm</b>
A28	26.40	P. pat	3.0m X 3.0m		
A38a	24.22	P. pat	3.0m X 3.0m		
A5b	7.52	P. pat	3.0m X 3.0m		
A31	30.56	P. pat	3.0m X 3.0m		
A36	8.90	P. pat	3.0m X 3.0m		
<b>Totals</b>	<b>97.60</b>				

<b>TOTAL COSTS FOR NTYWENKA PLANTATION PLANTING</b>		
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**AMANZAMNYAMA PLANTATION LANDCLEARING****ANNEXURE A**

<b>Compt.</b>	<b>Area</b>	<b>Current Status</b>	<b>COST PER HECTOR</b>	<b>Total amount per compartment (inclusive of all costs and VAT) firm</b>
A26a	5.15	Temporaly unplanted (TUP)		
A24	10.57	TUP		
A25	12.01	TUP		
A27a	12.54	TUP		
C7	9.27	TUP		
C10	16.97	TUP		
<b>Totals</b>	<b>66.51</b>			

<b>TOTAL COSTS FOR AMANZAMNYAMA PLANTATION LANDCLEARING</b>		
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**ANNEXURE A****AMANZAMNYAMA PLANTATION MARKING AND PITTING**

<b>Compt.</b>	<b>Area</b>	<b>Espacement (stocking of 1111 stem per ha)</b>	<b>COST PER HECTOR</b>	<b>Total amount per compartment (inclusive of all costs and VAT) firm</b>
A26a	5.15	3.0m X 3.0m		
A24	10.57	3.0m X 3.0m		
A25	12.01	3.0m X 3.0m		
A27a	12.54	3.0m X 3.0m		
C7	9.27	3.0m X 3.0m		
C10	16.97	3.0m X 3.0m		
<b>Totals</b>	<b>66.51</b>			

<b>TOTAL COSTS FOR AMANZAMNYAMA PLANTATION MARK AND PITTING</b>		
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**ANNEXURE A****AMANZAMNYAMA PLANTATION PLANTING**

<b>Compt.</b>	<b>Area</b>	<b>Species to plant</b>	<b>Espacement (stocking of 1111 stem per ha)</b>	<b>COST PER HECTOR</b>	<b>Total amount per compartment (inclusive of all costs and VAT) firm</b>
A26a	5.15	P. elliotti	3.0m X 3.0m		
A24	10.57	P. elliotti	3.0m X 3.0m		
A25	12.01	P. elliotti	3.0m X 3.0m		
A27a	12.54	P. elliotti	3.0m X 3.0m		
C7	9.27	P. elliotti	3.0m X 3.0m		
C10	16.97	P. elliotti	3.0m X 3.0m		
<b>Totals</b>	<b>66.51</b>				

<b>TOTAL COSTS FOR AMANZAMNYAMA PLANTATION PLANTING</b>		
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**ANNEXURE A****BENHOLM AND GLENCARNE PLANTATION LANDCLEARING**

<b>Compt.</b>	<b>Area</b>	<b>Current Status</b>	<b>COST PER HECTOR</b>	<b>Total amount per compartment (inclusive of all costs and VAT) firm</b>
L3 pt	13.27	Temporaly unplanted (TUP)		
L5	21.79	TUP		
K6bpart	8.30	TUP		
K17d	9.99	TUP		
K1c	1.87	TUP		
K27	7.90	TUP		
<b>Totals</b>	<b>63.12</b>		-	

<b>TOTAL COSTS FOR BENHOLM AND GLENCARNE PLANTATION LANDCLEARING</b>		
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**ANNEXURE A**

**BENHOLM AND GLENCARNE PLANTATION MARK AND PIT**

<b>Compt.</b>	<b>Area</b>	<b>Espacement (stocking of 1111 stem per ha)</b>	<b>COST PER HECTOR</b>	<b>Total amount per compartment (inclusive of all costs and VAT) firm</b>
L3 pt	13.27	3.0m X 3.0m		
L5	21.79	3.0m X 3.0m		
K6bpart	8.30	3.0m X 3.0m		
K17d	9.99	3.0m X 3.0m		
K1c	1.87	3.0m X 3.0m		
K27	7.90	3.0m X 3.0m	-	
<b>Totals</b>	<b>63.12</b>			

<b>TOTAL COSTS FOR BENHOLM/ GLENCARNE PLANTATION MARK AND PITTING</b>		
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**ANNEXURE A****BENHOLM AND GLENCARNE PLANTATION PLANTING**

<b>Compt.</b>	<b>Area</b>	<b>Species to plant</b>	<b>Espacement (stocking of 1111 stem per ha)</b>	<b>COST PER HECTOR</b>	<b>Total amount per compartment (inclusive of all costs and VAT) firm</b>
L3 pt	13.27	P. elliotti	3.0m X 3.0m		
L5	21.79	P. elliotti	3.0m X 3.0m		
K6bpart	8.30	P. elliotti	3.0m X 3.0m		
K17d	9.99	P. elliotti	3.0m X 3.0m		
K1c	1.87	P. elliotti	3.0m X 3.0m		
K27	7.90	P. elliotti	3.0m X 3.0m		
<b>Totals</b>	<b>63.12</b>				

<b>TOTAL COSTS FOR BENHOLM/ GLENCA PLANTATION PLANTING</b>		
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**THE NATIONAL TREASURY**

**Republic of South Africa**



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**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT**

**July 2010**



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

**NOTES**

The purpose of this document is to:

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

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

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

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## General Conditions of Contract

### 1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

**2. Application**

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

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

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

**3. General**

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

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

**4. Standards**

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

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

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

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

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

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

**6. Patent rights**

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

**7. Performance security**

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

**8. Inspections, tests and analyses**

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

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

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

**9. Packing**

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

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

**10. Delivery and documents**

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

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

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

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

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

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

#### 14. Spare parts

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

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

#### 15. Warranty

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

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

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

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

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



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

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

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

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

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

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

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

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

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

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

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

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

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

may be due to him

**25. Force Majeure**

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

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

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

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

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

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

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

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

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

**28. Limitation of liability**

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

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

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

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

Js General Conditions of Contract (revised July 2010)







**Supplier Account Details (COMPULSORY)**

(Please note that this account **MUST** be in the name of the supplier. No 3rd party payments allowed).

(The details indicated in this section must be exactly as it appears on the screens as indicated below)

Account Name

Account Number

Branch Name

Branch Number

Account Type

<input type="checkbox"/>	Cheque Account
<input type="checkbox"/>	Savings Account
<input type="checkbox"/>	Transmission Account
<input type="checkbox"/>	Bond Account
<input type="checkbox"/>	Other (Please Specify) <table border="1" style="display: inline-table; width: 350px; height: 20px; vertical-align: middle;"></table>

ID Number

Passport Number

Company Registration Number

\*CC Registration

**\*Please include CC/CK where applicable**

Practise Number

**Certified correct according to the relevant screen as mentioned on the right : Bank official details**

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

Signature: \_\_\_\_\_

**VERY IMPORTANT FOR BANK STAFF. PLEASE READ BEFORE VERIFYING**

It is hereby confirmed that these details have been verified against the following screens

**ABSA-CIF screen**

**FNB-Hogans system on the CIS4**

**STD Bank-Look-up-screen**

**Nedbank- Banking Platform under the Client Details Tab**

**Authorised supplier signature (Compulsory)**

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**Supplier Signature**

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**Print Name**

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Date (dd/mm/yyyy)

**Bank stamp**

**NB: All relevant fields must be completed. Please return the form to the office that supplied the form.**