



# agriculture, land reform & rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

KZN: Provincial Shared Service Centre, P/Bag X 9132, 270 Jabu Ndlovu Street, Pietermaritzburg 3200  
Tel (033) 264 9500 Fax (033) 342 3904 / 342 1991

**ENQUIRIES:** (T Zondi / X Ngema)

**BID NOS:** SS-KZN 7/1/6/3 (846) 2L

**The Managing Director**

**Dear Sir / Madam**

**INVITATION OF BIDS FROM RECRUITMENT AGENCIES AND / OR RESEARCH INSTITUTIONS FOR THE APPOINTMENT OF FIVE RESEARCH ADVISORS IN TERMS OF SECTION 9 OF THE RESTITUTION OF LAND RIGHTS ACT 22 OF 1994 FOR THE KWAZULU NATAL COMMISSION ON RESTITUTION OF LAND RIGHTS (CRLR) FOR A PERIOD OF THREE YEARS**

- 1 Bid No: SS-KZN 7/1/6/3 (846) 2L
- 2 **Compulsory briefing: 03 November 2022 at 10:30 Telkom time**
- 3 Closing Date: **14 November 2022 at 11:00 Telkom time**
- 4 The attached documents consist of [ 51 ] pages.
- 5 The conditions contained in Supply Chain Management (General Conditions and Procedures) and the attached SBD 1, SBD 2, SBD 3.3, SBD 4, SBD 6.1, SBD 8, SBD 9, Supplier Maintenance Form, General Conditions of the contract as well as any other conditions accompanying this request are applicable.
- 6 Any shareholder or joint venture agreements should be included with your proposal. It is of utmost importance that the bidder should attach to the proposal, certified copies of shareholders or joint venture certificates and identity documents.
7. Submit the central supplier database summary report and the Tax compliance status pin or (valid tax clearance certificate).
8. Where a Sworn Affidavit is attached, bidder will be required to include financial statements to support the preference points claim.
9. Use of correctional fluid is strictly prohibited on the document.
10. Please contact on **Ms C van der Merwe on 082 577 5577** for any technical queries related to the project.
11. All the documents accompanying this bid invitation must please be completed and signed in detail where applicable and returned with your bid. Emailed quotations will **NOT** be accepted
12. The appointed service provider must sign a contract within 2 days from receipt of the appointment letter at the KwaZulu-Natal Shared Service Centre at 270 Jabu Ndlovu Street, Pietermaritzburg before commencement of project.
13. Please ensure that your bid reaches this office before closing date and time.
14. When submitting your bid the following information must appear on the sealed envelope:
  - Name and address of the bidder
  - Bid number
  - Closing date
15. The envelope must be placed in the bid box on the first floor at 270 Jabu Ndlovu (Loop) Street, Pietermaritzburg  
OR If posted, place the aforementioned envelope in a covering envelope addressed as follows: Bids, Department of Agriculture Land Reform and Rural Development , Private Bag X9132, Pietermaritzburg, 3200

Kind regards

**DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT, KZN: PSSC**

**FOR DIRECTOR - GENERAL: AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT**

**DATE:** 24/10/2022

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	SS-KZN 7/1/6/3 (846) 2L	CLOSING DATE:	14 NOVEMBER 2022	CLOSING TIME:	11H00
DESCRIPTION	INVITATION OF BIDS FROM RECRUITMENT AGENCIES AND / OR RECRUITMENT INSTITUTIONS FOR THE APPOINTMENT OF FIVE RESEARCH ADVISORS IN TERMS OF SECTION 9 OF THE RESTITUTION OF LAND RIGHTS ACT 22 OF 1994 FOR THE KWAZULU NATAL COMMISSION ON RESTITUTION OF LAND RIGHTS (CRLR) FOR A PERIOD OF THREE YEARS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
270 JABU NDLOVU STREET, PIETERMARITZBURG, 3201					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	T.ZONDI		CONTACT PERSON	C van der Merwe	
TELEPHONE NUMBER	033 264 9500		TELEPHONE NUMBER	082 577 5577	
FACSIMILE NUMBER	033 342 1991		FACSIMILE NUMBER	086 668 3972	
E-MAIL ADDRESS	thobekile.zondi@drdlr.gov.za		E-MAIL ADDRESS	carmen.vandermerwe@dalrrd.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>3. BID SUBMISSION:</b>
1.5. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.6. <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>
1.7. 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.
1.8. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>4. TAX COMPLIANCE REQUIREMENTS</b>
2.8 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.9 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.
2.10 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.11 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.12 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.13 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.14 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:

.....

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

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



**Particulars of tender** (If applicable)Tender number Estimated Tender amount R , Expected duration of the tender  year(s)

## Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Audit**

Are you currently aware of any Audit investigation against you/the company?  YES  NO

If "YES" provide details

**Appointment of representative/agent (Power of Attorney)**I the undersigned confirm that I require a Tax Clearance Certificate in respect of  Tenders or  Goodstanding.

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

Signature of representative/agent

Date

Name of representative/agent **Declaration**

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

Signature of applicant/Public Officer

Date

Name of applicant/Public Officer **Notes:**

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
  - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - without just cause shown by him, refuses or neglects to-
    - furnish, produce or make available any information, documents or things;
    - reply to or answer truly and fully, any questions put to him ...

As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES/SERVICES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder..... Bid number **SS-KZN 7/1/6/3 (846 ) 2L**

Closing Time: **11H00am**

Closing date: **14 November 2022**

OFFER TO BE VALID FOR   90   DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT AT 15% RATES)
<b>INVITATION OF BIDS FROM RECRUITMENT AGENCIES AND / OR RECRUITMENT INSTITUTIONS FOR THE APPOINTMENT OF FIVE RESEARCH ADVISORS IN TERMS OF SECTION 9 OF THE RESTITUTION OF LAND RIGHTS ACT 22 OF 1994 FOR THE KWAZULU NATAL COMMISSION ON RESTITUTION OF LAND RIGHTS (CRLR) FOR A PERIOD OF THREE YEARS</b>			
<b>IMBURSEMENT RATES</b>			<b>Rate</b>
Base Rate:			
<b><u>Client Hourly Rate:</u></b>			
(Exclusive of all BCEA statutory benefits such as: Leave, sick leave, UIF, Family responsibility leave, Skills development levy and WCA)			R132.72 (Excluding Vat)
<b><u>Monthly Rate:</u></b>			
Client Hourly Rate X 8 hours per day X 22 days (average working days per month): Invoice will be paid on actual working days per month.			R _____ (Excluding Vat)
<b><u>Contract duration rate (per Researcher):</u></b>			
Monthly rate	X	contract duration	R _____
R _____	X	_____ months	(Excluding Vat)
<b><u>Total cost for Researchers required (excl):</u></b>			
Contract duration rate x no. of temps			R _____
R _____	X	_____ no. of temps	(Excluding Vat)
VAT @ 15% (If applicable)			
<b>TOTAL PRICE</b>			

Required by: **Department of Agriculture Land Reform and Rural Development**

\*All related costs must be included in your final quotation pricing. No deviations will be allowed.

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number: .....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
  - 2.4 Company Registration Number: .....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

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

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



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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

.....

.....

.....

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

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

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

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

.....

.....

.....

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

2.8.1 If so, furnish particulars:

.....

.....

.....

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

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

**YES/NO**

[illegible]

**YES/NO**

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

[illegible]

**4 DECLARATION**

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

May 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 exceed/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:

	POINTS
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<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 least 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.

WITNESSES

1. ....
2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....



## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? <b>(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).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>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) 3265445.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court 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**

Js365bW

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

**SS-KZN 7/1/6/3 (846) 2L**

(Bid Number and Description)

**INVITATION OF BIDS FROM RECRUITMENT AGENCIES AND / OR RECRUITMENT INSTITUTIONS FOR THE APPOINTMENT OF FIVE RESEARCH ADVISORS IN TERMS OF SECTION 9 OF THE RESTITUTION OF LAND RIGHTS ACT 22 OF 1994 FOR THE KWAZULU NATAL COMMISSION ON RESTITUTION OF LAND RIGHTS (CRLR) FOR A PERIOD OF THREE YEARS**

in response to the invitation for the bid made by:

**THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT**

(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



OFFICE OF THE CHIEF LAND CLAIMS COMMISSIONER

266 Pretorius Street, Centre Walk building, West Block, Pretoria, 0001 | Private Bag X833, Pretoria, 0001  
Tel: (012) 407 4486

## **TERMS OF REFERENCE (TOR) FOR THE SOURCING OF BIDS FROM RECRUITMENT AGENCIES AND/OR RESEARCH INSTITUTIONS FOR THE APPOINTMENT OF FIVE (5) RESEARCH ADVISORS IN TERMS OF SECTION 9 OF RESTITUTION OF LAND RIGHTS ACT 22 OF 1994 FOR THE KWAZULU-NATAL COMMISSION ON RESTITUTION OF LAND RIGHTS (CRLR) FOR A PERIOD OF THREE (3) YEARS**

### **1. PURPOSE**

The appointment of five (5) Research Advisors in terms of Section 9 of the Restitution Land Rights, Act 22 of 1994, to oversee and facilitate the finalisation of investigation (research) on all outstanding “Old Claims” lodged pre-1998 within the KwaZulu-Natal Commission on Restitution of Land Rights (CRLR) for a period of three (3) years.

### **2. BACKGROUND**

The Restitution of Land Rights Act 22 of 1994 (as amended) mandates the Commission on Restitution of Land Rights to solicit, accept, **investigate and make recommendations** on land claims lodged between 1994 to 31<sup>st</sup> December 1998.

Investigation of claims (Research) is at the centre of fulfilling the general mandate of the CRLR and is a critical success factor in realising the aims and objectives of the Commission.

The CRLR wishes to finalise research on all outstanding land claims by the end of 2023/2024 financial year and the Accelerated Research Strategy (ARS), which highlights the need to capacitate the CRLR with adequate Human resources has been approved by the Minister of Agriculture, Land Reform and Rural Development. The Human Resources Plan identified in the ARS calls for appointment of contract staff that will focus exclusively on research.

**TERMS OF REFERENCE (TOR) FOR THE SOURCING OF BIDS FROM SERVICE PROVIDERS/RECRUITMENT AGENCIES/ RESEARCH INSTITUTIONS/ RELEVANT ENTITIES FOR THE APPOINTMENT OF FIVE (5) RESEARCH ADVISORS IN TERMS OF SECTION 9 OF RESTITUTION OF LAND RIGHTS ACT 22 OF 1994 FOR THE KWAZULU-NATAL COMMISSION ON RESTITUTION OF LAND RIGHTS (CRLR) FOR A PERIOD OF THREE (3) YEARS**

Section 9 of the Restitution Act provides for appointment of persons to assist the Commission.

Due to the increase of work in the Regional Land Claims Commissioner's Offices and National Research Unit and staff capacity constraints, there is an urgent need to obtain Section 9 appointments to assist with Research of outstanding claims.

These research specialist appointments will bring temporary, ad hoc expertise to the table that may not be available currently or where existing time-constraints simply does not allow for permanent employees to perform said functions.

### **3. OBJECTIVES**

- The main objective is to ensure that 100% of all outstanding claims under research are finalised in a 3-year period.
- The KwaZulu-Natal Commission seeks to employ five (5) Research Advisors to assist with finalising investigations (research) of all outstanding land claims.
- The Research Advisors will need to be based in KwaZulu-Natal.

#### **3.1. MANDATORY REQUIREMENT**

- Valid APSO certificate (Recruitment Agency)
- The candidates must be in possession of a qualification at NQF Level 8. An appropriate graduate/post-graduate Law qualification as recognized by SAQA (NQF Level 8). All five(5) CV's are to comply for a bidder to be considered for appointment
- A clear cost breakdown as per the salary level required-Level 9 plus a maximum of 30% to be added in lieu of agency fees and service benefits where applicable.
- Valid Tax Clearance Certificate or Tax Compliance Pin/compliant CSD certificate/ number of bidder.
- Attendance of a compulsory briefing session

**N.B: A bidder that fails to meet all the mandatory requirements as stipulated above will be disqualified from further participation.**

TERMS OF REFERENCE (TOR) FOR THE SOURCING OF BIDS FROM SERVICE PROVIDERS/RECRUITMENT AGENCIES/ RESEARCH INSTITUTIONS/  
RELEVANT ENTITIES FOR THE APPOINTMENT OF FIVE (5) RESEARCH ADVISORS IN TERMS OF SECTION 9 OF RESTITUTION OF LAND RIGHTS ACT 22 OF 1994 FOR THE KWAZULU-NATAL COMMISSION ON RESTITUTION OF LAND RIGHTS (CRLR) FOR A PERIOD OF THREE (3) YEARS

In addition, should the preferred bidder be unable to provide the 5 compliant CVs, the Department reserves the right to consider the next responsive bidder

### 3.2 COSTING / COMPREHENSIVE BUDGET/BBBE

- Please refer to the hourly salary rate applicable at a level 9 post, being R132.72 per hour for 36 months. A maximum of 30% is to be added in lieu of agency fees and service benefits where applicable

### PREFERENCE POINTS AND PRICE

- Bids which qualify from stage 1 will be evaluated utilising the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000), as amended, whereby the score of 80 points will be for price and a maximum of 20 points will be awarded for attaining the Broad-Based Economic Empowerment (B-BBEE) status level of contribution.
- The following process will be used in particular as the criteria for appointment, apart from those laid down in the Preferential Procurement Regulations 2017 pertaining to the Preferential Procurement Policy Framework Act, Act 5 of 2000. Proposals will be evaluated individually, by a representative from Supply Chain Management according to the Terms of Reference.
- The process for assessment will include financial (price) aspects of the proposal and B-BBEE status level of contribution making up 80/20 percent respectively.
- In terms of Regulation 6 (2) of the Preferential Procurement Regulations 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8



**TERMS OF REFERENCE (TOR) FOR THE SOURCING OF BIDS FROM SERVICE PROVIDERS/RECRUITMENT AGENCIES/ RESEARCH INSTITUTIONS/ RELEVANT ENTITIES FOR THE APPOINTMENT OF FIVE (5) RESEARCH ADVISORS IN TERMS OF SECTION 9 OF RESTITUTION OF LAND RIGHTS ACT 22 OF 1994 FOR THE KWAZULU-NATAL COMMISSION ON RESTITUTION OF LAND RIGHTS (CRLR) FOR A PERIOD OF THREE (3) YEARS**

6	6
7	4
8	2
Non-compliant contributor	0

- In order to claim the B-BBEE Status Level of Contributor, bidders must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or a sworn affidavit certified by a Commissioner of Oath to substantiate their B-BBEE claims. The Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of Close Corporation Act.
- Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to be B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE.
- In the evaluation of the proposals, the Commission will also be guided by the Integrated National Black Economic Empowerment Strategy, which provides a framework for economic growth with black participation as a fundamental pillar. The specific guiding principles will be transformation, employment equity, skills development, affirmative procurement and corporate social responsibility (CSI).
- The Commission on Restitution of Land Rights (CRLR) is an equal opportunity, affirmative action employer. It shows the same commitment to those who wish to provide services to the Commission via the procurement process. It should be noted that preference will be given to those proposals from companies who were previously disadvantaged.
- This does not preclude the formation of consortiums or the inclusion of proposals on how this project can best be used to further the broader aims of transformation.

TERMS OF REFERENCE (TOR) FOR THE SOURCING OF BIDS FROM SERVICE PROVIDERS/RECRUITMENT AGENCIES/ RESEARCH INSTITUTIONS/  
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#### 4. SCOPE AND EXTENT OF WORK

##### 4.1. Project scope

The appointment of:

Office	Province	Specialist	QTY
RLCC	KZN	Research Advisors	5

##### 4.2. RESOURCES AND COMPETENCY REQUIRED

Item	Resource	Qty	No. of Months.
1.	<b>Research Advisors:</b> <ul style="list-style-type: none"> <li>• Appropriate qualification as listed 4.2.1 - mandatory</li> <li>• 3 years minimum proven experience as listed 4.2.3</li> </ul> <b>(Failure to submit a complete CV will result in the candidate not being considered)</b>	5	36

- The following evaluation criteria will be applied and scored by the Department's Bid Evaluation Committee in the assessment of the most suitable CV's in the finalisation of the appointment of the preferred bidder.
- The evaluation criteria must therefore be taken into account by the bidders during the sourcing of qualifying CV's.

**TERMS OF REFERENCE (TOR) FOR THE SOURCING OF BIDS FROM SERVICE PROVIDERS/RECRUITMENT AGENCIES/ RESEARCH INSTITUTIONS/ RELEVANT ENTITIES FOR THE APPOINTMENT OF FIVE (5) RESEARCH ADVISORS IN TERMS OF SECTION 9 OF RESTITUTION OF LAND RIGHTS ACT 22 OF 1994 FOR THE KWAZULU-NATAL COMMISSION ON RESTITUTION OF LAND RIGHTS (CRLR) FOR A PERIOD OF THREE (3) YEARS**

<b>Evaluation criteria</b>	<b>Application</b>
<b>EXPERIENCE YEARS</b> <b>(Attach CV)</b>	Number of years' experience as listed in paragraph 4.3.2  Minimum of 3 years
<b>QUALITIES</b>	Proof as per CV of experience and qualities as per 4.3.3.  Bullet 1-13.  Minimum of 1-2 qualities
<b>REFERRALS</b>	Proof of similar work done as per 4.3.1 and 4.3.2 as well as 4.3.3, bullet 1, and references letters completed by the specialist to be provided. (Attach reference letters).  Minimum of 1 reference

**The CV must score a minimum of 60 out of 100 to be considered for appointment and will be at the sole discretion of the Bid Evaluation Committee**

**The breakdown of the extent of the work for the Research Advisors is detailed below:**

#### **4.3. Restitution Advisors**

##### **4.3.1. ROLES AND RESPONSIBILITIES**

###### **KRA 1: Editing and vetting of Research reports**

Ensure that research reports are compliant with the Restitution Act/ Timeous feedback to restitution coordinators on the quality of the research reports/capacitation of research coordinators in the drafting of research reports/ensure that correct and appropriate annexures are attached to report.

###### **KRA 2: Stake holder engagement**

Drafting legal opinions/Drafting of section 11(1) notices/Drafting of section 11 a(3) or/Drafting of 11 a(4) notices/Drafting of Section 11 (3) notices and/or dismissal letters/Drafting of Referral notices and Memorandum in terms of section 6 (2) (b)

TERMS OF REFERENCE (TOR) FOR THE SOURCING OF BIDS FROM SERVICE PROVIDERS/RECRUITMENT AGENCIES/ RESEARCH INSTITUTIONS/  
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Serve notices and prepare section 11(6) notices/Advise on options workshops as well as on verification /Manage Section 11 (7)(a) notices and objections

### **KRA 3: Manage Dismissal processes**

Prepare dismissal memorandum for the RLCC/Serve 1<sup>st</sup> letter to claimants/Compile representations by claimants to RLCC/Serve 2<sup>nd</sup> letter to claimants

### **KRA 4: Report to Research Manager**

Compile Project Plans /Compile weekly/monthly/ Quarterly/ Annual reports.

#### **4.3.2. REQUIREMENTS**

An appropriate graduate/post-graduate Law qualification as recognized by SAQA (NQF Level 8). Admission as an advocate or attorney in the High Court of South Africa will be an added advantage and a minimum of 3 years post-graduate experience of working in the legal profession.

#### **4.3.3. EXPERIENCE AND PERSONAL QUALITIES**

The individual should portray the following qualities:

1. Proven understanding of project management systems
2. Understanding of land data such as cadastral data, property descriptions, deeds information and the ability to read maps
3. Knowledge of M&E and Statistical Analysis
4. Excellent understanding of data administration and management functions (collection, analysis, distribution etc.)
5. Excellent proficiency in MS Office (Excel, Access, Word etc.)
6. Excellent communication and collaboration skills
7. Presentation skills (development of material and delivery of content)
8. People management to obtain the necessary inputs and effectively communicate the outcomes in a constructive manner
9. An analytical mindset with problem-solving skills
10. Understanding of the Restitution of Land Rights Act, No. 22 of 1994.
11. Ability to properly interpret the law as anticipated by the Restitution Act.

TERMS OF REFERENCE (TOR) FOR THE SOURCING OF BIDS FROM SERVICE PROVIDERS/RECRUITMENT AGENCIES/ RESEARCH INSTITUTIONS/

RELEVANT ENTITIES FOR THE APPOINTMENT OF FIVE (5) RESEARCH ADVISORS IN TERMS OF SECTION 9 OF RESTITUTION OF LAND RIGHTS ACT 22 OF 1994 FOR THE KWAZULU-NATAL COMMISSION ON RESTITUTION OF LAND RIGHTS (CRLR) FOR A PERIOD OF THREE (3) YEARS

12. Understanding and knowledge of the Constitution of South Africa, 1996.

13. The successful candidate must have a clear understanding of the legislative mandate of the Commission, the relevant Government policies and legislation impacting on the Commission and its relationship with the Department, provincial government, and other stakeholders.

#### **4.3.4. LOCATION & TRAVEL REQUIREMENTS**

The posts will be based in Kwazulu-Natal. The Research Advisor will be required to travel extensively throughout the province and must be willing to work irregular hours and over weekends. The applicant will require his/her own reliable transport/vehicle.

#### **4.3.5 TRAVELLING AND ACCOMMODATION EXPENSES**

Accommodation and disbursements will be the Commission on Restitution of Land Rights' responsibility and limited to the related policies and actual expenditure. Travelling costs from home to office and back is the Specialist's responsibility.

The successful Research Advisors must provide his/her own vehicle for transport and will be compensated for travelling cost at AA rates.

### **5. PROJECT FINANCE AND PAYMENT METHOD**

- All Payments will be made in accordance with the completed and approved report by the Project Manager.
- Financial penalties will be imposed for failing to meet the agreed upon milestones, targets, and deadline.
- Original invoice as per the deliverable that substantiates all costs must be provided.
- Invoice must clearly indicate the number of hours spent on the project, for what purpose those hours was spent and to what extent the objectives were achieved.
- Invoice will be paid within 30 days after submission, subject to approved report by the Project Manager, as stipulated per National Treasury Regulations and Supply Chain Management prescripts.

TERMS OF REFERENCE (TOR) FOR THE SOURCING OF BIDS FROM SERVICE PROVIDERS/RECRUITMENT AGENCIES/ RESEARCH INSTITUTIONS/  
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## **6. REPORTING**

- The appointed Research Advisor will provide feedback to the relevant Project Manager.
- The Research advisor should submit and present progress reports against the set milestone to the parties on a monthly basis.

## **7. PERIOD / DURATION OF CONTRACT**

- The duration or the time frame set out for this project is three (3) years from the date of signing of a service level agreement (SLA) with the agency/ Research institute/entity.
- Time frames must be adhered to; financial penalties will be imposed for any delay or non-compliance with time and quality requirements.

## **8. TERMS AND CONDITIONS**

- Appointment will be subject to the bidder's express acceptance of the standard bidding documents inclusive of the Government Procurement General Conditions of Contract (GCC).
- No material or information derived from the provision of the services under these Terms of Reference (TOR) may be used for any purpose other than those of the Commission on Restitution of Land Rights (CRLR) except where authorized by the CRLR in writing to do so.
- Copyright in respect of all documents and electronic data, prepared or developed for this project shall be vested in the Commission on Restitution of Land Rights (CRLR).
- In the case of appointment, the bidder will enter into a service level agreement with the Commission on Restitution of Land Rights (CRLR)
- The bidder should be available to commence with the project immediately upon appointment.
- The Commission on Restitution of Land Rights (CRLR) reserves the right to award or not to award this contract.
- The Commission on Restitution of Land Rights (CRLR) reserves the right not to accept the lowest cost proposal.

**TERMS OF REFERENCE (TOR) FOR THE SOURCING OF BIDS FROM SERVICE PROVIDERS/RECRUITMENT AGENCIES/ RESEARCH INSTITUTIONS/**

**RELEVANT ENTITIES FOR THE APPOINTMENT OF FIVE (5) RESEARCH ADVISORS IN TERMS OF SECTION 9 OF RESTITUTION OF LAND RIGHTS ACT 22 OF 1994 FOR THE KWAZULU-NATAL COMMISSION ON RESTITUTION OF LAND RIGHTS (CRLR) FOR A PERIOD OF THREE (3) YEARS**

- The Commission on Restitution of Land Rights (CRLR) reserves the right to terminate the contract should the performance of the bidder be unsatisfactory.
- It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing time and date of the bid. Bids received after closing time and date are late and will NOT be considered.
- Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the Commission on Restitution of Land Rights (CRLR) will not be responsible for.
- Bidders presenting information intentionally incorrect or fraudulent will be disqualified.
- The bidder who have been declared insolvent and wish to do business with the Commission on Restitution of Land Rights (CRLR) must have been rehabilitated and provide the necessary proof thereof.
- The bidder's team members as well as candidates named in the proposal should be retained for the duration of the project. Any replacement of the team members must first be discussed and approved by the Commission on Restitution of Land Rights (CRLR).
- The Commission on Restitution of Land Rights (CRLR) reserves the right to invite the recommended bidder to do a presentation to clarify any or all aspects of the proposal as well as to address any substantive issues that the Commission on Restitution of Land Rights (CRLR) may wish to raise. Traveling to the presentation venue will be at the bidders' expense.
- Qualifying bidders will be invited for an interview before the final recommendation is made in terms of the Research Advisors being appointed.

## **9. COMPULSORY BRIEFING SESSION AND SUBMISSION DETAILS**

**Date of the compulsory briefing session:** 3 November 2022

**Time:** 10:30

**Venue:** 270 Jabu Ndlovu Street, Pietermaritzburg.

Enquiries regarding the content of the Terms of Reference and scope of work can be requested from the below mentioned official:

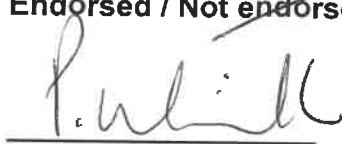
TERMS OF REFERENCE (TOR) FOR THE SOURCING OF BIDS FROM SERVICE PROVIDERS/RECRUITMENT AGENCIES/ RESEARCH INSTITUTIONS/  
RELEVANT ENTITIES FOR THE APPOINTMENT OF FIVE (5) RESEARCH ADVISORS IN TERMS OF SECTION 9 OF RESTITUTION OF LAND RIGHTS ACT 22 OF 1994 FOR THE KWAZULU-NATAL COMMISSION ON RESTITUTION OF LAND RIGHTS (CRLR) FOR A PERIOD OF THREE (3) YEARS  
Ms Carmen van der Merwe on 082 577 577 during working hours

NB: No late proposals will be accepted after 11:00. (TELCOM time)



ADVOCATE BHEKI MBILI  
BID SPECIFICATION AND EVALUATION COMMITTEE (BSEC) CHAIRPERSON  
DATE:

Endorsed / Not endorsed / Comment(s) in terms of SCM delegation 15



PSSC: KZN; SUPPLY CHAIN MANAGEMENT  
DATE: 24/10/2022



BAS

☐

LOGIS

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Office

System User Only	
Captured By:	
Captured Date:	
Authorised By:	
Date Authorised:	
Safety Web Verification	
<input type="checkbox"/> YES	<input type="checkbox"/> NO

**The Director General: Department of Agriculture, Land Reform and Rural Development**

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

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

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

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

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

I/We understand that the Department will not assume responsibly for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details	
Registered Name	
Trading Name	
Tax number	
Vat Number	
Title	
Initials	
First Name	
Surname	

Address Detail	
Postal Address Line 1	
Postal Address Line 2	
Physical Address Line 1	
Physical Address Line 2	
Postal Code	

New Detail	
<input type="checkbox"/> New Supplier Information	<input type="checkbox"/> Update Supplier Information
Supplier Type	<input type="checkbox"/> Individual <input type="checkbox"/> Department    Department Number <input type="text"/> <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> CC <input type="checkbox"/> Other    Other Specify <input type="text"/> <input type="checkbox"/> Partnership

### Supplier Account Details

(This field is compulsory and should be completed by a bank official from the relevant bank).

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) <input type="text"/>
ID Number	
Passport Number	
Company Registration Number	
*CC Registration	
* Please include CC/CK where applicable	

Practise Number

When the bank stamps this entity maintenance form or provides an electronic bank stamp/letter attached to the entity maintenance form they confirm that all the information completed by the entity is correct.

#### Bank stamp

It is hereby confirmed that this 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

### Contact Details

	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
Business			
	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
Home			
	<i>Area Code</i>	<i>Telephone Number</i>	
Fax			
Cell			
	<i>Cell Code</i>	<i>Cell Number</i>	
E-mail Address			

Contact Person	Supplier details	Departmental sender details
Signature		
Print Name		
Rank		
Date (dd/mm/yyyy)		

Address of Agriculture, Land Reform and Rural Development Office where form is submitted from:

# **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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6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
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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

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.
<b>29. Governing language</b>	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.
<b>30. Applicable law</b>	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
<b>31. Notices</b>	<p>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</p> <p>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.</p>
<b>32. Taxes and duties</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>33. National Industrial Participation Programme (NIP)</b>	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.
<b>34 Prohibition of Restrictive practices</b>	<p>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).</p> <p>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.</p>

- 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)