

**COMPULSORY BID INFORMATION MEETING**

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

**A compulsory briefing session**

**Venue: Department of Agriculture, Forestry and Fisheries**

**20 Steve Biko Road  
Arcadia  
Pretoria**

**TIME: 10:00**

**DATE: 28 June 2017**

**ENQUIRIES : General Enquiries: Mr. B. Coetzer**

**TEL. NO.: (012) 319 7816**

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

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**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 compulsory bid information meeting was  
attended by the above bidder.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	4.4.12.4/12/17	CLOSING DATE:	14 JULY 2017	CLOSING TIME:	11AM
DESCRIPTION	APPOINTMENT OF AN IN-HOUSE TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL SERVICES TO THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES FOR A PERIOD OF THREE (3) YEARS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<b>THE TENDER RECEIPT</b> OFFICE ROOM NO. A-GF-06, DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES Private Bag X250, PRETORIA, 0001 Department of Agriculture, Forestry and Fisheries Agriculture Place Main Entrance Tender Receipt Office Room No. A-GF-06 20 Steve Biko Road ARCADIA Pretoria					
<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					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) <input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) <input type="checkbox"/> A REGISTERED AUDITOR NAME:			
<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 PART B:3 BELOW ]	
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT/ PUBLIC ENTITY			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

**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. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE	
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	
<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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
2.5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
2.6. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<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 OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

**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 BIDDER: .....	BID NO.: 4.4.12.4/12/17
CLOSING TIME 11:00	CLOSING DATE: 14 July 2017

OFFER TO BE VALID FOR 90 DAYS (14 October 2017) FROM THE CLOSING DATE OF BID.

ITEM DESCRIPTION	BID PRICE IN RSA CURRENCY NO	INCLUSIVE	OF	VALUE
ADDED TAX				

**APPOINTMENT OF AN IN-HOUSE TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL SERVICES TO THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES FOR A PERIOD OF THREE (3) YEARS**

Bidders must complete the pricing schedule in full

**1. Transaction fee on-site**

Total price (inclusive of all costs and VAT) for 1 <sup>st</sup> year	Total price (inclusive of all costs and VAT) for 2 <sup>nd</sup> year	Total price (inclusive of all costs and VAT) for 3 <sup>rd</sup> year	Total price (inclusive of all costs and VAT) for three (3) years
R	R	R	R

**2. Transaction fee off-site**

Total price (inclusive of all costs and VAT) for 1 <sup>st</sup> year	Total price (inclusive of all costs and VAT) for 2 <sup>nd</sup> year	Total price (inclusive of all costs and VAT) for 3 <sup>rd</sup> year	Total price (inclusive of all costs and VAT) for three (3) years
R	R	R	R

**3. Management Fee on-site**

Total price (inclusive of all costs and VAT) for 1 <sup>st</sup> year	Total price (inclusive of all costs and VAT) for 2 <sup>nd</sup> year	Total price (inclusive of all costs and VAT) for 3 <sup>rd</sup> year	Total price (inclusive of all costs and VAT) for three (3) years
R	R	R	R

**4. Management Fee off-site**

Total price (inclusive of all costs and VAT) for 1 <sup>st</sup> year	Total price (inclusive of all costs and VAT) for 2 <sup>nd</sup> year	Total price (inclusive of all costs and VAT) for 3 <sup>rd</sup> year	Total price (inclusive of all costs and VAT) for three (3) years
R	R	R	R

**PLEASE NOTE TOTAL PRICES ON THE SBD3 DOCUMENT MUST CORRESPOND WITH THE ATTACH PRICE SCHEDULES**

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. Tau Nyaku

Tel. no.: Tel. 012 319 7232/7229

General enquiries

Mr Ben Coetzer

Tel. no. 012 319 7816

BenC@daff.gov.za



**agriculture,  
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Department:  
Agriculture, Forestry and Fisheries  
REPUBLIC OF SOUTH AFRICA

<b>RFP NO:</b>	4.4/12/4/12/17
<b>RFP NAME:</b>	THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS
<b>BIDDER NAME</b>	

**Price Declaration**

Dear Sir/Madam,

Having read through and examined the Request For Proposal (RFP) Document, the General Conditions, The Requirement and all other Annexures to the RFP Document, we offer to provide **ON-SITE / OFF-SITE** travel management service to the **DAFF** at the following total amounts (including VAT)

**Template 1: Transaction Fee (On-Site)**

<b>R</b>	-	<b>(incl. VAT)</b>	
In words:			

**Template 2: Transaction Fee (Off-Site)**

<b>R</b>	-	<b>(incl. VAT)</b>	
In words:			

**Template 3: Management Fee (On-Site)**

<b>R</b>	-	<b>(incl. VAT)</b>	
In words:			

**Template 4: Management Fee (Off-Site)**

<b>R</b>	-	<b>(incl. VAT)</b>	
In words:			

We undertake to hold this offer open for acceptance for a period of **90 days** from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of service when required to do so by the **DAFF**

We understand that **DAFF** are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance not to divulge to any persons, other than the persons to which the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

Signature

Date

Print name of signatory: .....

Designation: .....

**FOR AND ON BEHALF OF: COMPANY NAME**

Tel No: .....

Fax No: .....

Cell No: .....

Email:.....



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REPUBLIC OF SOUTH AFRICA

**TEMPLATE 2: TRANSACTION FEE MODEL**  
**OFF-SITE SERVICES**

RFP NO:

4.4.12.4/12/17

RFP NAME:

THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS

BIDDER NAME

**1.1 TRANSACTION FEES**

ITEM	Transaction Type	Estimated Volume	TRADITIONAL BOOKINGS			ONLINE BOOKINGS			
			Unit Price (excl VAT)	Unit Price (Incl VAT)	TOTAL Price (Incl VAT)	Unit Price (excl VAT)	Unit Price (Incl VAT)	TOTAL Price (Incl VAT)	
1	Air Travel – International		R	-	R		R	-	R
2	Air Travel – Regional		R	-	R		R	-	R
3	Air Travel – Domestic		R	-	R		R	-	R
4	Air Travel – International (Re-issue)		R	-	R		R	-	R
5	Air Travel – Regional (Re-issue)		R	-	R		R	-	R
6	Air Travel – Domestic (Re-issue)		R	-	R		R	-	R
7	Refunds – Air Domestic		R	-	R		R	-	R
8	Refunds – Air Regional		R	-	R		R	-	R
9	Refunds – Air International		R	-	R		R	-	R
10	Car Rental – Domestic		R	-	R		R	-	R
11	Car Rental – Regional		R	-	R		R	-	R
12	Car Rental – International		R	-	R		R	-	R
13	Transfers/Shuttle – Domestic		R	-	R		R	-	R
14	Transfers/Shuttle – Regional		R	-	R		R	-	R
15	Transfers/Shuttle – International		R	-	R		R	-	R
16	Accommodation – Domestic		R	-	R		R	-	R
17	Accommodation – Regional		R	-	R		R	-	R
18	Accommodation – international		R	-	R		R	-	R
19	Bus/Coach Bookings		R	-	R		R	-	R
20	Train bookings – International		R	-	R		R	-	R
21	Visa Assistance (Provision of documents and advice)		R	-	R		R	-	R
22	Courier services for travel documentation		R	-	R		R	-	R
23	SMS Notifications		R	-	R		R	-	R
24	Parking bookings		R	-	R		R	-	R
25	Cancellations		R	-	R		R	-	R
26	Changes to bookings		R	-	R		R	-	R
27	After Hours Services		R	-	R		R	-	R
28	Additional Ad-hoc Reports (per report)		R	-	R		R	-	R
29	Customised Reports (per report)		R	-	R		R	-	R
30	Travel Lodge card Reconciliation		R	-	R		R	-	R
31	Debtors Account Reconciliation		R	-	R		R	-	R
32	Other (Specify)		R	-	R		R	-	R
33	Other (Specify)		R	-	R		R	-	R
34	Other (Specify)		R	-	R		R	-	R
35	Other (Specify)		R	-	R		R	-	R
36	Other (Specify)		R	-	R		R	-	R
37	Other (Specify)		R	-	R		R	-	R
<b>Total</b>		<b>0</b>			<b>R</b>				<b>R</b>
Percentage Split between Online Booking and Traditional Booking			Percentage Traditional	<b>40.00%</b>	<b>0</b>	Percentage Online	<b>60.00%</b>	<b>0</b>	
<b>PRICE THAT WILL BE USED FOR EVALUATION PURPOSES</b>				<b>R</b>					

**1.2 CONFERENCE TRANSACTION FEE**

Item	Description	Percentage Fee	Comment
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1	Conference Transaction Fee (as a % of the Total turnover of the event)		
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**TEMPLATE 1: TRANSACTION FEE MODEL**

**ON-SITE SERVICES**

RFP NO:

4.4.12.4/12/17

RFP NAME:

THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS

BIDDER NAME

**1.1 TRANSACTION FEES**

ITEM	Transaction Type	Estimated Volume	TRADITIONAL BOOKINGS			ONLINE BOOKINGS			
			Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Unit Price (excl VAT)	Unit Price (Incl VAT)	TOTAL Price (incl VAT)	
1	Air Travel – International		R	-	R		R	-	R
2	Air Travel – Regional		R	-	R		R	-	R
3	Air Travel – Domestic		R	-	R		R	-	R
4	Air Travel – International (Re-issue)		R	-	R		R	-	R
5	Air Travel – Regional (Re-issue)		R	-	R		R	-	R
6	Air Travel – Domestic (Re-issue)		R	-	R		R	-	R
7	Refunds – Air Domestic		R	-	R		R	-	R
8	Refunds – Air Regional		R	-	R		R	-	R
9	Refunds – Air International		R	-	R		R	-	R
10	Car Rental – Domestic		R	-	R		R	-	R
11	Car Rental – Regional		R	-	R		R	-	R
12	Car Rental – International		R	-	R		R	-	R
13	Transfers/Shuttle – Domestic		R	-	R		R	-	R
14	Transfers/Shuttle – Regional		R	-	R		R	-	R
15	Transfers/Shuttle – International		R	-	R		R	-	R
16	Accommodation – Domestic		R	-	R		R	-	R
17	Accommodation – Regional		R	-	R		R	-	R
18	Accommodation – International		R	-	R		R	-	R
19	Bus/Coach Bookings		R	-	R		R	-	R
20	Train bookings – International		R	-	R		R	-	R
21	Visa Assistance (Provision of documents and advice)		R	-	R		R	-	R
22	Courier services for travel documentation		R	-	R		R	-	R
23	SMS Notifications		R	-	R		R	-	R
24	Parking bookings		R	-	R		R	-	R
25	Cancellations		R	-	R		R	-	R
26	Changes to bookings		R	-	R		R	-	R
27	After Hours Services		R	-	R		R	-	R
28	Additional Ad-hoc Reports (per report)		R	-	R		R	-	R
29	Customised Reports (per report)		R	-	R		R	-	R
30	Travel Lodge card Reconciliation		R	-	R		R	-	R
31	Debtors Account Reconciliation		R	-	R		R	-	R
32	Other (Specify)		R	-	R		R	-	R
33	Other (Specify)		R	-	R		R	-	R
34	Other (Specify)		R	-	R		R	-	R
35	Other (Specify)		R	-	R		R	-	R
36	Other (Specify)		R	-	R		R	-	R
37	Other (Specify)		R	-	R		R	-	R
<b>Total</b>		0			R	-			R
Percentage Split between Online Booking and Traditional Booking			Percentage Traditional		R	-	Percentage Online		R
<b>PRICE THAT WILL BE USED FOR EVALUATION PURPOSES</b>				<b>R</b>					

**1.2 CONFERENCE TRANSACTION FEE**

Item	Description	Percentage Fee	Comment
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1	Conference Transaction Fee (as a % of the Total turnover of the event)		
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REPUBLIC OF SOUTH AFRICA

**TEMPLATE 3: MANAGEMENT FEE MODEL**  
**ON-SITE SERVICES**

RFP NO:

4.4.12.4/12/17

RFP NAME:

THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS

BIDDER NAME

ESTIMATED TRANSACTION VOLUMES PER ANNUM \*



See Section 15.2 of the bid document

**1.1 MANAGEMENT FEES**

			TRADITIONAL BOOKINGS	ONLINE BOOKINGS
ITEM	Transaction Type		Annual Cost (Excl VAT)	Annual Cost (Excl VAT)
Fixed Costs (Management Fees)		Estimated #		
1	Compensation Receptionist Senior Travel Consultants Intermediate Travel Consultants Junior Travel Consultants Travel Manager Finance Manager / Accountant Admin Back Office (Creditors/ Debtors / Finance Processors Strategic Account Manager System Administrator			
2	Standard Monthly Reports (3 Std Reports x 12 months)			
3	Standard Weekly Reports (3 Weekly Report x 52 weeks)			
4	* Communication (SMS, Email alerts, Industry updates)			
5	Marketing			
6	Technology (Software Licences)			
7	Computing / GDS Fees			
8	Office Leasing (not applicable for on-site)			
9	Utility bills (phone, broadband, electricity, etc.)			
10	Association membership fees			
11	Banking Services (Interest, Merchant Fees, etc.)			
12	Other (Specify)			
13	Other (Specify)			
14	Other (Specify)			
15	Other (Specify)			
16	Other (Specify)			
17	Profit			
Total Fixed Annual Cost (Excl VAT)			R -	R -

Variable Costs		Estimated #	TRADITIONAL BOOKINGS	ONLINE BOOKINGS
			Annual Cost (Excl VAT)	Annual Cost (Excl VAT)
1	After-Hours (VIP/Executive Travel Consultant) (Estimated at 20 Calls per month)	240		
2	After-Hours Call Center / Contact Number(17h00 - 8h00 Weekdays; 24 hours weekends and public holidays) (Estimated at 50 Calls per month)	600		
3	Stationery (Estimated per annum)			
4	Training & Recruitment (own Staff estimated per annum)			
5	Other (Specify)			
6	Other (Specify)			
7	Other (Specify)			
8	Other (Specify)			
Total Variable Annual Cost (Excl VAT)			R -	R -
TOTAL PER ANNUM (Excl VAT)			R -	R -
Percentage Split between Online Booking and Traditional Booking			20.00%	80.00%
			Percentage Traditional	Percentage Online
SPLIT GRAND TOTAL PER ANNUM (Excl VAT)			R -	R -
GRAND TOTAL PER ANNUM (Excl VAT)			R -	
GRAND TOTAL PER ANNUM (Incl VAT) <b>(PRICE THAT WILL BE USED FOR EVALUATION PURPOSES)</b>			R -	
MONTHLY MANAGEMENT FEE (Incl VAT)			R -	
	Cost of Additional Items (per incident)	Unit Price (excl VAT)	Unit Price (incl VAT)	
1	Courier Services		R -	<i>These services will only be done on request from the Tendering Institution and will be invoiced accordingly.</i>  <i>These costs are ADDITIONAL to the monthly Management Fee.</i>  <i>These items will not be used for evaluation purposes.</i>
2	Visa Services		R -	
3	Customised Reports (per report)		R -	
4	Other (Specify)		R -	
5	Other (Specify)		R -	
6	Other (Specify)		R -	
7	Other (Specify)		R -	
<b>1.2 CONFERENCE TRANSACTION FEE</b>				
Item	Description	Percentage Fee	Comment	
1	Conference Transaction Fee (as a % of the Total turnover of the event)			



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REPUBLIC OF SOUTH AFRICA

**TEMPLATE 4: MANAGEMENT FEE MODEL  
OFF-SITE SERVICES**

RFP NO:

4.4.12.4/12/17

RFP NAME:

THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS

BIDDER NAME

ESTIMATED TRANSACTION VOLUMES PER ANNUM \*



See Section 15.2 of the bid document

**1.1 MANAGEMENT FEES**

			TRADITIONAL BOOKINGS	ONLINE BOOKINGS
ITEM	Transaction Type		Annual Cost (Excl VAT)	Annual Cost (Excl VAT)
	Fixed Costs (Management Fees)	Estimated #		
1	Compensation Receptionist Senior Travel Consultants Intermediate Travel Consultants Junior Travel Consultants Travel Manager Finance Manager / Accountant Admin Back Office (Creditors/ Debtors / Finance Processors Strategic Account Manager System Administrator			
2	Standard Monthly Reports (3 Std Reports x 12 months)			
3	Standard Weekly Reports (3 Weekly Report x 52 weeks)			
4	* Communication (SMS, Email alerts, Industry updates)			
5	Marketing			
6	Technology (Software Licences)			
7	Computing / GDS Fees			
8	Office Leasing (if applicable)			
9	Utility bills (phone, broadband, electricity, etc.			
10	Association membership fees			
11	Banking Services (Interest, Merchant Fees, etc.)			
12	Other (Specify)			
13	Other (Specify)			
14	Other (Specify)			
15	Other (Specify)			
16	Other (Specify)			
17	Profit			
Total Fixed Annual Cost (Excl VAT)			R -	R -

Variable Costs		Estimated #	TRADITIONAL BOOKINGS Annual Cost (Excl VAT)	ONLINE BOOKINGS Annual Cost (Excl VAT)
1	After-Hours (VIP/Executive Travel Consultant) (Estimated at 20 Calls per month)	240		
2	After-Hours Call Center / Contact Number(17h00 - 8h00 Weekdays; 24 hours weekends and public holidays) (Estimated at 50 Calls per month)	600		
3	Stationery (Estimated per annum)			
4	Training & Recruitment (own Staff estimated per annum)			
5	Other (Specify)			
6	Other (Specify)			
7	Other (Specify)			
8	Other (Specify)			
Total Variable Annual Cost (Excl VAT)			R -	R -
TOTAL PER ANNUM (Excl VAT)			R -	R -
Percentage Split between Online Booking and Traditional Booking			20.00%	80.00%
			Percentage Traditional	Percentage Online
SPLIT GRAND TOTAL PER ANNUM (Excl VAT)			0	0
GRAND TOTAL PER ANNUM (Excl VAT)			R -	-
GRAND TOTAL PER ANNUM (Incl VAT) <b>(PRICE THAT WILL BE USED FOR EVALUATION PURPOSES)</b>			R -	-
MONTHLY MANAGEMENT FEE (Incl VAT)			R -	-
	Cost of Additional items (per incident)	Unit Price (excl VAT)	Unit Price (incl VAT)	
1	Courier Services		R -	<i>These services will only be done on request from the Tendering Institution and will be invoiced accordingly.</i>  <i>These costs are ADDITIONAL to the monthly Management Fee.</i>  <i>These items will not be used for evaluation purposes.</i>
2	Visa Services		R -	
3	Customised Reports (per report)		R -	
4	Other (Specify)		R -	
5	Other (Specify)		R -	
6	Other (Specify)		R -	
7	Other (Specify)		R -	
<b>1.2 CONFERENCE TRANSACTION FEE</b>				
Item	Description	Percentage Fee	Comment	
1	Conference Transaction Fee (as a % of the Total turnover of the event)			

## 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:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	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		
Black people who are youth		
Black people who are women		

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>
--

## 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.)	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<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?	<input type="checkbox"/>	<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?	<input type="checkbox"/>	<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:** 4.4.12.4/6/17  
**SUBJECT:** APPOINTMENT OF AN IN-HOUSE TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL MANAGEMENT SERVICES TO THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES FOR A PERIOD OF THIRTY SIX (36) 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 (SCM)	=	Declaration of bidder's past Supply Chain Management practices.
SBD 9	=	Certificate of Independent Bid Determination.

- 1.5 No bid may be awarded to any bidder whose tax status has not been declared compliant by SARS at the date of evaluation of the bid.
- 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 Non-firm prices (including prices that are subject to rates of exchange variations) may be considered if supporting documentation is submitted. **Should the bidder fail to indicate the bid price on the SBD 3 form (Pricing schedule), the bid may be regarded as invalid.**

- 1.15 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.
- 1.16.1 The award of the bid may be subjected to price negotiation with the preferred bidders. The appointment of successful bidders will be based on bidders who score the highest points.
- 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  
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 Certificates issued by IRBA and Accounting Officers will only be accepted if issued before 1 January 2017.
- 1.19.4 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.

- 1.19.5 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.
- 1.19.6 Public entities and tertiary institutions must submit B-BBEE Status Level Verification Certificates together with their bids.
- 1.20 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).

1.21 Enquiries:

Technical enquiries	Tau Nyaku	Tel. 012 319 7232/7229
General SCM enquiries	Ben Coetzer	Tel. 012 319 7816

- 1.22 The successful bidder must render services to the department.
- 1.23 The validity period of this bid must be at least 90 days from the closing date of the bid.

**2. COUNTER CONDITIONS**

- 2.1 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

**3. CONFIDENTIALITY**

- 3.1 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.
- 3.2 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.

**4. COPYRIGHT**

- 4.1 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.

**5. PAYMENTS**

- 5.1 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.
- 5.2 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.

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

- 6.1 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.

**7. RETENTION**

- 7.1 On termination of this agreement, the bidder shall on demand, hand over all documentation, information, etc. to the department without the right of retention.
- 7.2 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.

**8. EVALUATION TEAM**

- 8.1 The department will appoint a bid evaluation committee to evaluate the bid submissions. The committee will make recommendations to the Bid Adjudication Committee.

9. **SUBMISSION OF PROPOSALS**

9.1 The bidder(s) are required to submit two (2) copies of each file (one (1) original and one (1) duplicate) and one (1) CD-ROM with content of each file by the 30 June 2017 at 11:00. Each file and CD-ROM must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the file and information in the CD-ROM must be labelled and submitted in the following format.

FILE 1 (TECHNICAL FILE)	FILE 2 (PRICE & BBBEE)
<p><b>Exhibit 1:</b></p> <ul style="list-style-type: none"> <li>• Pre-qualification documents. (Refer to Section 17.1 - Gate 0: Pre-qualification Criteria (Table 1)).</li> </ul>	<p><b>Exhibit 1:</b></p> <ul style="list-style-type: none"> <li>• Pricing Schedule. (Refer to Section 16 – Pricing Model and Annexure A3 – Pricing Submission).</li> </ul>
<p><b>Exhibit 2:</b></p> <ul style="list-style-type: none"> <li>• Technical Responses and Bidder Compliance Checklist for Technical Evaluation.</li> <li>• Supporting documents for technical responses. (Refer to Section 17.2 - Gate 1: Technical Evaluation Criteria and Annexure A2 – Desktop Evaluation Technical Scorecard and Compliance Checklist).</li> </ul>	
<p><b>Exhibit 3:</b></p> <ul style="list-style-type: none"> <li>• General Conditions of Contract (GCC).</li> <li>• Draft Service Level Agreement. (Refer to Section 20 – Service Level Agreement).</li> </ul>	
<p><b>Exhibit 4:</b></p> <ul style="list-style-type: none"> <li>• Company Profile.</li> <li>• Any other supplementary information.</li> </ul>	

## **10. EVALUATION OF BIDS**

10.1 Bids will be evaluated on the following basis:

### **10.1.1 Phase 1: Prequalification criteria.**

10.1.1.1 The following prequalification criteria will be applicable to this bid:

(i) Bidders must have at least a contributor level 4 B-BBEE status.

10.1.1.2 Bidders that do not meet the pre-qualification criteria stipulated in paragraph 10.1.1.1 above will be disqualified from further evaluation.

### **10.1.2 Phase 2: Compliance with minimum bid requirements.**

10.1.2.1 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 shortlisted.

### **10.1.3 Phase 3: Evaluation for price and preference point system.**

10.1.3.1 Only bidders who met all the minimum requirements in terms of paragraph 10.1.2 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.

### **10.1.4 Phase 4: Awarding of bid.**

10.1.4.1 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(1)(f) of the Act justify the award of the bidder to another bidder.

## **11. PRICING MODEL**

11.1 The Department of Agriculture, Forestry and Fisheries requires bidders to submit two pricing models being the transactional fee model and the management fee model. The Department of Agriculture, Forestry and Fisheries will at its discretion select the best possible cost effective solution.

### **11.1.1 Transaction Fees.**

Refer Annexure A3: Pricing Schedule.

11.1.1.1 The transaction fee must be a fixed amount per service. The fee must be linked to the cost involved in delivering the service and not a percentage of the value or cost of the service provided by third party service providers.

(i) On-site option (Template 1).

(ii) Off-site option (Template 2).

**11.1.2 Management Fee.**

Refer Annexure A3: Pricing Schedule.

11.1.2.1 The management fee is the total fee per annum that will be charged to the Department of Agriculture, Forestry and Fisheries in twelve payments. The Department will pay the fee monthly in arrears.

(i) On-site option (Template 3).

(ii) Off-site option (Template 4).

**11.1.3 Department of Agriculture, Forestry and Fisheries' Volumes.**

11.1.3.1 The Department of Agriculture, Forestry and Fisheries' current total volumes per annum include air travel, accommodation, car hire, forex, conference, etc. The table below details the number of transactions for the 2016/2017 financial year, as follows:

<b>Service Category</b>	<b>Estimated Number of Transactions per annum</b>	<b>Estimated Expenditure per annum</b>
Air travel - Domestic	8 700	R35m
Air Travel - Regional & International	400	R8,5m
Car Rental - Domestic	3 700	R9m
Car Rental - Regional & International	4	R1000.00
Shuttle Services - Domestic	3 000	R12m
Accommodation - Domestic	11 000	R21m
Accommodation - Regional & International	10	R300 000.00
Transfers - Regional & International	0	n/a
Bus/Coach bookings	150	R300 000.00

<b>Service Category</b>	<b>Estimated Number of Transactions per annum</b>	<b>Estimated Expenditure per annum</b>
Train - Regional & International	n/a	n/a
Conferences/Events	290	R48m
After Hours	450	n/a
Parking	950	R400 000.00
Insurance	280	R450 000.00
Forex	0	0
<b>GRAND TOTAL</b>		<b>R133,5m</b>

**Note:** These figures are projections based on the current trends and they may change during the tenure of the contract. The figures are meant for illustration purposes to assist the bidders to prepare their proposal.

#### **11.1.4 Volume driven incentives**

11.1.4.1 It is important for bidders to note the following when determining the pricing:

11.1.4.2 National Treasury has negotiated non-commissionable fares and rates with various airlines carriers and other service providers.

11.1.4.3 No override commissions earned through Department of Agriculture, Forestry and Fisheries reservations will be paid to the Travel Management Companies.

11.1.4.4 An open book policy will apply and any commissions earned through the Department of Agriculture, Forestry and Fisheries volumes will be reimbursed to Department of Agriculture, Forestry and Fisheries.

11.1.4.5 Travel Management Companies are to book these negotiated rates or the best fare available, whichever is the most cost effective for the institution.

#### **12. LATE BIDS**

12.1 **All completed documentation must be returned to the Department of Agriculture, Forestry and Fisheries before 11:00 on 14 July 2017. The location of the drop off is: Agriculture Place, Tender Receipt Office, Tender Box, Room A-GF-06.**

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

12.3 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.

### **13. COMPULSORY BRIEFING SESSION**

13.1 Bidders not attending a compulsory briefing session will automatically be disqualified.

13.2 No late arrivals by bidders for a compulsory briefing session will be allowed.

### **14. PRESENTATION / DEMONSTRATION**

14.1 Department of Agriculture, Forestry and Fisheries reserve the right to request presentations/demonstrations from the short-listed Bidders as part of the bid evaluation process.

### **15. FRAUD AND CORRUPTION**

15.1 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.

### **16. FRONTING**

16.1 Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.

16.2 The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days

from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies Department of Agriculture, Forestry and Fisheries may have against the Bidder / contractor concerned.

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

- 17.1 Bids may be cancelled for any of the following reasons:
  - 17.1.1 If the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.
  - 17.1.2 If the bidder or any of its directors have:
    - 17.1.2.1 Abused the SCM system of any government department.
    - 17.1.2.2 Failed to perform any previous contract and the proof thereof exists.
    - 17.1.2.3 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.
    - 17.1.2.4 If there is proof of fraud or any other improper conduct in relation to such system.
  - 17.1.3 Due to changed circumstances, there is no longer a need for the goods or services requested.
  - 17.1.4 Funds are no longer available to cover the total envisaged expenditure.
  - 17.1.5 No acceptable bids are received.
  - 17.1.6 Due to material irregularities in the bid process.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF AN IN-HOUSE TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL MANAGEMENT SERVICES TO DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES FOR THE PERIOD OF 36 MONTHS**

**PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)**

This RFP document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by Department of Agriculture, Forestry and Fisheries for the provision of travel management services to Department of Agriculture, Forestry and Fisheries.

This RFP does not constitute an offer to do business with Department of Agriculture, Forestry and Fisheries, but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

		COMPLY		
		YES	NO	REMARKS
<b>1.</b>	<b>SCOPE</b>			
1.1	The purpose of this Request for Proposal (RFP) is to solicit proposals from potential bidder(s) for the provision of travel management services to Department of Agriculture, Forestry and Fisheries for a period of 3 years.			
<b>2.</b>	<b>TECHNICAL LEGISLATION AND STANDARDS</b>			
2.1	Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the services.			
<b>3.</b>	<b>ROLES AND RESPONSIBILITIES</b>			
3.1	Provide travel management services during normal office hours (Monday to Friday 08h00 – 17h00) and provide after hours and emergency services as stipulated in paragraph 3.3.			

		COMPLY		
		YES	NO	REMARKS
3.2	Travel Management Company (TMC) should familiarise itself with current Department of Agriculture, Forestry and Fisheries travel business processes and current Department of Agriculture, Forestry and Fisheries Travel Policy and implementations of controls to ensure compliance.			
3.3	After Hours and Emergency Services.			
a.	The TMC must provide a consultant or team of consultants to assist Travellers with after hours and emergency reservations and changes to travel plans.			
b.	A dedicated consultant/s must be available to assist VIP/Executive Travellers with after hour or emergency assistance.			
c.	After hours' services must be provided from Monday to Friday outside the official hours (17h00 to 08h00) and twenty-four (24) hours on weekends and Public Holidays.			
d.	A call centre facility or after hours contact number should be available to all travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.			
e.	The TMC must have a standard operating procedure for managing after hours and emergency services. This must include purchase order generation of the request within 24 hours			
4.	<b>PENALTIES</b>			
4.1	Penalties incurred as a result of the inefficiency or fault of a travel consultant will be for the TMC's account, subject to the outcome of a formal dispute process.			

		COMPLY		
		YES	NO	REMARKS
<b>5.</b>	<b>TRAVELLERS' PROFILES</b>			
5.1	Provide a facility system for the Department of Agriculture, Forestry and Fisheries to update their travellers' profiles.			
<b>6.</b>	<b>SUCCESSFUL BIDDER MUST ADHERE TO THE FOLLOWING REQUIREMENTS:</b>			
6.1	Manage the third party service providers by addressing service failures and complaints against these service providers.			
6.2	The TMC should ensure that all third party payments are done within 30 days of receipt of invoices. Failure to adhere may result in termination of the contract			
6.3	Provide a detailed transition plan for implementing the service without service interruptions and engage with the incumbent service provider to ensure a smooth transition.			
6.4	The TMC should be a member of ASATA (Association of South African Travel Agents) and IATA (International Air Transport Association). Proof of such membership must be submitted with the bid at closing date and time. The certificate must clearly indicate the year of registration and be signed. Failure to adhere to the above will result in the bidder's bid being rejected.			
6.5	Be fully operational with necessary travel infrastructure to perform travel management services.			
6.6	Be willing to enter into a service level agreement with DAFF.			

		COMPLY		
		YES	NO	REMARKS
6.7	TMC must provide dedicated consultant/s names for Minister and Deputy Minister and be communicated in writing to the Department within 5 days after tender has been awarded.			
6.8	The TMC must have staff in Pretoria and Cape Town.			
<b>7.</b>	<b>AIR TICKETS</b>			
7.1	The TMC must be able to book full service carriers as well as low cost carriers.			
7.2	The TMC will book the most cost effective airfares possible for domestic travel.			
7.3	For international flights, the airline which provides the most cost effective and practical routings may be used.			
7.4	The TMC should obtain three or more price comparisons where applicable to present the most cost effective and practical routing to the traveller.			
7.5	Airline tickets must be delivered electronically (SMS and/or email format) to the traveller(s) and travel bookers promptly after booking before the departure times.			
7.6	The TMC will also assist with the booking of charters for VIPs utilising the existing transversal term contract where applicable as well as the sourcing of alternative service providers for other charter requirements.			
7.7	The TMC will be responsible for the tracking and management of unused e-tickets as per agreement with the institution and provide a report on refund management monthly and once a quarter.			

		COMPLY		
		YES	NO	REMARKS
7.8	The TMC must during their report period provide proof that bookings were made against the discounted rates on the published fare where applicable.			
7.9	The TMC must ensure that travellers are always informed of any travel news regarding airlines (like baggage policies, checking in arrangements, etc.).			
7.10	Assist with lounge access if and when required.			
<b>8.</b>	<b>ACCOMMODATION</b>			
8.1	The TMC will obtain price comparisons within the maximum allowable rate matrix as per the cost containment instruction of the National Treasury.			
8.2	The TMC will obtain three price comparisons from accommodation establishments that provide the best available rate within the maximum allowable rate and that is located as close as possible to the venue or office or location or destination of the traveller.			
8.3	This includes planning, booking, confirming and amending of accommodation with any establishment (hotel group, private hotel, guest house or Bed & Breakfast) in accordance with Department of Agriculture, Forestry and Fisheries[Institution name]'s travel policy.			

		COMPLY		
		YES	NO	REMARKS
8.4	The Department of Agriculture, Forestry and Fisheries travellers may only stay at accommodation establishments with which Department of Agriculture, Forestry and Fisheries has negotiated corporate rates. Should there be no rate agreement in place in the destination, or should the contracted establishment be unable to accommodate the traveller, the TMC will source suitable accommodation bearing in mind the requirement of convenience for the traveller and conformation with acceptable costs, or as stipulated in written directives issued from time to time by the National treasury or Department of Agriculture, Forestry and Fisheries].			
8.5	Accommodation vouchers must be issued to all Department of Agriculture, Forestry and Fisheries travellers for accommodation bookings and must be invoiced to Department of Agriculture, Forestry and Fisheries as per arrangement. Such invoices must be supported by a copy of the original hotel accommodation charges.			
8.6	The TMC must during their reporting period provide proof, where applicable, that accommodation rates were booked within the maximum allowable rates as per the cost containment instruction of the National Treasury.			
8.7	Cancellation of accommodation bookings must be done promptly to guard against no show and late cancellation fees.			

		COMPLY		
		YES	NO	REMARKS
<b>9.</b>	<b>CAR RENTAL AND SHUTTLE SERVICES</b>			
9.1	The TMC will book the approved category vehicle in accordance with the Department of Agriculture, Forestry and Fisheries Travel Policy with the appointed car rental service provider from the closest rental location (airport, hotel and venue).			
9.2	The TMC should advise the Traveller on the best time (with due consideration to cost relating rental times) and location for collection and return considering the Traveller's specific requirements.			
9.3	The TMC must ensure that relevant information is shared with travellers regarding rental vehicles, like e-tolls, refuelling, keys, rental agreements, damages and accidents, etc.			
9.4	For international travel the TMC may offer alternative ground transportation to the Traveller that may include rail, buses and transfers.			
9.5	The TMC will book transfers in line with the Department of Agriculture, Forestry and Fisheries Travel Policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.			
9.6	The TMC should manage shuttle companies on behalf of the Department of Agriculture, Forestry and Fisheries [Institution name] and ensure compliance with minimum standards. The TMC should also assist in negotiating better rates with relevant shuttle companies.			
9.7	The TMC must during their reporting period provide proof that negotiated rates were booked, where applicable.			

		COMPLY		
		YES	NO	REMARKS
<b>10.</b>	<b>TECHNOLOGY, MANAGEMENT INFORMATION AND REPORTING</b>			
10.1	The TMC must have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools.			
10.2	The implementation of an Online Booking Tool to facilitate domestic bookings should be considered to optimise the services and related fees.			
10.3	All management information and data input must be accurate.			
10.4	<p>The TMC will be required to provide the Department of Agriculture, Forestry and Fisheries with a minimum of three (3) standard monthly reports that are in line with the National Treasury's Cost Containment Instructions reporting template requirements at no cost.</p> <p>The reporting templates can be found on:</p> <p><a href="http://www.treasury.gov.za/legislation/pfma/TreasuryInstruction/AccountantGeneral.aspx">http://www.treasury.gov.za/legislation/pfma/TreasuryInstruction/AccountantGeneral.aspx</a></p>			
10.5	Reports must be accurate and be provided as per Department of Agriculture, Forestry and Fisheries specific requirements at the agreed time. Information must be available on a transactional level that reflect detail including the name of the traveler, date of travel, spend category (example air travel, shuttle, accommodation).			
10.6	The Department of Agriculture, Forestry and Fisheries may request the TMC to provide additional management reports.			

		COMPLY		
		YES	NO	REMARKS
10.7	Reports must be available in an electronic format for example Microsoft Excel.			
10.8	Service Level Agreements reports must be provided on the agreed date. It will include but will not be limited to the following:			
10.8.1	Travel.			
10.8.2	After hours' Report.			
10.8.3	Compliments and complaints.			
10.8.4	Consultant Productivity Report.			
10.8.5	Long term accommodation and car rental.			
10.8.6	Extension of business travel to include leisure; Refund report.			
10.8.7	Upgrade of class of travel (air, accommodation and ground transportation).			
10.8.8	Bookings outside Travel Policy / Exception reports.			
10.8.9	Finance.			
10.8.10	Reconciliation of commissions/rebates or any volume driven incentives.			
10.8.11	Creditor's ageing report per programme or cost centres.			

	COMPLY		
	YES	NO	REMARKS
10.8.12 Creditor's summary payments.			
10.8.13 Daily invoices.			
10.8.14 Reconciled reports for Travel Lodge card statement.			
10.8.15 No show report.			
10.8.16 Cancellation report.			
10.8.17 Receipt delivery report.			
10.8.18 Monthly Bank Settlement Plan (BSP) Report.			
10.8.19 Refund Log.			
10.8.20 Open voucher report.			
10.8.21 Open Age Invoice Analysis.			
10.8.22 Monthly statements per cost centres.			
10.9 The TMC will implement all the necessary processes and programs to ensure that all the data is secure at all times and not accessible by any unauthorised parties.			

		COMPLY		
		YES	NO	REMARKS
<b>11.</b>	<b>THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WITH THE BID (Failure to submit the required documentation will result in the bid being disqualified).</b>			
11.1	The TMC should be a member of Association of South African Travel Agents (ASATA) and International Air Transport Association (IATA). Proof of such membership must be submitted with the bid at closing date and time. The valid certificates must clearly indicate the year of registration and be signed. Failure to adhere to the above will result in the bidder's bid being rejected.			
11.2	The TMC must provide the reference letters from at least three (3) contactable existing/recent clients who have a similar number of transactions as the Department of Agriculture, Forestry and Fisheries. Only References of existing/recent clients from 1st January 2015 to date must be submitted.  Reference of clients who's contracts expired before 1 <sup>st</sup> January 2015 will not be considered.			
11.3	TMC must submit a methodology / Standard Operating Procedure for management of in-house Travel management for DAFF officials and VIP's including:			
11.3.1	Afterhours / Emergency.			
11.3.2	Management of travel invoices.			
11.3.3	Account Management.			

		COMPLY		
		YES	NO	REMARKS
<b>12. GENERAL</b>				
12.1	Negotiated airline fares, accommodation establishment rates, car rental rates, etc, that are negotiated directly or established by National Treasury or by Department of Agriculture, Forestry and Fisheries are non-negotiable			
12.2	The Department of Agriculture, Forestry and Fisheries reserves the right to conduct an inspection to verify to infrastructure, systems etc. of shortlisted bidders.			
12.3	<b>Office Management.</b>			
12.3.1	The TMC must ensure that a high quality service be delivered at all times to the Department of Agriculture, Forestry and Fisheries' travellers. The TMC is required to provide the Department of Agriculture, Forestry and Fisheries with highly skilled and qualified human resources of the following roles but not limited to:			
12.3.1.1	Senior Consultants.			
12.3.1.2	Intermediate Consultants.			
12.3.1.3	Junior Consultants.			
12.3.1.4	Travel Manager (Operational).			
12.3.1.5	Finance Manager / Branch Accountant.			
12.3.1.6	Admin Back Office (Creditors / Debtors/Finance Processors).			

	COMPLY		
	YES	NO	REMARKS
12.3.1.7 Strategic Account Manager / key Accounts Manager.			
12.3.1.7 System Administrator (General Admin).			
<p><b>12.4 On-site Facilities</b></p> <p>12.4.1 If applicable the Department of Agriculture, Forestry and Fisheries will provide the TMC with office space in Pretoria and Cape Town Offices at no cost, whilst all other related expenses such as office furniture, equipment, telephone / fax and other running expenses will be for the cost of successful bidder.</p>			
<p><b>13 Termination of Contract</b></p> <p>Both parties have the right to cancel the contract, without prejudice of any other rights, with a 3 months' notice.</p>			



# agriculture, forestry & fisheries

Department:  
Agriculture, Forestry and Fisheries  
REPUBLIC OF SOUTH AFRICA

CHECKLIST	YES	NO	REMARKS
Ensure that all relevant documentation are completed in full and signed before submission:			
1. SBD 1 form;			
2. SBD 3 form;			
3. SBD 4 form;			
4. SBD 6.1 form;			
5. SBD 8 form;			
6. SBD 9 form;			
7. Print out report with unique number of Central Supplier Database Registration			
8. Company registration together with copies of ID documents for directors			
9. Certified Sworn Affidavit/ certified BBBEE Certificate			
10. Valid ASATA and IATA certificates.			
11. 3 existing/ current contactable references.			
<b>FAILURE TO INCLUDE THE ABOVE INFORMATION TOGETHER WITH THE BID DOCUMENT ON THE CLOSING DATE WILL INVALIDATE THE BID.</b>			

*JBHPatshwayu*

**THE NATIONAL TREASURY**

**Republic of South Africa**



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**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT**

**July 2010**

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

**NOTES**

The purpose of this document is to:

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

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

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

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## **General Conditions of Contract**

### **1. Definitions**

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

RSA.

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

obligations of the supplier covered under the contract.

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

**2. Application**

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

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

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

**3. General**

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

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

**4. Standards**

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

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

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

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

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

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

**6. Patent rights**

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

**7. Performance security**

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

**8. Inspections, tests and analyses**

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

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

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

**9. Packing**

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

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

**10. Delivery and documents**

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

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

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

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

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

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

#### 14. Spare parts

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

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

#### 15. Warranty

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

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

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

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

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

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

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

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

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

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

**22. Penalties**

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

**23. Termination for default**

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

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

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

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

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

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

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

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

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

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

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

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

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

may be due to him

**25. Force Majeure**

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

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

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

**28. Limitation of liability**

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

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

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

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

Js General Conditions of Contract (revised July 2010)



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

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

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

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

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

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

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

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

New Detail			
<input type="checkbox"/> New information		<input type="checkbox"/> Update information	
Supplier Type:	<input type="checkbox"/> Individual	<input type="checkbox"/> Department	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Company	<input type="checkbox"/> Trust	
	<input type="checkbox"/> CC	<input type="checkbox"/> Other ( Specify )	<input style="width: 100px; height: 15px;" type="text"/>
Department Number	<input style="width: 20px; height: 15px; border: 1px solid black;" type="text" value="4"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text" value="7"/>		

Company / Personal Details (COMPULSORY)	
Registered Name	<input style="width: 100%; height: 25px;" type="text"/>
Trading Name	<input style="width: 100%; height: 25px;" type="text"/>
Tax Number	<input style="width: 100%; height: 25px;" type="text"/>
VAT Number	<input style="width: 100%; height: 25px;" type="text"/>
Title:	<input style="width: 100%; height: 25px;" type="text"/>
Initials:	<input style="width: 100%; height: 25px;" type="text"/>
First Name:	<input style="width: 100%; height: 25px;" type="text"/>
Surname:	<input style="width: 100%; height: 25px;" type="text"/>

OFFICE USE: DEPARTMENT OF AGRICULTURE		
Compulsory for Regional/Head Office	Office Use Only (LOGIS)	Office Use Only (BAS)
Sender name: _____	LOGIS supplier no: _____	Captured By: _____
Regional/Head Office: _____	Document no: _____	Date Captured: _____
Tel no.: _____		Authorised By: _____
		Date Authorised: _____



