



MBD1

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MAKHADO LOCAL MUNICIPALITY**

BID NUMBER:	<b>84 / 2023</b>	CLOSING DATE:	<b>11 DECEMBER 2023</b>	CLOSING TIME:	<b>12H00PM</b>
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DESCRIPTION	<b>SUPPLY, DELIVERY, INSTALLATION AND CONFIGURE OF AN ELECTRONIC SIGNATURE WITH PAPER TRAIL TRACKING SOLUTION INCLUDING SUPPORT AND MAINTENANCE FOR 36 MONTHS</b>
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**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

POSTAL ADDRESS:

**PRIVATE BAG X 2596, MAKHADO, 0920**

STREET ADDRESS

**CIVIC CENTRE, 83 KROGH STREET, MAKHADO.0920**

**SUPPLIER INFORMATION**

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER	CODE	NUMBER
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CELLPHONE NUMBER

FACSIMILE NUMBER	CODE	NUMBER
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E-MAIL ADDRESS

VAT REGISTRATION NUMBER

TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
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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 ]
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TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE	R
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SIGNATURE OF BIDDER	DATE
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CAPACITY UNDER WHICH THIS BID IS SIGNED

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: TECHNICAL INFORMATION MAY BE DIRECTED TO:**

DEPARTMENT	BUDGET AND TREASURY	CONTACT PERSON	MR ZE THARINI
CONTACT PERSON	MS P MUDAU	TELEPHONE NUMBER	015 519 3000
TELEPHONE NUMBER	015 519 3044	FACSIMILE NUMBER	015 516 6145
FACSIMILE NUMBER	015 516 6145	E-MAIL ADDRESS	elvist@makhado.gov.za
E-MAIL ADDRESS	phophimu@makhado.gov.za		

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE 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.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....



**TSHWANE UNIVERSITY OF TECHNOLOGY  
INVITATION TO TENDER:**  
TR 19-2023

**THE SUPPLY, DELIVERY AND INSTALLATION OF CURTAINS FOR PRETORIA, SOSHANGUVE SOUTH, GA-RANKUWA, EMALAHLENI AND MBOMBELA RESIDENCES AT TSHWANE UNIVERSITY OF TECHNOLOGY (TUT)**

Tenderers who are interested in responding to the above request for the Tshwane University of Technology (TUT) are hereby invited to submit proposals.  
**COMPULSORY ONLINE INFORMATION SESSION:**  
A compulsory online information session on MS Teams will be held on Tuesday 14 November 2023 from 14:00 – 15:00.

All potential tenderers are required to register to attend the compulsory online information session. Register at [purcosa.co.za/tenders](https://purcosa.co.za/tenders) by no later than 16h00 on Monday 13 November 2023. A confirmation email will be sent to tenderers with the online meeting details.

**PURCHASE OF TENDER DOCUMENTS:**  
Tender documents can be purchased at a non-refundable fee of R 1,150.00 (VAT included) on the PURCO SA website.

The steps below should be followed for LOGIN OR REGISTER on the PURCO SA website:  
Navigate to <https://purcosa.co.za>  
1. Click on the 'Login or Register' button and select the appropriate option  
2. Not registered on the website?  
o Click 'Register here'  
o Complete the form and click 'Create new account'  
o Wait for the Account details email from PURCO SA. Check your spam filter if necessary.  
o Click on the link in the email to login to the PURCO SA website and add a password.

The steps below should be followed to purchase the tender document on the PURCO SA website:  
1. Under the Supplier Hub menu click on 'Open Tenders'  
2. Select the tender and click on 'View'  
3. Click on the 'Buy now' button  
o You will be redirected to our payment gateway (Payfast) to make payment.  
If you encounter problems on the Payfast pages go to [www.payfast.co.za/contact](http://www.payfast.co.za/contact) for help.  
o When your payment has been processed you will be automatically redirected back the PURCO SA Checkout page where you will find your purchased tender document/s  
**Contact person for the purchase of tender documents only:** Mr Syrus Marule; PURCO SA; e-mail: [syrus.marule@purcosa.co.za](mailto:syrus.marule@purcosa.co.za) and copy email Mr Narius Semenya, e-mail: [SemenyaNN@tut.ac.za](mailto:SemenyaNN@tut.ac.za).

**CLOSING DATE AND TIME FOR ELECTRONIC SUBMISSION OF TENDER DOCUMENTS:**  
**Date:** Tuesday, 28 November 2023  
**Time:** 23:59 (before midnight)  
Further information regarding the electronic submission of tenders will be shared at the compulsory Information Session and via email after purchase of the tender document. Tshwane University of Technology (TUT) reserves the right not to accept the lowest tender or any tender in part or in whole. TUT reserves the right to award this tender to an empowerment company or may award this tender on condition that a joint venture with an empowerment company is formed. This will be added to the criteria when evaluating the tenders. TUT reserves the right to award this tender as a whole or in part without furnishing reasons. The Tshwane University of Technology (TUT) is committed to broad-based black economic empowerment. We strive to comply with the provisions of all relevant legislation. Details are included in the bid.

TUT reserves the right not to accept the lowest or any tender.

# Double World Cup winner Vermeulen to retire

## Veteran Duane could venture into coaching

SA back row Duane Vermeulen will retire from rugby having helped the Springboks claim back-to-back World Cup titles, South African Rugby president Mark Alexander said yesterday.

Vermeulen, 37, won 76 caps in an 11-year national team career and would have topped a century of appearances had it not been for injuries. He grew a reputation as a powerful tackler, strong ball-carrier and expert at the breakdown, and was a major leader within the Springbok squad.

"Duane will forever be regarded as one of the real hard men of South African rugby –



**Duane Vermeulen**  
SYDNEY SESHIBEDI / GALLO IMAGES

he was not only a formidable force for the Springboks but also a multifaceted player who consistently delivered his

best," Alexander said.

"He was a leader who captained SA in four tests, but he also retired as the most-capped Springbok number eight with two Rugby World Cup winners' medals – a wonderful achievement for a player who will be remembered as a true legend of the sport."

Vermeulen has been linked with a move into coaching.

"If you had asked me this a couple of years ago, I would probably have said no," he said. "But when you finish (your playing career) you want to give back to the younger guys."

"If the opportunity arises, I would love to stay in the game. I love it and it is difficult to just step away when you have played professionally for 19 years." - Reuters



# MAKHADO LOCAL MUNICIPALITY



## TENDER NOTICE

All suitable service providers are hereby invited to bid for the below mentioned projects. Bidders are requested to bid as per specification attached to the bid documents that will be obtainable **16 November 2023** at non-refundable amount of **R600.00** per document at the Procurement Office No. B043 Ground Floor, 83 Krogh Street, Civic Center, Makhado or can be downloaded from e-tender portal for free <https://etenders.treasury.gov.za/content/advertised-tender> or [www.makhado.gov.za](http://www.makhado.gov.za).

BID NO:	DESCRIPTION	EVALUATION CRITERIA	COMPULSORY BRIEFING SESSION	SPECIAL REQUIREMENT	TECHNICAL ENQUIRIES	REFERENCE AND NOTICE NO.	CLOSING DATE AND TIME
84 of 2023	Supply, Delivery, Installation and commissioning of Electronic Signature Business Process and System	80/20 PREFERENTIAL POINTS WITH FUNCTIONALITY		Bidder and or its partner must attach proof of OEM software accreditation certificate.	Director Corporate services: Mr. SG Maguga or SP Harri 015 519 3000	Ref: 8/3/2016 Notice no: 140/2023	30 November 2023 at 12H00pm
85 of 2023	Supply, Delivery, Installation and commissioning of Local Area Network Cabling at Waterval Regional Office	80/20 preferential points with functionality	20 November 2023 at 10:00am at Waterval Regional Office		Director Corporate services: Mr. SG Maguga or Mr. ZE Tharini at 015 519 3000	Ref: 8/3/2017 Notice no: 141/2023	30 November 2023 at 12H00pm
86 of 2023	Supply, Delivery, Installation and commissioning of a Dedicated Disaster Recovery Internet Line	80/20 preferential points with functionality		Bidder and or its partner must attach approved IECNS License Certificate from ICASA.	Director Corporate services: Mr. SG Maguga Mr SP Harri 015 519 3000	Ref: 8/3/2018 Notice no: 142/2023	30 November 2023 at 12H00pm
87 of 2023	Server Room Environmental Management System	80/20 preferential points with functionality	21 November 2023 at 12:00pm at council chamber, 83 Krogh street, Makhado.0920	Bidder and or its partner only must attach proof of OEM product and software accreditation certificate.	Director Corporate services: Mr. SG Maguga or Mr. SP Harri 015 519 3000	Ref: 8/3/2019 Notice no: 143/2023	30 November 2023 at 12H00pm
88 of 2023	Office 365 E3 Licenses for 400 users renewable for Three (03) Years	80/20 preferential points		Bidder and or its partner must attach Microsoft Partnership Certificate.	Director Corporate services: Mr. SG Maguga or Mr. ZE Tharini at 015 519 3000	Ref: 8/3/2020 Notice no: 144/2023	11 December 2023 at 12H00pm
89 of 2023	Renew Four (04) Server Warranty	80/20 preferential points		Bidder and or its partner must attach HPE Partnership Certificate.	Director Corporate services: Mr. SP Harri at 015 519 3000	Ref: 8/3/2021 Notice no: 145/2023	30 November 2023 at 12H00pm
90 of 2023	Mimecast Email Gateway License for 400 users for the period of Three (03) Years	80/20 preferential points with functionality		Bidder and or its partner must attach Microsoft Partnership Certificate.	Director Corporate services: Mr. SG Maguga or Mr. ZE Tharini at 015 519 3000	Ref: 8/3/2022 Notice no: 146/2023	11 December 2023 at 12H00pm

Completed bid documents signed by a duly authorized person, sealed in an envelope clearly marked "As mentioned above" must reach the undersigned by depositing it into the tender box at the foyer of the main entrance to the Civic Centre by not later than "As mentioned above" when all tenders received will be opened in public in the Council Chamber, Ground Floor, Civic Centre, No.83 Krogh Street, Makhado.

The Municipality is not bound to accept the lowest or any bid and reserves the right to accept any part of a bid. Bids must remain valid for a period of ninety (90) days after closing date of submission thereof. Submitted tenders will be evaluated as per above mentioned table.

**Bids which are late, incomplete, unsigned, or submitted in pencil or by telegraph or facsimile or electronically by e-mail, or not having the following documents attached for evaluation or not complying with the tender specifications, will not be evaluated, and will be disqualified:**

- Valid Tax compliance status pin issued by SARS
- A copy of company registration documents (CK)
- Certified copy/copies of company owner(s) ID book(s), not older than three (03) months certification.
- Attach proof of payment for municipal rates not owing for more than (03) months or formal lease agreement for rental premises or letter from the traditional authority in cases of non-ratable areas. (Attach for both entity and directors of the company)
- Copy of central supplier database (CSD) report.

**NB:** • All Service Provider doing business with Makhado municipality are required to register on the CSD (Central Supplier Database).  
• A copy of a certified copy will not be accepted.

All procurement enquiries should be directed to Ms. P Mudau or Mr. M Ramabulana at Tel no. (015) 519 3044/3024

Civic Centre  
83 Krogh Street  
MAKHADO

**MR KM NEMANAME**  
MUNICIPAL MANAGER

# MAKHADO LOCAL MUNICIPALITY

Applications are hereby invited from suitable qualified candidates for vacant positions in Makhado Local Municipality

## DEPARTMENT OF BUDGET AND TREASURY REVENUE DIVISION

### ASSISTANT ACCOUNTANT: PROPERTY RATES AND CLEARANCE

Ref: (5/3/4/9/49)  
Salary Scale: R 451 518.09 - R 498 557.05 per annum (post level 06)

**Requirements:** \*Grade 12 \*National Diploma in Accounting or Equivalent \*Minimum three (3) Years related experience.

**Responsibilities:** \*Responsible for the issuing on necessary clearance certificates \*Make sure that all the related debtors occur on the clearance print-out \*Make sure of stand portions \*Enter all the details of the attorney, the buyers and the period requested for the clearance \*Receive applications for clearance figures from the attorney \*New reference number and account number must be written in the meter books \*An account number is automatically provided for the new owner \*Provide statistics for CFO quarterly report \*The transfer is updated on our computer systems at debtors supply and discontinue of services at the transfer of owner option \*Engage in communication, dialogue with public and employees on all levels, either personally, telephonically or in writing about accounts, services rendered, complaints and to identify trends for the improvements of the service delivery.

**Key Competencies:** \*Communication skills \*Computer literacy \*Interpersonal skills.

## DEPARTMENT OF DEVELOPMENT PLANNING HUMAN SETTLEMENT, PROPERTIES AND BUILDING CONTROL DIVISION

### SENIOR ADMINISTRATIVE OFFICER

Ref: (5/3/4/9/17)  
Salary Scale: R 511 022.17 - R 564 398.01 per annum (post level 05)

**Requirements:** \*Grade 12 \*National Diploma in Public Administration or Equivalent \*Minimum three (3) Years related experience.

**Responsibilities:** \*Coordinate the process of application for land use \*Review applications to ensure compliance with housing guidelines and legislation \*Conduct research on housing applications \*Coordinate with amendments, updates to community land use by-laws and plans \*Coordinate the allocation of RDP houses \*Verify and scrutinise successful applications \*Conduct site inspection and compile report \*Verify records of Human settlement \*Coordinate the filling system for the component \*Coordinate registers and statistics \*Maintain the human settlement database \*Maintain records of land use and areas for potential \*Review applications to ensure compliance with housing guidelines and legislation

**Key Competencies:** \*Communication skills \*Computer literacy \*Interpersonal skills.

**NB: ALL SUCCESSFUL CANDIDATES WILL UNDERGO BACKGROUND CHECK AND VERIFICATION OF QUALIFICATIONS AND CRIMINAL RECORDS**

Makhado Municipality is an equal opportunity employer and subscribe to employment equity act.

Forward your application on the Council's prescribed application form with a copy of CV and certified copies of qualifications to the Municipal Manager, Private Bag X2596, LOUIS TRICHARDT, 0920. Or Hand delivers to 83 Krogh Street, Civic Centre Makhado Municipality Louis Trichardt

For more information contact Human Resource Office @ Mr Muofhe A.P 015 519 3121 or Ms Hlangwane F S 015 519 3127

**PLEASE NOTE: APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED**

To view our current vacancies or to print the Application Form visit our website on [www.makhado.gov.za](http://www.makhado.gov.za)

If no response is received from Makhado Local Municipality within 45 days after the closing date, it must be regarded that your application has not been successful.

Closing Date: 29 November 2023

Notice No: 146/2023  
File No. 5/3B



# MAKHADO MUNICIPALITY

*Vision: A dynamic hub for socio-economic development by 2050*

*Mission: To ensure effective utilization of economic resources to address socio-economic imperatives through mining, agriculture and tourism*

## ADDENDUM FOR BID NAMES AND CLOSING DATE

Makhado Local Municipality is hereby issuing an addendum for an advert which appeared in Sowetan newspaper dated 09 November 2023

The addendum has been issued to the following tender description and closing date:

**BID NO 84 OF 2023: SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ELECTRONIC SIGNATURE BUSINESS PROCESS AND SYSTEM HAS CHANGED TO SUPPLY, DELIVERY, INSTALLATION AND CONFIGURE OF AN ELECTRONIC SIGNATURE WITH PAPER TRAIL TRACKING SOLUTION INCLUDING SUPPORT AND MAINTENANCE FOR 36 MONTHS.**

**BID NO 86 OF 2023: SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF A DEDICATED DISASTER RECOVERY INTERNET LINE HAS CHANGED TO SUPPLY, INSTALLATION AND COMMISSIONING OF A DEDICATED DISASTER RECOVERY INTERNET CONNECTION & PRIVATE NETWORK FOR A PERIOD OF 3 YEARS.**

**BID NO 87 OF 2023: SERVER ROOM ENVIRONMENTAL MANAGEMENT SYSTEM HAS CHANGED TO SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF SERVER ROOM ENVIRONMENTAL MANAGEMENT SYSTEM INCLUDING 3-YEAR QUARTERLY SUPPORT AND MAINTENANCE PLAN.**

The addendum has been issued to the closing date of the above bid:

Closing date : 30 November 2023 at 12:00pm has changed to, 11 December 2023 at 12:00pm

**MR KM NEMANAME  
MUNICIPAL MANAGER**

## **SPECIFICATIONS**

### **1. TERMS OF REFERENCE FOR ELECTRONIC SIGNATURE AND DOCUMENT WORKFLOW**

#### **1.1. PURPOSE OF THIS PROJECT**

- 1.1.1. The purpose of this request is to invite service providers to submit quotations for the supply, delivery, installation and configure of an electronic signature with paper trail tracking solution including support and maintenance for 36 months.

#### **1.2. BACKGROUND OF THE PROJECT**

- 1.2.1. Makhado Local Municipality has various internal manual processes from that requires some method of authorisation, verification, or validation in the form of signature. Within each division of the organisation several processes exist that enforces this requirement internally.
- 1.2.2. Makhado Local Municipality in collaboration with service provide must implement a digital signature solution to enable creating interactive electronic forms/documents, authorisation, verifications, reviewing, tracking and signing of electronic documents.
- 1.2.3. The solution must further limit the use of paper and is key step journey to a paperless and digitized Makhado Local Municipality.
- 1.2.4. The solution must improve the approval process by eliminating the need to print, written signature and scan documents. It must also improve tracking process and audit trails.
- 1.2.5. To meet the organisation needs the following below are required:
  - 1.2.5.1. Thereis a need to improve on electronic document processes by introducing the concept of digitally signing documents.
  - 1.2.5.2. Provide a framework for evaluating the appropriateness of an electronic signature technology with paper trail tracking and audit trails for an intended purpose; and
  - 1.2.5.3. Enable greater adoption of digital signature technology across Makhado Local Municipality to streamline internal document process, whilst increasing information security.
  - 1.2.5.4. The use of electronic signatures in government is recognised under the Electronic Communications and Transaction Act 25 of 2002 (ECT ACT) provides assurance that electronic signatures will be granted the same legal authority as written signature paper. Therefore, if an electronic transaction meets the

ITEM NO	BUSINESS REQUIREMENTS
1.	<p><b><u>SOLUTION ACCESSIBILITY AND SERVICES</u></b></p> <p><b>1.1</b> The electronic digital signature and paper trail tracking solution must be provided with preference to cloud hosted and cloud native solutions with enterprise and or business licensing.</p> <p><b>1.2</b> The solution must be accessible from anywhere on any device and allows to view and sign documents on the go:</p> <ul style="list-style-type: none"> <li><b>a.</b> Accessible through all web browsers, desktop, and mobile applications</li> <li><b>b.</b> Offer compatibility to view and sign documents from mobile devices such as phones and tablets via Mobile app or mobile web browser.</li> <li><b>c.</b> Accessible through a secure (TLS/SSL/HTTPS enabled) service.</li> </ul> <p><b>1.3</b> Solution must be able to customise workflows and customise look, feel, appearance including branding Makhado Local Municipality logo, vision and mission.</p>
2.	<p><b><u>LOGGING INTO THE SOLUTION</u></b></p> <p><b>2.1</b> Allow Single Sign-On (SSO) to permit one set of login credentials to access multiple applications and to ensure compliance with Makhado Local Municipality ICT governance and policies.</p> <p><b>2.2</b> Mobile app authentication with Mobile phone text PIN (SMS).</p>
3.	<p><b><u>ELECTRONIC SIGNATURE</u></b></p> <p><b>3.1</b> The solution must provide functionality to sign documents digitally and easily send documents among employees via workflow for digital signature. This includes the ability to provide real-time visibility into the status of a document.</p> <p><b>3.2</b> Ability to customizable Electronic Signature, Digital Signature, Private Key, and hash encryption.</p> <p><b>3.3</b> Signature must be created using digital X.509 standards for public key certificates provided by the bidder.</p> <p><b>3.4</b> Solution should have built-in SaaS PKI services for Advanced and Digital Electronic Signature Certificates.</p> <p><b>3.5</b> The solution must offer different signature options such as typed, drawn or uploaded signature in images.</p> <p><b>3.6</b> Digital signature must have the same legal authority as a written signature on paper.</p> <p><b>3.7</b> The digital signature must meet the various purposes of authentication, approval and integrity and various uses such as evidentiary and recordkeeping in line with current Makhado Local Municipality standards and mandate and ECT Act.</p> <p><b>3.8</b> The digital signatures created must be issued and verified by a service provider that is a Certification Authority (CA).</p> <p><b>3.9</b> The digital signature must be reliable, in so that the digital signature can be trusted as a full and accurate representation of the transaction.</p> <p><b>3.10</b> The digital signature must be authentic, that it can prove that the signer created and originated.</p> <p><b>3.11</b> The digital signature must demonstrate that the signer intended to sign the document through the ability to identify the purpose for signing, certainty exists the signer knows which document is being signed and providing alert to the signer that signature is being applied to a document.</p> <p><b>3.12</b> BES or eSign – Basic Electronic Signature provided to all users. (Mandatory)</p> <p><b>3.13</b> DSign – Digital Signature provided to all users. (Mandatory)</p> <p><b>3.14</b> AES – Advnaced Electronic Signatures (service provider must issue AES digital certificate or CA) (Make provision and optional feature)</p>

	<b>3.15 QES – Qualified Electronic Signature (service provider must issue QES digital certificate or CA) (Make provision and optional feature)</b>
<b>4.</b>	<p><b><u>INTERGRATION</u></b></p> <p><b>4.1</b> The electronic signature solution must be able to integrate with systems/applications/tools already used at Makhado Local Municipality using Application Programming Interface (API)</p>
<b>5.</b>	<p><b><u>ADMINISTRATION FEATURES</u></b></p> <p><b>5.1</b> Central admin portal for ICT Officials only, that allows management of users, access control, customisation of the environment, company branding, settings and preferences in line with Makhado Local Municipality ICT governance and policies.</p> <p><b>5.2</b> System Administrator/s must create, support and maintain business profile, users and electronic signatures.</p> <p><b>5.3</b> System must be able to integrate into on premises Active Directory and other document management systems.</p> <p><b>5.4</b> System must be able to administrate roles, templates, documents and forms.</p>
<b>6.</b>	<p><b><u>DOCUMENT CREATION</u></b></p> <p><b>6.1</b> Ability to personally sign or request signatures.</p> <p><b>6.2</b> Ability to upload documents from cloud storage services such Microsoft Office 365 and Microsoft OneDrive.</p> <p><b>6.3</b> Ability to support multi-document type support such as .doc, .docx, .pdf, .pptx, .xls, .xlsx and automatically convert final document to pdf format.</p> <p><b>6.4</b> Ability to upload and attach supporting documents as part of the signing process or signer acknowledgement.</p> <p><b>6.5</b> Ability to sign scrollable pdf files and allow scrolls even after signing.</p> <p><b>6.6</b> Ability to add data fields such as checkboxes, radio buttons, dropdown tags, text, date to the documents to be signed.</p> <p><b>6.7</b> Ability to create a standard template with defined receipt roles and signing and information fields.</p> <p><b>6.8</b> Ability to copy people who are not part of the signing process to receive fully signed documents after all signatories have signed.</p> <p><b>6.9</b> The document must have some form of workflow which must support predefined settings of Makhado Local Municipality with regards to delegations of Authority.</p>
<b>7.</b>	<p><b><u>SIGNING OPTIONS</u></b></p> <p><b>7.1</b> One send / transaction must include any number of recipients and any number of documents.</p> <p><b>7.2</b> Automatic signer fields placement.</p> <p><b>7.3</b> Ability to route documents to multiple users in serial paralld and mixed sequencing.</p>
<b>8.</b>	<p><b><u>SIGINING PROCESS</u></b></p> <p><b>8.1</b> Ability to zoom in/out documents on the system sent for signatures for better viewing.</p> <p><b>8.2</b> Ability to automatically guide signers where to sign and allow repeat signature on same fields of uploaded documents.</p> <p><b>8.3</b> Ability to delegate document to a different user.</p> <p><b>8.4</b> Ability to enable a user to be granted permissions to send or manage documents to be signed on another user’s behalf.</p> <p><b>8.5</b> The solution must convert the final document to pdf format.</p> <p><b>8.6</b> The license must include signing of documents by external parties or non-Makhado Local Municipality employees.</p>
<b>9</b>	<b><u>COLLABORATION</u></b>

	<p><b>9.1</b> Multiple users to collaborate on a document including adding comments and making edits before it is signed.</p> <p><b>9.2</b> Ability to ask and answer questions about documents and receive real-time comment notifications.</p>
<b>10</b>	<p><b><u>WORKFLOW AUTOMATION AND REPORTING</u></b></p> <p><b>10.1</b> Real-time updates/tracking of document status sent for signatures.</p> <p><b>10.2</b> Ability to set up automated email reminders for the signers to complete signing process.</p> <p><b>10.3</b> An audit trail of the document workflow information should be retained for proof of compliance, from initiation to completion.</p> <p><b>10.4</b> A workflow process which will record an audit trail including the status of a user's document that indicates when the document was uploaded, sent, who it was sent to, when was it opened, signed, and returned.</p> <p><b>10.5</b> Ability to save regularly used workflow configurations as reusable templates.</p> <p><b>10.6</b> Seal the documents and make it tamper-evident every time a signature is applied.</p>
<b>11</b>	<p><b><u>PROVIDE AUDIT TRAILS</u></b></p> <p><b>11.1</b> Real-time audit trail reporting and tracking of documents, ability to see detailed status for each recipient and individual report portal including viewing, printing, sending, signing or declining to sign a document.</p> <p><b>11.2</b> Record all activities relating the document including who signed it, when and from what location.</p>
<b>12</b>	<p><b><u>SECURITY AND PRIVACY</u></b></p> <p><b>12.1</b> Meet Makhado Local Municipality ICT Governance, policies and global security and standards.</p> <p><b>12.2</b> Use of the strongest data encryption available such as Advanced Encryption Standard (AES) 128-bit encryption and Secure Socket Layer (SSL) 256-bit encryption to ensure documents in the system are encrypted.</p> <p><b>12.3</b> Ability to temper seal all documents to indicate the electronic signature is valid and that the document has not been tempered with after it was downloaded.</p> <p><b>12.4</b> The system should be able to detect changes in the document and invalidate all signatures already on the document.</p> <p><b>12.5</b> Signer identification by providing levels of authentication by means of email, SMS, Phone and access code.</p> <p><b>12.6</b> The solution should provide sufficient security and advanced authentication methods(e.g., multi-factor authentication) to validate the signatory's identity and the data must be securely encrypted.</p>
<b>13</b>	<p><b><u>COMPLIANCE</u></b></p> <p><b>13.1</b> Comply with the applicable guidelines or requirements specified in DPSA electronic signature guidelines Appendices version 1.1.0</p> <p><b>13.2</b> Every signed document must come with a certificate of completion the provides proof of signing process to all parties of the transaction.</p> <p><b>13.3</b> The certificate must include information from the audit trail, proving who signed, timestamps detailing when and where each person signed and the completed document itself.</p> <p><b>13.4</b> Disclosure, to be compliant with organization policy, requiring signers' consent to the Electronic Record and Signature Disclosure notice.</p> <p><b>13.5</b> Ability to specify a custom watermark to differentiate draft documents from completed signed documents.</p> <p><b>13.6</b> The resulting digital signatures should be legally enforceable (digital signature</p>



must be admissible in a court of law).

**13.7** The Service Provider must be compliant with Protection of Personal Information Act (POPIA) to ensure that Makhado Local Municipality employees' and client's personal details in their possession is protected. A local South African presence is a preference for Makhado Local Municipality for this cloud solution service provider.

**13.8** Cloud host service provider must store and maintain solution only in South Africa.

**14. FULLY COMPLETED WORKFLOW PROCESS INCLUDING ELECTRONIC SIGNATURE**

Create 1 x full workflow process including electronic signatures.

**14.1** Create an electronic application form/document to work additional hours and must allow for electronic signature from Employee, Supervisor, Manager, Director, and Municipal Manager thereafter.

**14.2** Create electronic Hours-Worked form/document that must follow the same workflow process as above; thereafter.

**14.3** Electronic Hours-Worked form/document must be electronically delivered to 2 workstations namely record keeping and input into payroll system. 2 workstations must acknowledge receipt.

**14.4** A third and final workflow process – when and if an employee decides to claim the hours worked, employee must complete an electronic claim form/document to claim and follow same workflow process as 14.1. This form/document must be acknowledged and receipted by HR & Payroll section.

**15. SOLUTION AVAILABILITY**

**15.1** The Solution must deliver 99.99% uptime with no maintenance downtime during normal business hours.

1.2.5.5. requirements of the electronic signature laws, neither party can repudiate a transaction because the transaction because the transaction was conducted electronically, rather than on paper.

**1.3. CONTRACT PERIOD**

1.3.1. A service level agreement for 36 months for the maintenance and support of provided Electronic Signature Solution and business process and system.

**1.4. SCOPE OF WORK AND SPECIFICATIONS**

*1.4.1. The appointed service provider must supply, install, deliver, and configure an electronic signature with paper trail tracking solution including support and maintenance for a period of 36 months with the following parameters, specifications, mandatory requirements, functional requirement, and pricing schedule.*

1.4.1.1. 30 internal users initiating signature requests (loading document and requesting signatures)

1.4.1.2. 75 internal users must have digital signatures and or basic electronic signatures; and

1.4.1.3. 15 internal users should have Advanced Electronic Signatures (AES).

1.4.1.4. 10 electronic signature pads.

## 1.5. ELECTRONIC SIGNATURE AND PAPER TRAIL TRACKING SPECIFICATIONS

Table 1

### 1.6. FUNCTIONAL REQUIREMENT

TECHNICAL EVALUATION CRITERIA	MAXIMUM POINTS
<p><b>1. <u>Bidders Capability or Experience</u></b></p> <p>Bidder must have successfully implemented an electronic signature and paper trail tracking solution.</p> <p>Attach appointment letter with signed reference letter attesting the ability in implementing an electronic signature and paper trail tracking solution on a client's letterhead and include contact details of the signee. (10 points per appointment with reference letter.</p>	50
<p><b>2. <u>Bank rating ( attach stamped bank rating letter)</u></b></p> <ul style="list-style-type: none"><li>• Bank rating A = 20</li><li>• Bank rating B = 15</li><li>• Bank rating C =10</li></ul>	20
<p><b>3. <u>Project Team</u></b></p> <p>Bidder must provide at least two (2) CV's of the resources with minimum of three (3) years' experience to install, configure and support the solution.</p> <p>a. Two or more CV's with the required experience provided = 15</p> <p>b. One (01) CV's with the required experience provided. = 10</p>	15
<b>TOTAL</b>	85

Bidders are expected to obtain a minimum of 60 out of 85 points to proceed to the next evaluation stage of the evaluation. Failure to obtain the prescribed minimum points will automatically disqualify the bid offer from proceeding to the next evaluation stage.

1.7. PRICING SCHEDULE

Item No	Description	Once Off Cost	Year 1	Year 2	Year 3	Total
1.	<u>Electronic Signature and Paper Trail Workflow Solution</u> a. Must comply and cost a solution as per business requirement in Table 1 (1-14) in paragraph 1.5. b. Enterprise or Business Annual License for 50 users.		R	R	R	R
2.	<u>Hardware Requirements</u> a. 10 x Signature Pads		R	R	R	R
3.	<u>Support and Maintenance</u> a. Annual Support and Maintenance Fee. b. Paid Monthly x 12. c. Service Level Agreement (SLA)		R	R	R	R
4.	<u>4x Certified Training</u> a. Classroom certified training		R	R	R	R
5.	<u>Create 1 x full workflow process including electronic signatures.</u> a. See workflow on Table 1 (14) under paragraph 1.5.	R	R	R	R	R
6.	<u>Implementation and configuration of solution</u>	R				R
7.	<b>SUBTOTAL</b>					R
8.	<b>VAT</b>					R
9.	<b>TOTAL</b>					R

**PRICING SCHEDULE – NON-FIRM PRICES  
(PURCHASES)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder.....	Bid .....
number.....	
Closing Time .....	Closing Date .....

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

---

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
----------	----------	-------------	----------------------------------------------

---

- Required by: .....
- At: .....
- Brand and model .....
- 
- Country of origin.....
- Does offer comply with specification?      \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- Delivery: \*Firm/not firm

\*Delete if not applicable

**PRICE ADJUSTMENTS**

**A NON-FIRM PRICES SUBJECT TO ESCALATION**

1. IN CASES OF CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - \frac{V}{V}) Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{D4t}{D4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V) Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....                      Index..... Dated.....                      Index..... Dated.....  
 Index..... Dated.....                      Index..... Dated.....                      Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

**B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES / NO

3.8.1 If yes, furnish particulars. ....

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
(i) any municipal council;
(ii) any provincial legislature; or
(iii) the national Assembly or the national Council of provinces;
(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) an employee of 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);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature.

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

3.9 Have you been in the service of the state for the past twelve months? ..... YES / NO

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons

in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... **YES / NO**

3.10.1 If yes, furnish particulars.

.....  
 .....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....  
 .....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....  
 .....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....  
 .....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....  
 .....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)$$

**80/20**
**or**
**90/10**

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right)$$

**80/20**
**or**
**90/10**

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Black ownership (attach CSD detail report)	N/A	10	N/A	
Woman Ownership (attach CSD detail report or Certified copy of Smart ID Card)	N/A	05	N/A	

Disability ( <b>Attach Disability letter from a Doctor</b> )	N/A	05	N/A	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

- 1. I hereby undertake to render services described in the attached bidding documents to Makhado Municipality in accordance with the requirements and task directives / proposals specifications stipulated bid no. 84 OF 2023. at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
(i) Bidding documents, viz
- Invitation to bid;
- Tax clearance certificate;
- Pricing schedule(s);
- Filled in task directive/proposal;
- Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
- Declaration of interest;
- Declaration of Bidder's past SCM practices;
- Certificate of Independent Bid Determination;
- Special Conditions of Contract;
(ii) General Conditions of Contract; and
(iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....
CAPACITY .....
SIGNATURE .....
NAME OF FIRM .....
DATE .....

WITNESSES
1 .....
2 .....
DATE: .....

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I **KENT MBAVHALELO NEMANAME** in my capacity as **MUNICIPAL MANAGER** accept your bid under reference number **8/3/2/2016** dated ..... for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.


DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
SUPPLY, DELIVERY, INSTALLATION AND CONFIGURE OF AN ELECTRONIC SIGNATURE WITH PAPER TRAIL TRACKING SOLUTION INCLUDING SUPPORT AND MAINTENANCE FOR 36 MONTHS			N/A	

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT **MAKHADO** ON .....

NAME (PRINT) **MR KENT MBAVHALELO NEMANAME**

SIGNATURE .....

OFFICIAL STAMP 

WITNESSES  
 1 .....  
 2 .....  
 DATE:

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

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 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 of Restricted Suppliers 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).  <b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) ..... CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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 Municipal Bidding Document (MBD) 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 *per se* prohibition meaning that it cannot be justified under any grounds.
  
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
  
- 4 This MBD 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 (MBD 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 Municipality / Municipal Entity)

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

Js9141w 4



HEALTH AND SAFETY ACT, 1993 BETWEEN

**MAKHADO MUNICIPALITY**

(hereinafter referred to as the EMPLOYER)

AND

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

herein represented by ..... in  
his/her capacity as ..... duly  
authorised by virtue of a resolution dated .....

..... Attached hereto as Annexure A. of the said  
..... (hereinafter referred to as the  
CONTRACTOR)

WHEREAS the CONTRACTOR is the mandatory of the EMPLOYER as contemplated in an agreement in  
respect of .....

.....  
.....

Contract number .....

AND WHEREAS section 37 of the Occupational Health and Safety act, 1993 (Act 85 of 1993, hereinafter  
referred to as the ACT), imposes certain powers and duties upon the EMPLOYER.

AND WHEREAS the parties has agreed to enter into an agreement in terms of section 37(2) of the ACT. NOW  
THEREFORE the parties agree as follows:

1. The Contractor undertakes to acquaint the appropriate officials and employees of the CONTRACTOR with all relevant provisions of the ACT and the regulations promulgated in terms thereof.
2. The CONTRACTOR undertakes that all relevant duties, obligations and prohibitions imposed in terms of the ACT and Regulations will be fully complied with: Provided that should the EMPLOYER prescribe certain arrangements and procedures, that same shall be observed and adhered to by the CONTRACTOR, his officials and employees. The CONTRACTOR shall bear the onus of acquainting

himself/herself/itself with such arrangements and procedures.

3. The CONTRACTOR hereby accepts sole liability for such due compliance with the relevant duties, obligations, prohibitions, arrangements and procedures, if any, imposed by the ACT and Regulations and the EMPLOYER expressly absolves the EMPLOYER from itself being obliged to comply with any of the aforesaid duties, obligations, prohibitions, arrangements and procedures as the case may be.
4. The CONTRACTOR agrees that any fully authorised officials of the EMPLOYER shall be entitled, although not obliged, to take such steps as may be necessary to ensure that the CONTRACTOR has complied with his undertakings as more fully set out in paragraphs 1 and 2 above, which steps may include, but shall not be limited to, the right to inspect any appropriate site or premises occupied by the CONTRACTOR, or to inspect any appropriate records held by the CONTRACTOR or to take such steps if it may deem necessary to remedy the default of the CONTRACTOR at the cost of the CONTRACTOR.
5. The CONTRACTOR shall be obliged to report forthwith to the EMPLOYER any investigation, complaint or criminal charge which may arise as a consequence of the provisions of the ACT and Regulations, pursuant to work performed in terms of this agreement, and shall, on written demand, provide full details in writing of such investigation complaint or criminal charge as the case may be.

Thus signed at ..... for and on behalf of the EMPLOYER on this the .....  
day of ..... 20 .....

AS WITNESSES:

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

SIGNATURE .....  
NAME AND SURNAME: .....  
CAPACITY: .....

Thus signed at ..... for and on behalf of the CONTRACTOR on this the..... Day of  
..... 20....

AS WITNESSES:

1. ....

2. ....

SIGNATURE.....

NAME AND SURNAME: .....

CAPACITY: .....

Ej/Art\_Agreement

# **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.

4.4.A.1 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

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

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

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

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

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

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

## **6. Patent rights**

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

**7. Performance security**

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

**8. Inspections, tests and analyses**

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

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

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

**9. Packing**

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

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

**10. Delivery and documents**

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

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

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

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

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

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

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

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

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

#### **15. Warranty**

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

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

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

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

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

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

**16. Payment**

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

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

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

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

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



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

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

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

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

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

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

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

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

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

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

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

may be due to him

**25. Force Majeure**

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

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

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

**28. Limitation of liability**

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

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

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