



Office of the Premier

North West Provincial Government
REPUBLIC OF SOUTH AFRICA



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2735

SUPPLY CHAIN MANAGEMENT

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BIDDERS ARE HEREBY INVITED TO BID FOR A REQUIRED PROFESSIONAL SERVICE, TO REVIEW AND ALIGN THE ORGANISATIONAL STRUCTURE FOR OFFICE OF THE PREMIER IN THE NORTH WEST PROVINCE.

BID NUMBER : NWOOP 1/2022/23

COMPULSORY BRIEFING SESSION: SEE DETAILS ON PAGE 3

BID CLOSING DATE : 11 APRIL 2023

BID CLOSING TIME : 11H00

VALIDITY PERIOD : 90 DAYS FROM THE CLOSING DATE

COMPLETED BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE AND BE DEPOSITED IN THE TENDER BOX SITUATED AT OFFICE OF THE PREMIER, GARONA BUILDING, FINANCIAL MANAGEMENT CORRIDOR, 1ST FLOOR, UNIVERSITY DRIVE, MMABATHO, MAFIKENG.

ENQUIRIES

RELATED TO BIDDING PROCEDURE

MS A MOEKETSI : moeketsia@nwpg.gov.za- 018 388 1022

MS K MONGALE : kefentse@nwpg.gov.za- 018 388 5744

RELATED TO TERMS OF REFERENCE

MR P LETEBEJANA : Pletebejana@nwpg.gov.za- 018 388 3741

MS G MOTSILANYANE : gmotsilanyane@nwpg.gov.za- 018 388 2545

NAME OF BIDDER:

.....

.....

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1. ACCESING BID DOCUMENTS

There are three methods of accessing bid documents as listed below:

1.1. Printed Bid Documents are available upon producing proof of payment of a non-refundable fee of **R300.00** at the **Office of the Premier, Garona Building, Financial Management corridor, 1st Floor, University drive, Mmabatho, Mahikeng from 09h00-16h00, Monday to Friday commencing from 23 March 2023**. The deposit to be made into Office of the Premier bank account :**First National Bank, Account no:62811729229, Public Sector Managed Account, Megacity branch, branch code: 210244**

or

1.2. Download the bid document for free on E-tender Portal

or

1.3. Download the document for free from Departmental website.

2. COMPULSORY BRIEFING SESSION

Compulsory briefing session will be held as follows:

Date : 27 March 2023

Venue : Ikanyeng Guest House (18, Clarendon Street, Golf View, Mahikeng)

Time : 10h00

3. CONDITIONS FOR QUALIFICATION

3.1. The bidder must be registered or fully and be fully compliant on the CSD

3.2. Where applicable, bidders must attach joint venture agreement that is signed by all parties when submitting bid documents

3.3. Bidders must be tax compliant

3.4. All SBD forms attached to this bid document must be completed in full and signed in ink by duly authorised persons(s)

Failure to comply with the conditions listed above may lead to a disqualification.

4. NON ACCEPTABLE BIDS

- 4.1 Late bids will not be considered. Please note that bids are late if they are received at the bid tender box after the bid closing date and time.
- 4.2 No Telephonic, telegraphic, telex, facsimile, electronic or e-mailed bids will be considered.
- 4.3 Bids that do not have the offer/ SBD 3.3 are not fully completed.

5. REASONS FOR DISQUALIFICATION

- 5.1. Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BBBEE credentials, experience, etc.;
- 5.2. Bidders who received information not available to other bidders fraudulently;
- 5.3. Bidders who made false declarations on the Standard Bidding Documents, or misrepresented facts; and/or
- 5.4. Bidders who are blacklisted on the National Treasury's Database or restricted suppliers
- 5.5. Bidders who are employed by government or any organ of State.

6. RETURNABLE DOCUMENTS- SBD FORM AND GCC

The following returnable documents must be completed in full and in ink. They should not be re-typed.

- 6.1 SBD 1- Invitation to bid.
- 6.2 SBD 3-3 Pricing schedule for professional services.
- 6.3 SBD 4- Declaration of interest and certified copies of Identity Documents of main shareholders/ Directors.
- 6.4 SBD 6.1 (Please attach Company Registration Certificate, Medical certificate for claiming of points on permanent disability, if applicable)
- 6.5 General Conditions of Contract (initialised each page, as an indication that it has been read, understood and agreed to).
- 6.6 CSD report, however OOP will also draw CSD report from the system.

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (OFFICE OF THE PREMIER)					
BID NUMBER:	NWOOP 1/2022/23	CLOSING DATE:	11 APRIL 2023	CLOSING TIME:	11h00
DESCRIPTION	REVIEW AND ALIGNMENT OF ORGANISATIONAL STRUCTURE FOR OFFICE OF THE PREMIER IN THE NORTH WEST PROVINCE.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
OFFICE OF THE PREMIER					
GARONA BUILDING, FINANCIAL MANAGEMENT CORRIDOR,					
UNIVERSITY DRIVE, MMABATHO					
MAFIKENG					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MS A MOEKETSI		CONTACT PERSON	MS G MOTSILANYANE	
TELEPHONE NUMBER	018 388 1022		TELEPHONE NUMBER	018 388 2545	
FACSIMILE NUMBER	NONE		FACSIMILE NUMBER	NONE	
E-MAIL ADDRESS	moeketsia@nwpg.gov.za		E-MAIL ADDRESS	gmotsilanyane@nwpg.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>	

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[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE SERVICES OFFERED?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:.....

**PRICING SCHEDULE
(Professional Services)**

NAME OF BIDDER:

BID NO.: NWOOP 1/2022/23

CLOSING TIME 11:00

CLOSING DATE: 11 APRIL 2023

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

ITEM CURRENCY NO INCLUDED)	DESCRIPTION	BID PRICE IN RSA **(ALL APPLICABLE TAXES
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- The accompanying information must be used for the formulation of proposals.
- Bidders are required to indicate a ceiling price based of the total estimate time for completion of all phases and including all expenses inclusive of applicable taxes for the project R:.....
- Persons who will be involved in the project and rates applicable (certified invoices must be rendered in terms hereof)
- Phases according to which the project will be completed, cost per phase and man-days to be spent.

NB: PLEASE REFER TO PAGES 17-18 OF THIS DOCUMENT FOR COMPLETE INFORMATION OF THE PHASES.

<u>PHASES</u>	<u>PRICE</u>	<u>TIME PERIOD</u>
PHASE 1	R-----	5 Weeks
PHASE 2	R-----	4 Weeks
PHASE 3	R-----	4 Weeks
PHASE 4	R-----	3 Weeks

NB: All applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

- Period required for commencement with project after acceptance of bid:

6. Estimated man-days for completion of project: -.....
 7. Are the rates quoted firm for the full period of contract? **YES/NO**
 8. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
-

Any enquiries regarding bidding procedures may be directed to:

Ms. A. Moeketsi –
Tel: 018 388 1022-
moeketsia@nwpg.gov.za

Ms. K. Mongale
TEL: 018 388 5744
kefentse@nwpg.gov.za

Enquiries for technical information: -

Ms. G. Motsilanyane
Tel: 018 388 2545
gmotsilanyane@nwpg.gov.za

Mr. P Letebejana
Tel: 018 388 3741
Pletebejana@nwpg.gov.za

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**

a) The applicable preference point system for this tender is the 80/20 preference point system.

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
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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) “**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 80/20

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest 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 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderer: 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Category A- Evaluation on B-BBEE points		Claim points below
B-BBEE status 1	= 5 points	
B-BBEE status 2	=2 points	
B-BBEE status 3=8	= 1 point	
Category B= Enterprise located within North West Province(Locality) NB: Preferred address on CSD will be used as for scoring and no points will be allocated if it has been changed in less than 1 month period before this request.		Claim points below
Companies in the townships/ remote areas of the North West Province, within the local municipality, where goods and service are required. Where goods and services are delivered within the premises of Office of the Premier same points are allocated within District Municipal area. Companies located in the North West Province where multiple delivery points are required.	5 points	
Companies located outside the borders of North West Province	0	
Category C= Historically Disadvantaged Individuals, Youth, Persons with disabilities, Women= (Points will be according to number of shares held by Directors)		
Historically Disadvantaged (HDI)	3	
Youth	3	
Persons with disabilities (attach medical report)	2	
Women	2	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number:

TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

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

5.3. 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	
SURNAME AND NAME:
DATE:
ADDRESS:

7. TERMS OF REFERENCE

REVIEW AND ALIGN THE ORGANISATIONAL STRUCTURE FOR OFFICE OF THE PREMIER IN THE NORTH WEST PROVINCE.

7.1. PURPOSE

To appoint a probable service provider to review and re-align the organizational structure of Office of the Premier with generic structures of Office of the Premiers in the Public Service as developed by the Department of Public Service and Administration.

7.2. BACKGROUND

In line with organizational design principles applicable in the public service, a review of organizational structure may be triggered by a number of factors ranging from transfer of functions, cost containment measures and capacity constraints. The institution has undergone a major structural and capacity constraints that precipitated the need for review of the organizational structure such as:

- 7.2.1. Transfer of Community Development Workers to the Department of Cooperative Governance and Traditional affairs.
- 7.2.2. Receipt of Special Programme function from Department of Social Development.
- 7.2.3. Re-establishment of Provincial Council on AIDS.

7.3. OBJECTIVES

The objectives of the project are as follows:

- 7.3.1. To assist Office of the Premier to exclusively focus on its mandate of overseeing governance in the Province as outlined in the Constitution of the Republic of South Africa.
- 7.3.2. To establish the structure for Provincial Council on Aids, which necessitated the need to review the function of Reconciliation, Healing and Renewal Directorate in order to eliminate duplication of functions.

- 7.3.3. To assist the institution to achieve its principle of doing more with less, through the review and realignment of the existing organizational structure with the generic structure as developed by the Department of Public Service and Administration.
- 7.3.4. Evaluate and advice on related functions, activities and location of various services in the institution as mirrored in the generic structure of the Office of the Premier as developed by the Department of Public Service and Administration.

7.4. METHODOLOGY

The broad areas of work for the review exercise are as follows:

- 7.4.1. Diagnostic (Mandate, Strategy and Functional area analysis);
- 7.4.2. Determine organizational requirements;
- 7.4.3. Develop a Service Delivery Model for the Office and conduct process analysis.
- 7.4.4. Design a functional structure and align to the generic structure of Offices of the Premier.
- 7.4.5. Determine staff establishment requirements by developing job descriptions and conducting job evaluation as well as embarking in a benchmarking process.
- 7.4.6. Assess the costs implications in line with the costing template.
- 7.4.7. Completion of a full business case for consideration by the Premier and consultation with the Minister of Public Service and Administration.
- 7.4.8. Develop a Change Management and Communication Strategy.
- 7.4.9. Develop the implementation plan.

7.5. SCOPE OF WORK AND DELIVERABLES

The appointed service providers will undertake the following by including them in their project plan with clear timeframe:

- 7.5.1. Diagnostic (Mandate, Strategy and Functional area analysis)
- 7.5.2. Determine organizational requirements.
- 7.5.3. Develop a Service Delivery Model for the Office and conduct process analysis.
- 7.5.4. Design a proposed functional structure (macro and micro) and align to the Generic Organizational Structure of the Offices of the Premier.
- 7.5.5. Present 3 options of the proposed macro-structure to the management.
- 7.5.6. Determine staff establishment requirements by developing job descriptions and conducting job evaluation as well as embarking in a benchmarking process.

- 7.5.7. Assess the costs implications in line with the costing template.
- 7.5.8. Completion of a full business case for consideration by the Premier and consultation with the Minister of Public Service and Administration.
- 7.5.9. Develop a Change Management and Communication Strategy.
- 7.5.10. Develop the implementation plan.
- 7.5.11. Hold consultation meetings with management and organized labor on a regular basis.

IN DOING SO TAKE INTO ACCOUNT THE FOLLOWING KEY FACTORS:

- The transfer of the Community Development Workers Programme to the Department of Cooperative Governance and Traditional Affairs: Reestablishment of Provincial Council on AIDS Secretariat and subsequent implication on the functions rendered by Directorate: Reconciliation, Healing and Renewal;
- The receipt of Special Programmes function from the Department of Social Development (Rights of Persons with Disabilities, Older Persons, Women & Children);
- The need to improve to improve audit opinion through creation of the creation of Internal Control unit;
- The realignment of the Premier Support Services with new Guide for Members of the Executive issued in November 2019;
- The division between the need to revisit the rational and substantive basis for the establishment of the Ikatisong School of Governance (ISOG)
- The rational and substantive basis for the division of internal and external services on the corporate functions (Human Resources, Labour Relations, Wellness, Training, Transformation, and others)
- The discontinuation of Youth Enterprise Development Agency and alternative coordination options;
- Location of ICT services in the province;
- Coordination of forensic services / investigations in the province;
- Functioning and repositioning of service delivery and interventions unit;
- Coordination and creating capacity for Infrastructure Planning and implementation in the province;
- Review the Moral Regeneration & Social Cohesion functions;
- Alignment to strategic priorities of the 6th Administration.

7.6. QUALIFICATIONS AND EXPERIENCE OF THE SERVICE PROVIDER

A suitable bidder should possess the qualifications, skills and competencies as listed below:

FORMAL QUALIFICATIONS

Management Services/ Operations Management/ Human Resource Management.

SKILLS AND COMPETENCIES

- Organizational Design (structure) and utilization of OrgPlus software
- Public Service Operations Management
- Business Process Management
- Strategic Planning
- Job evaluation and grading within the public service
- Benchmarking within the Public Service
- Work-study processes

7.7. PRICING AND DISBURSEMENT

7.7.1 The bidder must complete SBD form 3.3 for professional services.

7.7.2 The price must be inclusive of value added tax for Vat registered companies.

7.7.3 Mafikeng/ Mmabatho will be considered as the point of operation and disbursement would only be considered in instances where traveling is required outside Mafikeng/ Mmabatho. Disbursements must be pre-approved by the North West Office of the Premier in line with National Treasury Cost Containment Policy.

Payment will be made in line with the 4 below phases: -

Phase 1	<ul style="list-style-type: none">• Diagnostic (Mandate, Strategy and Functional area analysis).• Determine organizational requirements.• Develop a Service Delivery Model for the Office and conduct process analysis.• Develop a Change Management and Communication Strategy	25%
Phase 2	<ul style="list-style-type: none">• Design a proposed functional structure (macro and	25%

	<p>micro) and align to the generic organisational structure of the Offices of the Premier.</p> <ul style="list-style-type: none"> • Present 3 options of the proposed macro-structure to the management 	
Phase 3	<ul style="list-style-type: none"> • Determine staff establishment requirements by developing job descriptions and conducting job evaluation as well as embarking on a benchmarking process. • Assess the costs implications in line with the costing template. • Completion of a full business case for consideration by the Premier and consultation with the Minister of Public Service and Administration. • Develop the implementation/migration plan. 	25%
Phase 4	<ul style="list-style-type: none"> • Approved organizational structure and a close out report. 	25%

7.8. OBLIGATIONS OF THE OFFICE OF THE PREMIER

- 7.8.1 The Office of the Premier shall avail data and information required and requested by the service provider for proper execution of services, and such assistance shall reasonably be required by the service provider in carrying out their duties under this contract;
- 7.8.2 Provide access to ORGPLUS system;
- 7.8.3 Provide the generic structure of Office of the Premier;
- 7.8.4 Submit the reviewed structure to Department of Public Service & Administration for final approval.

7.9. OBLIGATIONS OF THE SERVICE PROVIDER

- 7.9.1 To act as an independent contractor in respect of work;
- 7.9.2 To attend meetings with officials of the Office of the Premier whenever required to do so for the purpose of obtaining information or advance in regard to the work and assignments or any matters arising there from or in connection therewith;
- 7.9.3. Be responsible for own resources (e.g. computers, laptops and all other working tools) to adequately perform functions.
- 7.9.4. To exercise all reasonable skills, care and diligence in execution of work and shall carry out their obligations in accordance with International Professional Standards;
- 7.9.5. Be professional in all matters and act as faithful advisor to the Office of the Premier as well as respecting laws and customs of the country and provinces in which any business in relation to the project is conducted;
- 7.9.6. To identify possible risks that may impact the delivery of the project on time and ensure that necessary mechanisms are in place to manage such risks;
- 7.9.7. To protect all copyrights and intellectual property to all documentation, reports and others, that emanate from this assignment. Such information and documentation should be provided to the Accounting Officer upon completion of assignment within 7 working days.
- 7.9.8. To treat all available data provided by the North West Office of the Premier in the process as strictly confidentiality which is not for any form of distribution or use unless an express written approval is obtained from the Accounting Officer.

7.10. DURATION OF THE CONTRACT

The duration of the contract will be for a period of (4) months from the date of service as indicated in the contract SBD 7.2 that will be signed by both parties.

7.11. CONTRACT MANAGEMENT

The service will be managed in terms of the General Conditions of Contract (GCC), The service level agreement, SBD 7.2 and other additional agreements from both parties and all conditions set out in this tender document.

NB: Acceptance of the tender is also subject to the condition that the contractor will implement deliverables as outlined.

7.12. COMMENCEMENT OF WORK

The Bidder must be in a position to commence the work within 5 working days after award of contract.

7.13. CANCELLATION OF CONTRACT AND PENALTIES

Office of the Premier reserves the right to cancel the contract if the service provider fails to adhere to the conditions of the contract and apply penalties where necessary. Office of the Premier shall demand that the service provider return any/or all documents and information in terms of the agreement.

Office of the Premier shall apply penalties whenever it is necessary to do so.

7.14. VETTING

Acceptance of this tender is subject to the condition that both the contractor and its personnel must be cleared by the appropriate authorities to the level of confidentiality.

Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a sub-contractor the same provisions and measures will apply to the sub-contractor.

8 EVALUATION CRITERIA

This bid will be evaluated in 4 stages.

8.1. STAGE 1- DISQUALIFICATION CRITERIA

Bidders will automatically be disqualified if they fail to comply with the below listed requirements.

- 8.1.1. Bidders who do not attend the compulsory briefing session.
- 8.1.2. Bidders who failed to indicate the total bid price on SBD 3.3.
- 8.1.3. Bidders who do not have experience of OrgPlus and relevant qualification, which are; Management Services, Operations Management and Human Resource Management.
- 8.1.4. Bidder(s) whose company is less than three years in existence (this will be determined by company registration certificate).

8.2. STAGE 2-VERIFICATION OF ADMINISTRATIVE REQUIREMENTS

- 8.2.1. SBD 1- Invitation to bid- all requirements and conditions stated apply.
- 8.2.2. SBD 3-3 Pricing schedule for professional services.
- 8.2.3. SBD 4- Declaration of interest and certified copies of Identity Documents of main shareholders/ Directors.
- 8.2.4. SBD 6.1
- 8.2.5. Initialised General conditions of contract on each page.
- 8.2.6. Availability of Joint venture agreement where applicable

In case of joint venture, trust or consortium all of the following will apply:

- A copy of joint venture agreement signed by all parties must be attached;
- Separate Tax Pin for each supplier
- Joint Banking Account details must be submitted. In the absence of joint bank account, a written agreement between all the parties involved, stipulating the designated bank account into which payment must be effected, must be submitted.

NB: Failure to comply with the administrative requirements may lead to disqualification of the bid.

8.3. STAGE 3- EVALUATION OF FUNCTIONALITY

Please attach the required documentation for reference in order to be evaluated at this stage. All requirements are listed on the below table as applicable per criterion.

No	Criterion	Weight
1.	<p>Number of years a company has been in operation and the key activities of the company are of similar nature. Submit the following documents to be evaluated on this criterion.</p> <ul style="list-style-type: none"> • company registration certificate, • company profile in line with paragraph 7.5 of this document. <p>Authenticity of information will be verified by linking this criterion to criterion 2 below.</p>	20%
	3-4 years of existence in the similar projects= 10	
	5 and above years of existence in the similar projects = 20	

2.	<p>Number of organizational structures developed in the public service. For purposes of this criteria the definition of public service is defined in terms of the Public Service Management Act, 2014 which reads as follows:</p> <p>"Public Service " means all"</p> <ul style="list-style-type: none"> a) National Departments, b) National government components listed in part A of schedule 3 to the Public Service Act, c) Provincial departments which means <ul style="list-style-type: none"> 1. The office of the Premier listed in Schedule 1 of the Public Service Act, and 2. Provincial Departments listed in Schedule 2 of the Public Service Act and d) Provincial government components listed in part B of schedule 3 to the Public Service Act, and their employees. <p>Submit the following documents to be evaluated on this criterion.</p> <p>Reference letters that are duly signed and dated by the referee, indicating the description of the project, value and the name of the organization where work was done.</p> <p>(NB: each reference letter will be treated as one assignment)</p>	15%
1 to 3 assignments =10		
4 to 6 assignments =13		
7 and above = 15		
3.	<p>Evaluation on ability to complete the project within envisaged 4 months' period.</p> <p>Please attach a project plan indicating time frames as guided by SBD 3.3 of this document.</p>	15%
Project plan indicating 4 months as completion period = 15		
Project plan indicating less than 4 months as completion period 4 months=10		

4	<p>Methodology</p> <p>The project proposal from bidder(s) should outline a methodology which seeks to address all requirements (especially as listed in section 7 of this document) for delivery of quality product. In addition, the methodology should give special attention to paragraph 7.5 and shall be scored in the following manner:</p> <ul style="list-style-type: none"> • Proposals that addresses paragraph 7.5 key factors 1 to 4 =5 • Proposals that addresses paragraph 5 key factors 5 to 8 = 10 • Proposals that addresses paragraph 5 key factors 09 -12 =15 • Proposals that addresses 13 and above paragraph 5 key factors =20 <p>N.B: The methodology that does not address factors in paragraph 7.5 will not be awarded points. The appointed service provider will be obliged to address all key factors amongst others.</p>	20%				
5	<p>Academic Qualifications of 3 key personnel</p> <p>Who will be responsible for the project.</p> <p>Please provide names and attach copies of qualifications certificates.</p> <p>Relevant qualifications are:</p> <p>Management Services, Operations Management, Human Resource Management.</p> <p>(Points are not going to be allocated individually. Points will be allocated to the highest qualification in the team)</p> <table border="1" data-bbox="319 1780 1141 2002"> <tr> <td>National Diploma =4</td> </tr> <tr> <td>Bachelors Degree = 6</td> </tr> <tr> <td>Honours Degree =8</td> </tr> <tr> <td>Masters Degree =10</td> </tr> </table>	National Diploma =4	Bachelors Degree = 6	Honours Degree =8	Masters Degree =10	10%
National Diploma =4						
Bachelors Degree = 6						
Honours Degree =8						
Masters Degree =10						

6.	Combined experience of key personnel Please provide CVs of key personnel that indicates number of years and type of experience in developing organizational structures. The CV must have three contactable references.	20%
	1 years =3	
	2 years =5	
	3 years =10	
	4 years and above =15	
Total points		100%

NB: Companies failing to obtain a threshold of 60% (60/100) will be deemed non-responsive and shall not proceed to the next level of evaluation.

8.4. STAGE 4- EVALUATION ON 80/20 PREFERENTIAL POINTS SYSTEM

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

The following formula will be used to calculate the points for price: 80

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

9. AWARD OF BID

Procedurally a bid is awarded to the bidder who has complied with the terms of reference and other bid requirements. In addition to compliance the bidder must have scored the highest points, where price and preferential points are combined.

NB: Office of the Premier reserves the right to negotiate and appoint the company whose prices are market related.

10. CONCLUSION

SBD 4 and General Conditions of Contract are attached separately because they are on pdf format.

NB: ACCEPTANCE OF THE TENDER IS ALSO SUBJECT TO THE CONDITION THAT THE CONTRACTOR WILL IMPLEMENT DELIVERABLES AS OUTLINED.

OFFICE OF THE PREMIER RESERVES THE RIGHT TO ACCEPT ANY BID IN WHOLE OR IN PART AND DOES NOT BIND ITSELF TO ACCEPT THE LOWEST OR ANY BID.

Approved by:

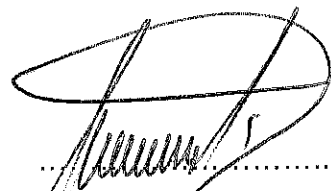


Mr B Malwane

BSC Chairperson

Date:

15/03/2023



Mr MP Mogotlhe

DG: OOP (NW)

Date:

15/03/2023

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in
submitting the accompanying bid, do hereby make the following statements
that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² 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.

SBD4

3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT**

July 2010

NOTES

The purpose of this document is to:

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

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

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

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6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
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General Conditions of Contract

1. Definitions

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

origin and which have the potential to harm the local industries in the RSA.

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

training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

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

2. Application

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

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

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

3. General

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

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

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** In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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

Js General Conditions of Contract (revised July 2010)