



BID NO: SAMS/018/2020/21: THE SOUTH AFRICAN MARITIME SAFETY AUTHORITY: MARITIME SPECIAL PROJECTS (SAMS MSP) WOULD LIKE TO INVITE PROPOSALS FROM SHIP CHANDLERS/ SERVICE PROVIDERS FOR THE SUPPLY OF VICTUALS, BED LINEN, PPE, CUTLERY, CROCKERY AND OTHER CONSUMABLES FOR A PERIOD OF THREE (3) YEARS.

PART 1

1.1 LETTER OF INVITATION TO THE SERVICE PROVIDER:

BIDS TO BE SUBMITTED TO:

South African Maritime Safety Authority
146 Lunnon Road
Cnr Jan Shoba & Lunnon Road
Hillcrest
0183

Attention: J Chilopo

Tel: 012 366 2600

email: jchilopo@samsa.org.za

ISSUE DATE: 09 OCTOBER 2020

CLOSING DATE: 18 NOVEMBER 2020 at 11:00 am

1.2. PURPOSE

The purpose of this Request for Proposal (RFP) is to appoint a panel of five (5) service providers (suppliers) to provide SAMSA Maritime Special Projects with the supply of victuals, bed linen, PPE, cutlery, crockery and other consumables for a period of thirty six (36) months.

The RFP consists of the following documents:

- **Part 1** - Letter of Invitation
- **Part 2** - Instructions
- **Part 3** - RFP Requirements
- **Part 4** - Pricing Model
- **Part 5** - Evaluation Criteria
- **Part 6** - Required documents which includes
 - Invitation to Bid (SBD 1);
 - Pricing Schedule (SBD 3.3 Professional Service);
 - Declaration of Interest (SBD 4);
 - Preference Points Claims Form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1);
 - Declaration of Bidder's Past SCM Practices (SBD 8); and
 - Certificate of Independent Bid Determination (SBD 9).
- **Annexure A**; Confidentiality and Non-disclosure Agreement

In submitting any information or documentation requested above or any other information that may be requested pursuant to this RFP, you are consenting to the processing by SAMSA or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify SAMSA against any civil or criminal action, administrative fine or other penalty or loss that may arise because of the processing of any personal information that you submit.

PART 2 - INSTRUCTIONS

2. INTRODUCTION SAMSA

2.1. The South African Maritime Safety Authority (SAMSA) was established on the 1st April 1998 under the SAMSA Act 5 of 1998. The objectives of the Authority are:

- To ensure safety of life and property at sea;
- To prevent and combat pollution from ships in the marine environment; and
- To promote the Republic's maritime interests.

SAMSA has also been charged with the responsibility of executing the following:

- Administration of the Merchant shipping (National Small Vessel Safety) Regulation, 2007, as amended (the Regulations). The Regulations extends SAMSA's Core mandate to include inland waterways (only waterways accessible to the public) within the Republic. That is to ensure boating safety on our waters.
- Implementing and executing the Long-Range Identification and Tracking (LRIT) of vessels along the South African coastline. The Long-Range vessels monitoring system assist in securing South Africa's coastal waters in the midst of the rising lawlessness at sea, with particular reference to the worrying scourge of pirate attacks along the east coast of Africa.

SAMSA's head office is based in Pretoria, while there are 8 other offices based along the South African coastline.

2.2. Contractual commitment

No commitment of any kind, contractual or otherwise shall exist unless and until a formal written agreement has been executed by or on behalf of SAMSA. Any notification of preferred bidder status by SAMSA shall not give rise to any enforceable rights by the Bidder. SAMSA may cancel this RFP any time prior to the formal written agreement being executed by or on behalf of SAMSA. SAMSA reserves the right at its sole discretion, and at any time, to amend, deviate from, postpone, discontinue or terminate the transaction/procurement process without incurring any liability whatsoever to any other party. SAMSA reserves the right not to award this tender to the highest ranked or highest scoring bidder, as it needs to align its procurement practices to governance practices that are in line with its own growth path. These may include but are not limited to: driving socio-economic development objectives that are enshrined in various government policies.

2.3. Confidentiality

All bidders to this RFP will be required to sign the confidentiality and non-disclosure agreement outlined on **Annexure A** in this document.

2.4. Submission Format (Returnable Schedules)

Bidders are required to submit a comprehensively detailed and clearly indexed bid response in accordance with the submission format specified below (each schedule must be clearly marked):

2.4.1 Cover Page

- The cover page must clearly indicate the Bid Number, Bid Description and the Bidder's Name.

2.4.2 Schedule 1

- Executive Summary (explaining how you understand the requirements of this RFP, summary of your proposed solution and the summary of your experience relevant to the requirements of this RFP)

2.4.3 Schedule 2

- All documents listed on Part 6 of this RFP Document (duly completed and signed);

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).

- Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

2.4.4 Schedule 3

- Technical Proposal in line with the Technical Evaluation Criteria in Part 4 of this RFP document.

2.4.5 Schedule 4

- Financial/ Price Proposal of this RFP document

Note: Bidders are requested to submit 1 original copy and 1 hardcopy of their printed proposals and one electronic copy on portable media.

2.5. Submission of Proposals

- The closing date for the submission of proposals is **18 NOVEMBER 2020** at 11h00am. Duly completed proposals must be sealed in an envelope that is endorsed with the words “**SAMSA/018/2020/21: “Shipchangers**. The envelope must be must be posted in the tender box at SAMSA reception desk located at: Physical address **146 Lunnon Road, Cnr Jan Shoba & Lunnon Road, Hillcrest, Pretoria 0183**.
- Bidders must ensure that they sign the **Receipt register** at the Reception.
- Late or incomplete tender proposals will not be accepted or considered, and any proposal delivered to any address other than the address mentioned above will not be accepted.
- E-mailed, posted or faxed proposals will **NOT** be accepted.

Note: SAMSA will not be responsible for bids delivered by courier services which are not in the tender box at the time closing date and time.

2.6. Queries and clarifications

Any additional information required which is not clarified in the specifications must be addressed in writing to (jchilopo@samsa.org.za) by **23 OCTOBER 2020** Additional information may be provided at SAMSA's discretion, who reserves the right to provide the same information to all other interested parties, should this enhance the submission. SAMSA reserves the right to request meetings with Bidders to clarify responses or seek additional information to refine assessments. SAMSA reserves the right to conduct supplier due diligence prior to final award or any time during the contract period. This may include site visits and requests for additional information.

2.7. Automatic Disqualification

If ever it is found that the bidder or person(s) acting on behalf of the bidder has, in the RFP or during the whole process of evaluation, selection, etc.:

- Misrepresented or altered material information in whatever way or manner;
- Promised, offered or made gifts, benefits to any SAMSA employee;
- Canvassed, lobbied in order to gain unfair advantage;
- Committed fraudulent acts; and
- Acted dishonestly and/or in bad faith.

Such bidder and/or person(s) may automatically be disqualified from further participation in this process. Any attempts by the bidders to directly or indirectly canvas any member of SAMSA's personnel for support may result in disqualification of their bid/proposal.

2.8. Proposal costs

All costs and expenses incurred by the bidder relating to their participation in, and preparation of this proposal process shall be borne by the bidder exclusively.

2.9. Validity period

The proposals should remain valid for at least hundred and twenty (**120**) days after the closing date.

2.10. Important dates

Release of RFP: **09 OCTOBER 2020**

Last day of queries: **23 OCTOBER 2020**

Responses to queries: **28 OCTOBER 2020**

Closing date for submission of proposals: **18 NOVEMBER 2020**

SAMSA reserves the right to amend any date specified above. Any changes will be communicated to the interested parties.

2.11. Transformation

SAMSA promotes transformation within the maritime services sector of the South African economy and as such, bidders are encouraged to partner with majority black owned entities (51% black owned and controlled). Such partnerships may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

3. PART 3 - RFP REQUIREMENTS

3.1. BACKGROUND INFORMATION

The purpose of this document is to present Terms of Reference for the appointment a ship Chandler **(who have established network of service providers which will be able to supply immediately)** to provide SAMSA Maritime Special Projects with the supply of victuals, bed linen, PPE, cutlery, crockery and other consumables for a period of thirty six (36) months on an as and when required basis.

3.2 SCOPE OF WORK

3.2.1 Geographic scope of delivery of services

3.2.2 Delivery Address will always be direct to the vessel at whichever berth they're docked at.

3.2.3 Most frequent delivery areas is Cape Town / Simon's Town Harbour, occasionally at the following addresses Port Elizabeth / East London and rarely at Durban /Mossel Bay Harbour

3.2.3 Quantities

3.2.3.1 The quantities furnished in the bid are estimated quantities and no guarantee can be given regarding the actual quantities that will be ordered.

3.2.3.2 Supplier must be able to supply requested items.

3.2.3.3 Items must be delivered within 24 hours from placement of order

3.2.3.4 Prices must include VAT and delivery cost to any of the above mentioned Ports.

3.2.3.5 The types of items required are as per the listing found on page 9 but this list is not exhaustive

3.2.4 The following qualifying criteria must be strictly adhered to. Non-compliance with these criteria will automatically invalidate your bid.

3.2.5 In the event that the bidder is not the actual producer/manufacturer or actual dealer (who normally keeps stock of the required items) and will be sourcing the product(s) from a producer/manufacturer or dealer, the bidder should ensure a letter of confirmation or a service level agreement between the bidders and the producer/manufacturer signed by both parties.

3.2.6 Latest audited financial statement. This is to confirm that your company has the financial ability to successfully execute this contract.

3.2.7 A letter of confirmation or Halaal Certificate must be submitted together with the bid document for all halaal products. The bidder must submit the form with his/her bid. Only certificates issued by the Muslim Board will be accepted. The date of certification of the original should not be older than

three (3) months.

- 3.2.8 Perishable food Items must be transported in the appropriate vehicles to enable delivery of food items to the right location in terms of Regulation 962 (Regulations Governing General Hygiene Requirements for Food Premises and the Transport of Food). If the vehicle does not belong to your company, or one of its directors, a letter of intend to enter into vehicles leasing contract should be attached. The date of certification of the original should not be older than three (3) months.

LIST NO.1. A: DRY FOOD

Such as : Spices, baking supplies ,dairy products, canned goods, cereal, bevereges etc.	
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NB:

Due to the nature of our work it may be a requirement at certain times that a vessel needs deliveries after hours or on Public Holidays and weekends.

Packaging preferably as close to 1kg needs to be vessel specific due to storage capacity

All non-pork products must be halaal and all meat products must be fresh but blast frozen before delivery

Fresh fruit & vegetables should not be supplied from cold storage and a request will be made on the requisition for certain products to be supplied half-ripe.

Random weight items must be supplied as close to required unit amount ordered (approx. 1kg either way , not double or half the amount)

Delivery Address will always be direct to the vessel at whichever berth they're docked at.

Most frequent delivery areas is Cape Town / Simon's Town Harbour, occasionally Port Elizabeth / East London rare occasion Durban /Mossel Bay Harbour

In case of freezer failure we may need Suppliers assistance in the way of removing it from vessel and temporarily storing and returning the stock to avoid any losses

LIST NO 1. B: MEAT

Such as : bacon, pork, lamb, beef, cold meat , preferable A Grade	
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LIST NO 1. C: FROZEN FOOD

Such as : Fish, poultry , desert , vegetables , cocktails products

NB:

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All non-pork products must be halaal and all meat products must be fresh but blast frozen before delivery

Random weight items must be supplied as close to required unit amount ordered (approx. 1kg either way , not double or half the amount)

Delivery Address will always be direct to the vessel at whichever berth they're docked at.

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LIST NO.1. D: FRESH PRODUCE

Such as : Fruit and Vegetables

NB:

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Random weight items must be supplied as close to required unit amount ordered (approx. 1kg either way , not double or half the amount)

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LIST NO.2 LINEN

			Quantity	Unit Price	Total	
1	Linen & Bedding	Tablecloths White / Check	1600x1200mm			
2	Linen & Bedding	Bath Mats Blue Colibri / Glodina 100% cotton	each			
3	Linen & Bedding	Bath Towels Blue Colibri / Glodina 100% cotton	each			
4	Linen & Bedding	Hand Towels Blue Colibri / Glodina 100% cotton	each			
5	Linen & Bedding	Pillow Slips White Polyester/Cotton	45x70			
6	Linen & Bedding	Pillows Hollow Fibre	45x70			
7	Linen & Bedding	Comforters 3/4 100% Cotton	150x200			
8	Linen & Bedding	Sheets White Flat Double Polyester/Cotton	each			
9	Linen & Bedding	Sheets White Fitted Single Polyester/Cotton	160x250			
10	Linen & Bedding	Bedsheets White Fitted Double Polyester/Cotton	152x188x30			
11	Linen & Bedding	Bedsheets Flat Single Polyester/Cotton	160x250			
12	Linen & Bedding	Comforters Double bed 100% Cotton	130x200			
13	Linen & Bedding	Comforters 3/4 Bed 100% Cotton	200x200			
14	Linen & Bedding	Curtaining must be flame retardent	as per size			
		TOTAL QUOTED PRICE				

NB:

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Company supplying Mattresses and Curtaining must be prepared to come on board given vessel to measure up so as to avoid miscalculation with measurements

LIST NO.3 CUTLERY & UTENSILS ETC.

No	Category	Description	Unit of measure	Unit Price	Total
1	Cutlery,Crockery etc	Coffee Mugs FH Basics White Stacking	0.28l		
2	Cutlery,Crockery etc	Dessert Bowls F500 Continental	16cm		
3	Cutlery,Crockery etc	Dinner Plates F500 Continental	25cm		
4	Cutlery,Crockery etc	Fish Plates F500 Continental	23cm		
5	Cutlery,Crockery etc	Side Plates F500 Continental	20.25cm		
6	Cutlery,Crockery etc	Soup Plate F500 Continental	22cm		
7	Cutlery,Crockery etc	Tea Cups	0.23ltr		
8	Cutlery,Crockery etc	Tea Saucers	15cm		
9	Cutlery,Crockery etc	Beer Glasses	340ml		
10	Cutlery,Crockery etc	Casserole Dishes Covered	3.5ltr		
11	Cutlery,Crockery etc	Casserole Dishes Round W/Chrome	2.4ltr		
12	Cutlery,Crockery etc	Water Glasses/Norvege	27cl		
13	Cutlery,Crockery etc	Water Jugs	1.3ltr		
14	Cutlery,Crockery etc	Dessert Forks Eloff S/S	each		
15	Cutlery,Crockery etc	Dessert Knives Eloff S/S	each		
16	Cutlery,Crockery etc	Dessert Spoons Eloff S/S	each		
17	Cutlery,Crockery etc	Dinner Forks Eloff S/S	each		
18	Cutlery,Crockery etc	Dinner Knives Eloff S/S	each		
19	Cutlery,Crockery etc	Soup Spoon Eloff S/S	each		
20	Cutlery,Crockery etc	Bonzer Can Opener (Ace with clamp)	each		
21	Cutlery,Crockery etc	Ladles Sauce S/S	4oz 118ml		
22	Cutlery,Crockery etc	Steak Platter Continental	Each		

No	Category	Description	Quantity		Unit Price	Total	
23	Cutlery,Crockery etc	Storage Container Sugar/Rice	5ltr				
24	Cutlery,Crockery etc	Bread Board / Cutting Board Bamboo	36x28x2cm				
25	Cutlery,Crockery etc	Colander Rice S/S	340mm				
26	Cutlery,Crockery etc	Gravy Ladles S/S	0.68 oz 20ml				
27	Cutlery,Crockery etc	Cutting Boards Nylon White	380x240mm				
28	Cutlery,Crockery etc	Cutting Boards Nylon Colour	405x255mm				
29	Cutlery,Crockery etc	Egg Lifter S/Steel	400mm				
30	Cutlery,Crockery etc	Pots: Infiniti Budget Aluminium Casserole	6ltr				
31	Cutlery,Crockery etc	Pots: Infiniti S/S Casserole	16ltr				
32	Cutlery,Crockery etc	Pots: Infiniti S/S Casserole	30ltr				
33	Cutlery,Crockery etc	Frying Pan Black Iron	300mm				
34	Cutlery,Crockery etc	Frying Pan Black Iron	180mm				
35	Cutlery,Crockery etc	Cook's Fork S/S	400mm				
36	Cutlery,Crockery etc	Conical Strainer S/S	180mm				
37	Cutlery,Crockery etc	Icecream Scoop Baller	no.16				
38	Cutlery,Crockery etc	Salt & Pepper Cruets	each				
39	Cutlery,Crockery etc	Scanpan Classic Knife Block Platinum	9 pce set				
40	Cutlery,Crockery etc	Scanpan Classic Carving Knife	20cm				
41	Cutlery,Crockery etc	Scanpan Classic Knife Sharpener	each				
42	Cutlery,Crockery etc	S/S Cooks Spoon Perforated	400mm				
43	Cutlery,Crockery etc	S/S Egg Lifter	400mm				
44	Cutlery,Crockery etc	Electric Hand Held Blender	each				
45	Cutlery,Crockery etc	S/S Roasting Trays	500x365				
46	Cutlery,Crockery etc	Whisk Piano Soft	30cm				

No	Category	Description	Quantity		Unit Price	Total	
47	Cutlery,Crockery etc	Wooden Spoon	400mm				
48	Cutlery,Crockery etc	Baker's Scale	5kg				
49	Cutlery,Crockery etc	Bread Baking Tins	355x155x100mm				
50	Cutlery,Crockery etc	Dough Scraper Rounded Plastic	110mm				
51	Cutlery,Crockery etc	Flour Sieve with Wooden Sides	300mm				
52	Cutlery,Crockery etc	Grater six sided	6 sided				
53	Cutlery,Crockery etc	Muffin Tray	12 cup				
54	Cutlery,Crockery etc	Piping Bag Nozzles	set of 6				
55	Cutlery,Crockery etc	Piping Bags	460mm No.4				
56	Cutlery,Crockery etc	Rolling Pin Ball Bearing	270mm				
57	Cutlery,Crockery etc	S/S Mixing Bowls	140mm				
		TOTAL QUTED PRICE					

NB:

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Delivery Address will always be direct to the vessel at whichever berth they're docked at.

Most frequent delivery areas is Cape Town / Simon's Town Harbour, occasionally Port Elizabeth / East London rare occasion Durban /Mossel Bay Harbour

LIST NO.4 CATERING CONSUMABLES

No	Category	Description	Quantity	Un Pr	Total	
1	Cleaning Gear,Chemicals,Consumables	Blue Det	ltr			
2	Cleaning Gear,Chemicals,Consumables	Freezer & Locker (C - Treat B)	ltr			
3	Cleaning Gear,Chemicals,Consumables	Bio Live	ltr			
4	Cleaning Gear,Chemicals,Consumables	Dishcloths	each			
5	Cleaning Gear,Chemicals,Consumables	Freezer Coats	each			
6	Cleaning Gear,Chemicals,Consumables	Freezer Gloves	pairs			
7	Cleaning Gear,Chemicals,Consumables	Shower Curtains	each			
8	Cleaning Gear,Chemicals,Consumables	Airfreshener Aroma Aerosol	180ml each			
9	Cleaning Gear,Chemicals,Consumables	Aluminium Foil Heavy Duty	70mtr roll			
10	Cleaning Gear,Chemicals,Consumables	Hand Soap AntiBacterial	5ltr btl			
11	Cleaning Gear,Chemicals,Consumables	Binliners (W500xL750)	20mic x 250			
12	Cleaning Gear,Chemicals,Consumables	Bitumen/Kraft Paper	990x100 roll			
13	Cleaning Gear,Chemicals,Consumables	Braai Wood	each			
14	Cleaning Gear,Chemicals,Consumables	Garbage Bag Brown Paper (W900xL540)	each			
15	Cleaning Gear,Chemicals,Consumables	Clingwrap	300mtr roll			
16	Cleaning Gear,Chemicals,Consumables	Deckcloth	each			
17	Cleaning Gear,Chemicals,Consumables	Dishwash Liquid Sunlight Antibacteri	750ml btl			
18	Cleaning Gear,Chemicals,Consumables	Dishwash Liquid Sunlight	750ml btl			
19	Cleaning Gear,Chemicals,Consumables	Disinfectant -Coss/Lavena Pine	5ltr btl			
20	Cleaning Gear,Chemicals,Consumables	Doom Insect Spray Odourless	300ml tin			
21	Cleaning Gear,Chemicals,Consumables	Garbage Bags Grey(W750xL950)	60mic x 100's			
22	Cleaning Gear,Chemicals,Consumables	Garbage Bags Black(W750xL950)	60mic x 100's			

No	Category	Description	Quantity	Unit Price	Total
23	Cleaning Gear,Chemicals,Consumables	Handy Andy	each		
24	Cleaning Gear,Chemicals,Consumables	Glad Freezer Bags Large	25's		
25	Cleaning Gear,Chemicals,Consumables	Glad Freezer Bags Small	50's pack		
26	Cleaning Gear,Chemicals,Consumables	Jik	750ml btl		
27	Cleaning Gear,Chemicals,Consumables	Kemshine (Floor Sealer)	5ltr btl		
28	Cleaning Gear,Chemicals,Consumables	Kemsolv (De-Greaser)	25ltr drum		
29	Cleaning Gear,Chemicals,Consumables	Kemstrip	5ltr btl		
30	Cleaning Gear,Chemicals,Consumables	Liquid Detergent Teepol	5ltr btl		
31	Cleaning Gear,Chemicals,Consumables	Mandini Floor Paper 80g	910mmx23kg		
32	Cleaning Gear,Chemicals,Consumables	Napkins	1000 x 1ply		
33	Cleaning Gear,Chemicals,Consumables	Rayol Soogie Powder	10kg bag		
34	Cleaning Gear,Chemicals,Consumables	Surf Washing Powder Flexibag	2kg pkt		
35	Cleaning Gear,Chemicals,Consumables	Omo Washing Powder Auto Flexibag	18kg bag		
36	Cleaning Gear,Chemicals,Consumables	Omo Washing Powder Flexibag	2kg pkt		
37	Cleaning Gear,Chemicals,Consumables	Sta-Soft Fabric Softener	2ltr btl		
38	Cleaning Gear,Chemicals,Consumables	Toilet Rolls	48x1ply		
39	Cleaning Gear,Chemicals,Consumables	Windolene Glass Trigger	750ml each		
40	Cleaning Gear,Chemicals,Consumables	Mr. Muscle Oven Cleaner	275ml each		
41	Cleaning Gear,Chemicals,Consumables	Lux Face Soap	90g each		
42	Cleaning Gear,Chemicals,Consumables	Sunlight Soap	500g each		
		TOTAL QUOTED PRICE			

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Most frequent delivery areas is Cape Town / Simon's Town Harbour, occasionally Port Elizabeth / East London rare occasion Durban /Mossel Bay Harbour.

LIST NO.5 PERSONAL PROTECTION EQUIPMENT

No	Category	Description	Quantity	Unit Price		Total	
1	Catering Uniforms / PPE	Blue Denim Chef's Aprons	each				
2	Catering Uniforms / PPE	Chef's Check Trousers	pair				
3	Catering Uniforms / PPE	Chef's Black Trousers	pair				
4	Catering Uniforms / PPE	T-Shirt White	3XLarge				
5	Catering Uniforms / PPE	T-Shirt White	Small				
6	Catering Uniforms / PPE	Shoe Bronx Safety Excel	pair				
7	Catering Uniforms / PPE	Steward's Black Trousers (small to large)	pair				
8	Catering Uniforms / PPE	Steward's Black Trousers (xlarge and up)	pair				
9	Catering Uniforms / PPE	White Shirts Longsleeved	each				
10	Catering Uniforms / PPE	White Shirts Shortsleeved	each				
11	Catering Uniforms / PPE	Freezer Suit X-Large	each				
12	Catering Uniforms / PPE	Freezer Suit Large	each				
13	Catering Uniforms / PPE	Cook's Bandana	each				
14	Catering Uniforms / PPE	Eskimo Thermal Glove Large	pair				
15	Boiler suits with SAMSA LOGO						
16	Safety boots						
17	Parkers with SAMSA LOGO						
		TOTAL QUOTED PRICE					

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LIST NO.6 ELECTRICAL EQUIPMENT

No	Category	Description	Quantity	Unit Price		Total	
1	Electrical Equipment	Toaster 6 Slice Anvil	each				
2	Electrical Equipment	Electric Kettle Kenwood S/S	1.7ltr				
3	Electrical Equipment	Zip Hydroboil	5ltr				
4	Electrical Equipment	Electric Hand Held Blender	each				
5	Electrical Equipment	Electric Kettle Kenwood S/S	each				
6	Electrical Equipment	Electric Steam Iron	each				
7	Electrical Equipment	Juice Dispenser	5ltr each				
8	Electrical Equipment	Vacuum Cleaner Viper	each				
9	Electrical Equipment	Vacuum Cleaner: Pac Vac Superpro Wetrok	each				
		TOTAL QUOTED PRICE					

NB:

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LIST NO.7 LAUNDRY SERVICES

Such as : bed linen, curtaining , tablecloths and PPE

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3.3 APPOINTMENT, COMMENCEMENT AND DURATION

3.3.1 The service provider will be appointed for a maximum period of three (3) years.

3.3.2 The contract may be terminated by SAMSA during the contract period after 30 (thirty) days written notice, if the contractor is negligent or does not perform in accordance with the contractual stipulations and service level agreement to be entered into.

PART 4: PRICING MODEL

4. PRICING MODEL

- 4.1 Prices quoted as per attached specification for this contract are firm for the first year and thereafter contractors can negotiate price adjustment.
- 4.2 Bidders are required to submit catalogue for their supplies giving brief description of items and the applicable price.
- 4.3 Prices must be quoted in South African currency.
- 4.4 The bid price shall be given in its units shown.
- 4.5 Prices must be inclusive of all delivery cost and all taxes. No variation, to the prices accepted quote, will be allowed unless the service provider has obtained prior written approval from SAMSA.

PART 5. EVALUATION CRITERIA

5.1 Administrative compliance

The following evaluation process and criteria will be used to evaluate all bids submitted:

All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

PHASE 1: Prequalification criteria

5.1.1 EVALUATION AND SELECTION CRITERIA

SAMSA has set minimum standards that a bidder needs to meet to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Without limiting the generality of SAMSA's other critical requirements for this Bid, bidder(s) must submit the documents listed in Part 6. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements.

All bids must be submitted in the original/official form. Bidders are required to submit a bid for providing the whole works, services or supply identified in the bid advertisement or document unless stated otherwise as an additional condition in the conditions of the bid.

Non-adherence to this requirement will result in the elimination of the bid.

Bid documents must be completed using non-erasable ink, preferably Black. Bids that are received contrary to this requirement will be eliminated.

SAMSA reserves the right to award or not to award contracts and tenders at its discretion.

The evaluation during this stage is to review bid responses for purposes of assessing compliance with RFP requirements, which requirements include the following:

- (a) Submission of duly completed Standard Bidding Documents and other requirements, as reflected in this RFP, which cover the following:
- (b) Submission of a valid Certificate of Incorporation i.e. CIPC company registration documents or a CSD report

- (c) Submission of a valid B-BBEE verification
- (d) Submission of duly completed Standard Bidding Documents and other requirements, as reflected in this RFP, which cover the following:
 - Technical Proposal in line with the Technical Evaluation Criteria
 - Financial/ Price Proposal
 - All required documents in line with Part 6 of this RFP

In the event of a Joint Venture or Consortium(s)/primary bidder with a subcontractor, the following requirements will apply;

- Bidders who wish to respond to this bid as a Joint Venture [JV] or consortium with BBEE entities/ primary bidder with a subcontractor must state their intention to do so in their tender submission. Such Bidders must also submit a signed JV/consortium/ subcontracting agreement between the parties clearly stating the percentage [%] split of business (internal audit fee and work) and the associated responsibilities of each party.
- If such a JV or consortium/subcontracting agreement is unavailable, the partners must submit confirmation in writing of their intention to enter into a JV/ consortium/ subcontracting agreement should they be awarded business by SAMSA through this tender process. This written confirmation must clearly indicate the percentage [%] split of business (internal audit fee and work) and the responsibilities of each party. In such cases, before contracting, a signed copy of a JV/ consortium/ subcontracting agreement must be submitted to SAMSA.
- A consortium or joint venture must submit a consolidated B-BBEE Status Level verification certificate.

Note: Failure to comply with the requirements assessed in Level 1 (governance), may lead to disqualification of bids.

Phase 2 – Technical Requirements

IN EVALUATING THE TECHNICAL INFORMATION CONTAINED IN THE BID, THE EVALUATION COMMITTEE WILL BE GUIDED BY THE FOLLOWING:

- Bidder's understanding of the brief – The bid provides a clear indication that the bidder fully understands the purpose and scope of the work and the bidders' own roles and functions in this regard.
- Capability and experience – The bid provides a clear indication that the bidder's knowledge and experience in the catering business to ensure the efficient and effective generation of the required deliverables to the highest standards of quality.
- Track Record – The bid provides clear information on previous, relevant projects that confirm that the bidder has the required experience and success track record in the area of providing catering and victuals services.
- Quality of the Bid – The bid is structured, laid-out, formatted and organised in such a way that the evaluation committee is easily able to access the bid in accordance with the evaluation criteria and are provided with an insight into the quality of deliverables that may be expected from the bidder if successful.
- All tenders duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.

The threshold values set for the qualification of bid is **75/100** for weight and all the bidders who score below this score will be eliminated.

No.	CRITERIA	CRITERION WEIGHT	GUIDELINES FOR CRITERIA APPLICATION	POINTS
1	TRACK RECORD/EXPERIENCE: The service provider must Have at least three (3) years or more experience in supplying the material listed in the category	20	Three (3) years and more experience in supplying the goods.	20
			Less than three (3) years' experience in supplying the listed goods.	10
2	REFERENCE The company must demonstrate experience in supplying the listed goods and submit three (3) written referrals (signed and dated with Contact details). SAMSA	20	Submit 3 reference letters. Signed and dated on official company stationery	20
			Submit 2 reference letters. Signed and dated on official company stationery	10
			Submitted 1 reference letter. Signed an	5

	reserves the right to contact the written referrals.		dated on official company stationery		
			No reference letter.	0	
3	FINANCIAL VIABILITY:	20			
	Scoring for Annual Financial Statements	5	Positive = 5	5	
	Positive shareholder's equity	5	Negative = 0	0	
	Positive Net current Assets	5	Unaudited AFS 18- 30 months old	0	
	Profitability	5	Unaudited AFS 18 months old	1	
	Audited AFS<18 months old		Audited AFS 18 -30 months old	3	
			Audited AFS < 18 months old	5	
4	CATELOGUE:	10	Catalogue is inclusive of all items listed On the scope of work	10	
	Bidders must submit catalogues for categories as listed on the scope of work which indicate prices		Catalogue does not cover inclusive of a items listed on the scope of work	0	
	TOTAL	70		70	
	(The overall score will be converted to 100%).				

A functionality score of less than 75 points will eliminate the proposal for further evaluation.

Only qualifying proposals will be evaluated for 80/20 preference points, in terms of the preference system described in the PPPFA.

Phase 3 – Evaluation in Terms of PPPFA Regulations, 2017

At this stage bidders will be evaluated on their B-BBEE status level certificate and Price. Bidders who do not have BBEE certificate will not be disqualified but will score 0 points.

Depicted in the table below, both the points allocated for Price (80) and the BBEE points (20) are combined or calculated to a total out of 100, and the tender must be awarded to the bidder who scored the highest number of total points.

Breakdown of points:

80/20 Preference Point Component	Points
PRICE	80
B-BBEE Level Contribution	20
Total	100

Top four (4) bidders will be recommended to service as a panel member.

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

SAMSA reserves the right to award bid to the service provider that qualifies in all respect to provide the required service,

5.2. PRICING REQUIREMENTS FOR THIS BID

5.2.1 After the appointment of the panel of service providers quotations will be sourced on rotational basis from the panel and price evaluation conducted for service provision in accordance with the rules stated below:

- Applicability of quoted prices: Quotations will be evaluated on 80/20 principle as and when need arises for the provision of service
- Price Quotation Basis: Unit prices are fully inclusive of all applicable taxes including VAT, less all unconditional discounts, plus all costs to deliver the services and/or goods to the specified delivery point stated in South African Rand currency.
- Where imported goods/services are to be used, and pricing is subject to changes in the exchange rate, the exchange rate must be stated in arriving at ZAR together with the ratio of the price for the imported component relative to the total price.
- Value Added Tax: Pricing will be adjusted for any variation in the Value Added Tax rate as gazetted.
- Contract Price Management during the contract: Written purchase orders will be issued authorising the deliverables of this bid as addendums to this contract. The purchase orders stipulate quantity, work description, delivery date, and the unit price in accordance with the contract.

5.2.2. Payment Terms

- The SAMSA undertakes to pay valid tax invoices in full within thirty (30) days from statement date for services rendered; and

5.2.3 Validity

- A Proposal shall remain valid for hundred and twenty (120) days after the closing date of the submission for proposals. A Proposal which is valid for a shorter period may be rejected by the SAMSA for non-responsiveness.
- In exceptional circumstances, SAMSA may solicit the bidder's consent to an extension of the period of the validity of the bid. The request and responses thereto shall be made in writing. A bidder that has been granted the request will neither be required nor permitted to modify the Proposal.

5.2.4 Signatories

All responses to this tender should be signed off by the authorised signatories of the bidder.

5.2.5 Special Terms and Conditions

- The SAMSA reserves the right to accept or reject any submission in full or in part, and to suspend this process and reject all proposals or part thereof, at any time prior to the awarding of the contract, without thereby incurring any liability to the affected bidders.
- This bid and the contract will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the PFMA. The special terms and conditions of contract are supplementary to that of the general conditions of the contract.
- Where, however, the special conditions of contract are in conflict with the general conditions of contract, the general conditions of contract will prevail.
- The SAMSA is the sole adjudicator of the suitability of the venue for the purpose for which it is required. Therefore, the SAMSA's decision in this regard will be final.
- No bids sent by the facsimile or email will be accepted.
- Bids must only be submitted at the SAMSA Office in Pretoria by the specified date and time.
- Bidders are welcome to be present at the opening of bids, but no pricing will be read out.
- The annexures are part of the bid documentation and must be signed by the bidder and attach to the bid document.
- The bid forms must not be retyped or redrafted but copies may be used. Additional offers may be made but only photocopies of the original documents. Additional offers/submissions are regarded as separate and must be treated as such by the bidder. The inclusion of various offers as part of a single submission in one envelope is not allowed and will not be considered. Additional bid offers must be submitted separately in separate sealed envelopes.
- Bidders are required to provide SAMSA with their tax compliance status PIN.
- Proof of registration on the Central Supplier Database (CSD) must be provided.

- No tender shall be awarded to a bidder who is not tax compliant. SAMSA reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that is established that such a bidder whose verification against the Central Supplier Database (CSD) proves non-compliant.
- Certified copy of B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the founding documents of a CC must be submitted.

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (SBD 6.2)

- Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders/price quotations with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- Where necessary, for tenders/RFQ referred to above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

- o Bidders must ensure that bid/RFQ may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows

The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

- 1 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid/RFQ documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

Where bidders cannot meet the required minimum threshold for local content for the reason that raw material or input to be used for a specific item is not available locally, bidders should obtain written exemption from the dti should there be a need to import such raw material or input. A copy of the authorisation letter must be submitted together with the declaration documents (SBD 6.2 and Annex C).

For requests on exemption letter bidders must contact the Industrial Procurement Unit within the dti at telephone 012 394 1412/1664 or send an email to Rendani Raluthaga at RRaluthaga@thedti.gov.za or MMasinga@thedti.gov.za or BMokuena@thedti.gov.za.

The authorisation letter should be requested by the bidder, the turnaround time for authorisation letter to be issued currently is 48 hours - on condition that all the supporting letters from bidder's suppliers (local manufacturers) are attached.

Suppliers should provide the DTI with the following information on the bidder's company letterhead and the request must be signed:

- Procuring entity/government department,
- Bid/RFQ number,
- Closing date,
- Item(s) for which the exemption is being requested for,
- Description of the goods, services or works for which the requested exemption item will be used for (kindly attach specification for item) and the local content that can be met,
- Reason(s) for the request.
- Supporting letter from supplier (local manufacturers) specifying the imported input materials / components and the percentage thereof.

The request should be addressed to:

Dr Tebogo Makube

Chief Director: Industrial Procurement Unit

The Department of Trade and Industry

Private Bag X84,

Pretoria,

Gauteng,

0001

Email: TMakube@thedti.gov.za

Note: SAMSA will request bidders to complete SBD 6.2 where applicable with every RFQ to be issued.

6. PART 6 – REQUIRED DOCUMENTS

6.1 STANDARD BIDDING DOCUMENTS

In addition to the Annexures listed below, the following documents must be completed, signed and submitted together with the bid response:

- Confidentiality and Non-disclosure Agreement (Annexure A);
- Invitation to Bid (SBD 1);
- Declaration of Interest (SBD 4);
- Preference Points Claims Form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1);
- Declaration of Bidder's Past SCM Practices (SBD 8); and
- Certificate of Independent Bid Determination (SBD 9).

ANNEXURE A: NON-DISCLOSURE AGREEMENT

MEMORANDUM OF AGREEMENT

Entered into between:

SAMSA

A company duly incorporated under the laws of Republic of South Africa, having its main place of business at 146 Lunnon Road, Cnr Jan Shoba & Lunnon Road, Hillcrest 0183 registered under Act 5 of 1998
(Hereinafter referred to as “the Discloser”)

And

.....

A company duly incorporated under the laws of Republic of South Africa, having its main place of business
at.....

with registration number:.....
(Hereinafter referred to as “the Recipient”)

PREAMBLE

Whereas the Discloser will disclose certain confidential information to the Recipient, for purposes of _____;

And whereas the Recipient wishes to receive confidential information on the condition that the Recipient will not disclose the same to any third party or make use thereof in any manner except as set out below.

The Discloser and the Recipient hereby agree to the following:

1. Definitions

Unless the contrary is clearly indicated, the following words and/or phrases, when used in this Agreement, shall have the following meaning:

1.1 **“Agreement”** shall mean this written document together with all written appendices, annexures, exhibits or amendments attached to it from time to time;

1.2 **“Commencement Date”** shall mean the date of last signature of this agreement,

1.3 **“Confidential Information”** shall mean all information which:

1.3.1 pertains to the Disclosing Purpose, disclosed, revealed or exchanged by the Discloser to the Recipient, and which pertains to, but is not limited to all intellectual property rights, all trade secrets, all agreements (whether in writing or not) which exist at the time of revealing the content thereof to the Recipient, the content of all possible future agreements which the Discloser intends to enter into with any other party, all knowledge obtained by way of research and development, irrespective of whether the aforementioned information that is revealed is applicable to technical, business or financial aspects of the Discloser; and/or

1.3.2 any information of whatever nature, which has been or may be submitted by the Discloser to the Recipient, whether in writing or in electronic form or pursuant to discussions between the Parties, or which can be obtained by examination, testing, visual inspection or analysis, including, without limitation, business or financial data, know-how, formulae, processes, specifications, sample reports, models, customer lists, computer software, inventions or ideas; and/or

1.3.3 Any dispute between the Parties resulting from this Agreement; and/or

1.3.4 Any fault or defect in any aspect of the business of the Discloser, irrespective of whether the Discloser knows about such a fault or defect;

- 1.4 **“Notice”** shall mean a written document;
- 1.5 **“Parties”** shall mean both the Discloser (SAMSA) and the Recipient.
- 1.6 **“Board”** shall mean Board of Directors of the Discloser.

2. Obligations of the Recipient

The Recipient shall:

2.1 use the confidential information disclosed to it solely for the purposes of
.....
.....
.....and for no other purpose whatsoever (“Disclosing Purpose”);

2.2 treat and safeguard the Confidential Information as private and confidential;

2.3 ensure proper and secure storage of all Confidential Information;

2.4 not at any time without the prior written consent of the Discloser or another employee of the disclosure from which he received the information,

2.4.1 disclose or reveal to any person or party either the fact that discussions or negotiations are taking, or have taken place between the Board, employee and another employee or the content of any such discussions or other facts relating to the Disclosing Purpose, except where required by law or any governmental, or regulatory body;

2.5 not create the impression with or lead any third party to interpret or construe any condition contained in this Agreement, that this Agreement is an Agency Agreement and/or Partnership Agreement and/or a Joint Venture and/or any other similar arrangement;

2.6 not allege that this Agreement grants it, either directly, or by implication, or by estoppel or otherwise a license under any patent or patent application, or that it is entitled to utilize the Confidential Information in any way contrary to the stipulations contained in this Agreement;

2.7 on termination of this Agreement act with the Confidential Information in accordance with a Notice delivered to it by the Discloser and if no such Notice was delivered, the Recipient shall destroy the Confidential Information in a similar manner to which it would destroy information that it would consider to be its own Confidential Information.

3. Obligations of the Discloser

Subject to clause 2, the Discloser shall:

3.1 disclose to the Recipient, in writing any relevant information in their possession or under their care; and

3.2 furnish the Recipient at least 7 (seven) calendar days prior to this Agreement being terminated, for whatever reason, with a Notice instructing the Recipient about what it should do with the Confidential Information once the Agreement has been terminated.

4. Exclusions

The provisions of Clause 3 above will not apply to any Confidential Information which:

4.1 is at the time of disclosure to the Recipient, within the public domain and could be obtained by any person with no more than reasonable diligence;

4.2 come into the public domain and could be obtained after such disclosure, otherwise than by reason of a breach of any of the undertakings contained in this Agreement;

4.3 is subsequently provided to the Recipient by a person who has not obtained such information from the Discloser, provided that, in any such case, such information was not obtained illegally or disclosed by any person in breach of any undertaking or duty as to confidentiality whether expressed or implied;

4.4 is disclosed with the written approval of the Discloser; is or becomes available to a third party from the Discloser on an unrestricted basis;

4.6 is obliged to be reproduced under an order of court or government agency of competent jurisdiction.

5. Commencement

This Agreement shall commence on the Commencement Date.

6. Cancellation

6.1 The Agreement shall not terminate automatically. Either party must be able to terminate on written notice to the other party once the Disclosing Purpose is completed. The obligations of confidentiality under this Agreement shall continue to apply after assignment or termination of this Agreement.

6.2 The Parties further agree that either Party shall have the right at any time to give notice in writing to terminate this Agreement forthwith in the event of a material breach of any of the terms and conditions of the Agreement. If the breach in question is one which can effectively be remedied, the Parties shall endeavour to jointly try to remedy such breach, failing which, the Agreement shall be terminated.

7. Interpretation

7.1 The clause headings in this Agreement have been inserted for convenience only and will not be taken into consideration in the interpretation of this Agreement;

7.2 Any reference in this Agreement to the singular includes the plural and vice versa;

7.3 Any reference in this Agreement to natural persons includes legal persons and references to any gender include references to the other genders and vice versa.

8. Dispute Resolution

8.1 A dispute concerning or arising out of this Agreement exists once a party notifies the others in writing of the nature of the dispute and requires it to be resolved under this clause. The parties must refer any dispute to be resolved by –

- negotiation; failing which
- mediation; failing which
- arbitration

8.2 Within ten (10) Business Days of notification, the parties must seek an amicable resolution to the dispute by referring it to designated and authorized representatives of each of the parties to negotiate and resolve it by the parties signing an agreement resolving it within fifteen (15) Business Days

8.3 If negotiation fails, the parties must refer the dispute for resolution by mediation under the rules of the Arbitration Foundation of Southern Africa (or its successor or body nominated in writing by it in its stead)("AFSA").

8.4 If mediation fails, the parties must refer the dispute within fifteen (15) Business Days for resolution by arbitration (including any appeal against the arbitrator's decision) by one arbitrator (appointed by agreement between the parties) as an expedited arbitration in Pretoria under the then current rules for expedited arbitration of AFSA.

8.5 If the parties cannot agree on any arbitrator within a period of ten Business Days after the referral, the arbitrator will be appointed by the Secretariat of AFSA.

8.7 The periods for negotiation or mediation may be shortened or lengthened by written agreement between the parties.

8.8 This clause will not preclude any party from access to an appropriate court of law for interim relief in respect of urgent matters by way of an interdict, or mandamus pending finalisation of this dispute resolution process, for which purpose the parties irrevocably submit to the jurisdiction of a division of the High Court of the Republic of South Africa.

8.9 This clause is a separate, divisible agreement from the rest of this Agreement and must remain in effect even if the Agreement terminates, is nullified, or cancelled for any reason or cause.

9. Domicilium and Notices

The Parties elect the following addresses as their respective *domicilium citandi et executandi*, at which all notices and other communications must be delivered for the purposes of this Agreement:

9.1 Discloser:

9.1.1 by hand at 146 Lunnon Road, Cnr Jan Shoba & Lunnon Road, Hillcrest, Pretoria 0183

Marked for the attention of:

9.1.2 by post at: P.O. Box 13286, Hatfield, Gauteng, Republic of South Africa 2010

Marked for the attention of

9.1.3 by telefax at (012) 366 2602

Marked for the attention of

9.2 Recipient:

9.2.1 by hand at

Marked for the attention of.....

9.2.2 by post to: _____

Marked for the attention of:

9.2.3 by telefax atMarked for the attention of:.....

9.3 Any notice or communication required or permitted to be given in terms of this agreement shall only be valid and effective if it is in writing.

9.4 Any notice addressed to either of the Parties and contained in a correctly addressed envelope and sent by registered post to it at its chosen address or delivered by hand at its chosen address to a responsible person on any day of the week between 09h00 and 16h00, excluding Saturdays, Sundays and South African public holidays, shall be deemed to have been received, unless the contrary is proved, if sent by registered post, on the 14th (fourteenth) calendar day after posting and, in the case of hand delivery, on the day of delivery.

9.5 Any notice sent by telefax to either of the Parties at its telefax number shall be deemed, unless the contrary is proved, to have been received:

9.5.1 if it is transmitted on any day of the week between 09h00 and 16h00, excluding Saturdays, Sundays and South African public holidays, within 2 (two) hours of transmission;

9.5.2 if it is transmitted outside of these times, within 2 (two) hours of the commencement any day of the week between 09h00 and 16h00, excluding Saturdays, Sundays and South African public holidays, after it has been transmitted.

10. Entire Agreement and Variations

10.1 This Agreement constitutes the whole agreement between the Parties and supersedes all prior verbal or written agreements or understandings or representations by or between the Parties regarding the subject matter of this Agreement, and the Parties will not be entitled to rely, in any dispute regarding this Agreement, on any terms, conditions or representations not expressly contained in this Agreement.

10.2 No variation of or addition to this Agreement will be of any force or effect unless reduced to writing and signed by or on behalf of the Parties.

10.3 Neither party to this Agreement has given any warranty or made any representation to the other party, other than any warranty or representation which may be expressly set out in this Agreement.

11. Data Security

11.1. The Recipient shall, at all times, ensure compliance with any local and international laws, regulations, policies or codes that may be enacted from time to time and put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risk to any information that may be shared or accessed through a computer or any other form of electronic communication pursuant to the Agreement.

For purposes of this clause,

“Information” shall mean, but not be limited to:

11.1.1. all cyber related information, including data; a computer program; output of a computer program; a computer system; article; data message; a computer data storage medium; output of a computer program and output of data;

11.1.2. Personal Information as defined in section 1 of the Protection of Personal Information Act No. 4 OF 2013 (“**POPIA**”) read with Section 1 of the Promotion of Access to Information Act No. 2 of 2000; and

11.1.3. Any other information that may be shared or accessed pursuant to the Agreement.

11.2. The Recipient shall notify the Discloser in writing of any cybercrimes or any suspected cybercrimes in its knowledge and to report such crimes or suspected crimes to the relevant

authorities in accordance with applicable laws, within 10 days of becoming aware of such crime or suspected crime.

12. Protection of Personal Information

12.1. For purposes of this clause–

12.1.1. the following terms shall bear meanings contemplated in Section 1 of the POPIA: consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.

12.1.2. “binding corporate rules” means personal information processing policies, within a group of undertakings, which are adhered to by a responsible party or operator within that group of undertakings when transferring personal information to a responsible party or operator within that same group of undertakings in a foreign country; and “group of undertakings” means a controlling undertaking and its controlled undertakings.

12.2. The Parties acknowledge and agree that, in relation to personal information that may be processed pursuant to the Agreement, the Discloser is the responsible party and the Recipient is the operator.

12.3. The Recipient must process such personal information only with the knowledge or authorisation of the Discloser and treat personal information which comes to its knowledge as confidential and must not disclose it, unless so required by law.

12.4. The Recipient must secure the integrity and confidentiality of personal information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information. In order to give effect to the obligations set out in this clause 11.2, the Recipient must take reasonable measures to:

12.5.1. identify all reasonably foreseeable internal and external risks to personal information in its possession or under its control;

12.5.2. establish and maintain appropriate safeguards against the risks identified;

12.5.3. regularly verify that the safeguards are effectively implemented; and

12.5.4. ensure that the safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards.

12.6. The Recipient shall have due regard to generally accepted information security practices and procedures which may apply to it generally or be required in terms of specific industry or professional rules and regulations.

12.7. The Recipient shall notify the Discloser immediately where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person.

12.8. The Recipient shall appoint an information officer and an appropriate number of deputy information officers as may be required by the POPIA, and must provide the Discloser with the details of such officers, whose responsibilities shall include

12.8.1. the encouragement of compliance, by the Recipient, with the conditions for the lawful processing of personal information;

12.8.2. dealing with requests made to the Recipient pursuant to the POPIA;

12.8.3. working with the Regulator in relation to investigations conducted under the POPIA;

12.8.4. otherwise ensuring compliance by the Recipient with the provisions of the POPIA; and

12.8.5. as may be prescribed by the POPIA.

12.9. The Recipient shall not transfer personal information about a data subject to a third party who is in a foreign country without Prior written consent of the Discloser. The Discloser will not grant such consent unless

12.9.1. the third party who is the recipient of the information is subject to a law, binding corporate rules or binding agreement which provide an adequate level of protection that

12.9.1.1. effectively upholds principles for reasonable processing of the information that are substantially similar to the conditions for the lawful processing of personal information relating to a data subject who is a natural person and, where applicable, a juristic person; and

12.9.1.2. includes provisions, that are substantially similar to this section, relating to the further transfer of personal information from the recipient to third parties who are in a foreign country;

12.9.2. the data subject consents to the transfer;

12.9.3. the transfer is necessary for the performance of a contract between the data subject and the responsible party, or for the implementation of pre-contractual measures taken in response to the data subject's request;

12.9.4. the transfer is necessary for the conclusion or performance of a contract concluded in

the interest of the data subject between the responsible party and a third party; or

12.9.5. the transfer is for the benefit of the data subject, and

12.9.5.1. it is not reasonably practicable to obtain the consent of the data subject to that transfer; and

12.9.5.2. if it were reasonably practicable to obtain such consent, the data subject would be likely to give it.

12.10. The Recipient shall process personal information of data subjects in accordance with the conditions for the lawful processing of personal information as contemplated in the POPIA, and shall at all times put sufficient measures in place to ensure compliance with the POPIA, including compliance with any compliance notices and information notices served on the Recipient under the POPIA.

13. Assignment, Cession and Delegation

Neither of the Parties shall be entitled to assign, cede, delegate or transfer any rights, obligations, share or interest acquired in terms of this Agreement, in whole or in part, to any other party or person without the prior written consent of the other, which consent shall not unreasonably be withheld or delayed.

14. Relaxation

No indulgence, leniency or extension of a right, which either of the Parties may have in terms of this Agreement, and which either party ("the grantor") may grant or show to the other party, shall in any way prejudice the grantor, or preclude the grantor from exercising any of the rights that it has derived from this Agreement, or be construed as a waiver by the grantor of that right.

15. Waiver

No waiver on the part of either party to this Agreement of any rights arising from a breach of any provision of this Agreement will constitute a waiver of rights in respect of any subsequent breach of the same or any other provision.

16. Severability

In the event that any of the terms of this Agreement are found to be invalid, unlawful or unenforceable, such terms will be severable from the remaining terms, which will continue to be valid and enforceable.

17. Governing Law

The validity and interpretation of this Agreement will be governed by the laws of the Republic of South Africa.

SIGNATURES

I, the undersigned,, herewith confirms that my position within the Recipient is that of and state that I am duly authorised to enter into this Agreement, which I herewith do, on this the day, of, for and on behalf of the Recipient.

I, the undersigned, herewith confirms that my position within the Discloser is that of Executive Manager: and state that I am duly authorised to enter into this Agreement, which I herewith do, on this the ____ day, of by signing this Agreement, for and on behalf of the Discloser.

Signature for and on behalf of Discloser

Signature for and on behalf of Recipient

SECTION B: STANDARD BIDDING DOCUMENTS

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN ARITIME SAFETY AUTHORITY (SAMSA)

BID NUMBER:	SAMSA/018/2020/21	CLOSING DATE:	18 NOVEMBER 2020	CLOSING TIME:	11 H00 am
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BID NO: SAMSA/018/2020/21: THE SOUTH AFRICAN MARITIME SAFETY AUTHORITY: MARITIME SPECIAL PROJECTS (SAMSA MSP) WOULD LIKE TO INVITE PROPOSALS FROM SHIP CHANDLERS/ SERVICE PROVIDERS FOR THE SUPPLY OF VICTUALS, BED LINEN, PPE, CUTLERY, CROCKERY AND OTHER CONSUMABLES FOR A PERIOD OF THREE (3) YEARS.

DESCRIPTION

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

SOUTH AFRICAN MARITIME SAFETY AUTHORITY

146 LUNON ROAD

CNR JAN SHOBA & LUNNON ROAD, HILLCREST

HATFIELD, 0183

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON **JEANETTE CHILOPO**

TELEPHONE
NUMBER **012 366 2600**

FACSIMILE NUMBER **012 366 2601**

E-MAIL ADDRESS jchilopo@samsa.org.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]	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX]
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

[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]

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

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES NO

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

PART B

TERMS AND CONDITIONS FOR BIDDING

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:

(PURCHASES)

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

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

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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TOTAL QUOTED PRICE FOR THE FOLLOWING CATEGORIES

NO	ITEMS	AMOUNT
1	List 2: Linen (Total amount quoted for all items)	R
	List 3: Cutlery & Utensils (Total amount quoted for all items)	R
	List 4: Catering Consumables (Total amount quoted for all items)	R
	List 5: Personal Protection Equipment (Total amount quoted for all items)	R
	List 6: Electrical Equipment ((Total amount quoted for all items)	R
	TOTAL	R

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favoritisms, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:.....

2.6 VAT Registration Number:

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

¹“State” means –

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

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

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

2.7.1 If so, furnish the following particulars: Name of person / director / trustee / shareholder/ member:

.....

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

.....
.....

Position occupied in the state institution:

Any other particulars:

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

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

2.7.2.1 If yes, did you attached proof of such authority to the bid document?

YES / NO

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

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

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....

2.10 Are you, or any person connected with the bidder, YES/NO

aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members YES/NO of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

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

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

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2017**

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

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

1. GENERAL CONDITIONS

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

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

1.2

a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

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

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

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

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

claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 or **90/10**

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

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

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>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?</p> <p>(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).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.1.1	If so, furnish particulars:		

4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.4.1	If so, furnish particulars:		

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bid

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ **Includes price quotations, advertised competitive bids, limited bids and proposals.**

² **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

SBD 9

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ 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.

³ 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

GENERAL CONDITIONS OF CONTRACT

6.1 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.

6.2 TABLE OF CLAUSES

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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 anything 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 purchase 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 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 contract 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
- (ii) 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 antidumping 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 Limitation of liability

27. 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.
- 28.1 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.

34.1 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.