



## REQUEST FOR BID

**The South African Qualifications Authority (SAQA) invites all interested parties to submit bids for the requirements stipulated below:**

<b>RFB DOCUMENT NUMBER:</b>	<b>SAQA 0002/20 DFA</b>
<b>RFB ISSUE DATE</b>	<b>11 September 2020</b>
<b>RFB CLOSING DATE AND TIME:</b>	<b>02 October 2020 @ 11:00</b>
<b>RFB VALIDITY PERIOD</b>	<b>120 days from RFB closing date</b>
<b>DESCRIPTION OF SERVICES REQUIRED</b>	<b>Provision of Security Services to the South African Qualifications Authority (SAQA).</b>
<b>PERIOD OF CONTRACT</b>	<b>Three (3) Years</b>
<b>BRIEFING SESSION (IF APPLICABLE)</b>	<p><b>A non-compulsory online briefing session</b></p> <p><b>Date: 18 September 2020 @ 10H00</b></p> <p>Interested bidders are requested to send their E-mail address to <a href="mailto:tenders@saga.co.za">tenders@saga.co.za</a> to be invited to the Briefing Session by the 16 September 2020.</p>
<b>RFB RESPONSE ADDRESS</b>	<p>Responses to this RFB must be hand-delivered to the following address:</p> <p><b>SAQA tender box located at the reception, ground Floor, SAQA House, 1067 Arcadia Street Hatfield, Pretoria 0028</b></p>
<b>ENQUIRIES</b>	<p>Please direct all enquiries in writing to the following contact person and e-mail address:</p> <p><b>Mr Jeremy Thomas</b></p> <p><b>E-Mail Address: <a href="mailto:tenders@saga.co.za">tenders@saga.co.za</a></b></p>

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## **SECTION 1: TERMS OF REFERENCE**

### **1. INTRODUCTION**

- 1.1. The National Qualifications Framework (NQF) Act, 67 of 2008 mandates SAQA to oversee the further development and implementation of the NQF, advance its objectives, and co-ordinate the three Sub-Frameworks.
- 1.2. The objectives of the NQF are designed to contribute to the full personal development of each learner and the social and economic development of the nation at large.
- 1.3. By implication, therefore, SAQA as the custodian of the NQF plays an influential role in the entire education and training sector.

### **2. NATURE OF SERVICES REQUIRED**

- 2.1. Safeguarding people and assets;
- 2.2. Reviewing and making recommendations on improvements to the security systems where appropriate; and
- 2.3. Any additional guarding security requirements.

### **3. SCOPE OF SERVICES REQUIRED**

The required services will be provided at SAQA house which is located at No. 1067 Arcadia Street in Hatfield in line with the Control of Access to Public Premises and Vehicles Act 53 of 1985. The provision of the service includes (but is not limited to):

- 3.1. The provision of security services under the control and direction of SAQA's Chief Executive Officer (CEO), complying with all applicable laws and regulations.
- 3.2. The scope of this bid shall encompass all areas in which the security services can further the aims of SAQA by assisting management to identify and manage security risks.
- 3.3. The supply of:
  - 3.3.1. Seven (7) security guards in total for the duration of the contract.
  - 3.3.2. Three (3) security guards for the day shift;

3.3.3. Two (2) security guards for the night shift;

3.3.4. Two (2) security guards for change-over of shifts.

The breakdown of the shifts by grade and week are as follows:

Day of Week	Day Shift	Night Shift
Seven days a week (including public holidays)	2 x PSIRA Grade D 1 x PSIRA Grade C	2 x PSIRA Grade D

### 3.4. The activities of the security guards

3.4.1. The activities of the security guards shall include the following but will not necessarily be limited to:

- 3.4.1.1. Monitor and record visitor's and contractor's vehicles entering and leaving the premises;
- 3.4.1.2. Manage the motor gate;
- 3.4.1.3. Allocate appropriate parking space to visitors and escort them into the building;
- 3.4.1.4. Monitor and analyse movement within the building via the supplied CCTV system;
- 3.4.1.5. Take appropriate action on suspicion of illegal movement and activities within the premises;
- 3.4.1.6. Patrol of the premises, internal and external at hourly intervals, to monitor and report any problems that may occur. The patrols must be registered in the patrol register and be monitored by both contractor's designated supervisor and SAQA's Facility Manager;
- 3.4.1.7. Keep a record of occurrences (using the occurrence register);
- 3.4.1.8. Perform searches of vehicles entering and leaving the premises if and when required;
- 3.4.1.9. Record details of visitors entering the building;

- 3.4.1.10. Effect a courteous but highly visible presence at all times;
- 3.4.1.11. Approach any security-related issue with determination and authority in a professional, law-abiding manner;
- 3.4.1.12. Deal with any undesirable elements with the least amount of attention, in a manner that is precise and unobtrusive;
- 3.4.1.13. Notify the appropriate person in the case of any problems experienced as per the list supplied by SAQA management;
- 3.4.1.14. Maintain contact and share relevant information with the Hatfield City Improvement District (CID) guards and other authorities such as the South African Police Services and Municipal Police Service (Metro Police);
- 3.4.1.15. Assist SAQA and its tenants with the removal of undesirable/unwanted persons;
- 3.4.1.16. Assist with the safeguarding of SAQA's and its tenant's personnel and property;
- 3.4.1.17. Prevent unauthorised access to the premises at all times;
- 3.4.1.18. Maintain contact between guards at all times using the portable radios supplied by the service provider.
- 3.4.1.19. Physical guarding of the SAQA premises.
- 3.4.1.20. Patrolling along the exterior of the perimeter of the facility, as well as within the facility
- 3.4.1.21. Routine patrols supported by an active guard verification point system in the building
- 3.4.1.22. Proper access and exit control at all points of entry
- 3.4.1.23. Appropriate radio communication between guards and control room.
- 3.4.1.24. Supply and the completion of an observance book.
- 3.4.1.25. Daily, Weekly and Monthly incident and statistical reports
- 3.4.1.26. Electric fence monitoring
- 3.4.1.27. Locking and unlocking of access doors to the building and gates
- 3.4.1.28. Switching off lights in the evening

- 3.4.1.29. Perform dedicated tasks as part of the SAQA Emergency Team in case of an emergency or any disaster.

### 3.5. **Service Provider Responsibilities**

- 3.5.1. The security service provider will add value by assisting SAQA to achieve a safe and secure environment for its members, staff, tenants and assets and will add value in the following ways:
  - 3.5.2. Enabling SAQA to comply with the statutory requirements regarding the safeguarding of its people and assets;
  - 3.5.3. Ensuring that the security services are provided efficiently and responsibly;
  - 3.5.4. Ensuring that all security personnel provided to SAQA are adequately trained as per the Private Security Industry Regulation Authority (PSIRA) standards;
  - 3.5.5. Ensuring that all security officers provided to SAQA have been adequately screened in line with Section 3.6.3;
  - 3.5.6. Assuring SAQA and Management that the assets and people of SAQA are safe;
  - 3.5.7. Assisting SAQA and Management in identifying weaknesses in the security systems;
  - 3.5.8. Identifying security risks;
  - 3.5.9. Assessing the probability of breaches of the security systems occurring and the severity thereof, should they occur;
  - 3.5.10. Ensuring high levels of co-operation with the staff of the Hatfield City Improvement District (CID);
  - 3.5.11. Enhancing the prevention and detection of theft and other security risks;
  - 3.5.12. The supervisor must visit SAQA's premises at least once a week during the day and once during the night and must register the visit on the supervisor's visit register; and
  - 3.5.13. If any circumstances arise causing the security service provider to make significant changes to the agreed timing, extent or nature of the work they have undertaken to carry out, then they will give SAQA at least thirty day's notice and discuss with SAQA the proper response, including any change to these terms of engagement or the agreed fee.

3.5.14. Whenever it becomes necessary to assign or reassign an individual to a post for the first time, the service provider shall arrange to have the new individual work with an experienced employee for at least two(2) days before having the inexperienced individual take over any post on his or her own. The Service Provider will bear the associated expense for the double postings.

### 3.6. **Special Requirements**

3.6.1. The following special requirements will apply:

- 3.6.1.1. The supervision of the services will include the monitoring of the program of work, output, and quality of service, training of new practices, discipline, welfare and leadership of those reporting to them.
- 3.6.1.2. The Security service provider shall select and hire security staff according to PSIRA strict criteria which must include the following:
  - 3.6.1.2.1. Previous references;
  - 3.6.1.2.2. Criminal record check;
  - 3.6.1.2.3. Basic medical examination;
  - 3.6.1.2.4. Aptitude testing.
- 3.6.1.3. The Security service provider must have a non-racial, non-sexist and non-discriminatory institutional culture. They should pay attention to the need to ensure the active participation of persons from previously disadvantaged groups where available. All staff must be independent and free from conflicts of interest in the responsibilities accorded to them.
- 3.6.1.4. The selection procedures used by the Security service provider to select staff shall be transparent. They shall be based on pre-defined criteria, including professional qualifications, language skills and work experience. The findings of the selection panel shall be recorded. The allocation of staff to SAQA contract shall be subject to approval by the Contracting Authority.
- 3.6.1.5. SAQA will provide the surveillance and access control systems as well as relevant furniture
- 3.6.1.6. The Security service provider shall ensure that security guards are adequately supported and equipped. The security service provider will be expected to provide the guards with uniforms, torches, two-way radios and other standard security equipment.

### 3.7. Reporting Requirements

3.7.1. The following reporting requirements will apply:

3.7.1.1. The appointed security service provider through the SAQA delegated official will provide written monthly reports to the Chief Financial Officer in addition to any other requirements in the Terms of Reference.

3.7.1.2. The performance will be monitored monthly through reports, status meetings, ad-hoc reporting and against the agreed contractual undertakings. It will be evaluated against the clarity of communication, degree of adherence to the brief, quality of the services rendered, degree of professionalism displayed and effectiveness of management.

## 4. DURATION OF CONTRACT

4.4. The Contract will be for three years commencing on 01 March 2021 and terminating on 28 February 2024.

## 5. EVALUATION OF BID

5.4. The bid will be evaluated in 4 stages:

5.4.1. Stage 1: Administrative compliance

5.4.2. Stage 2: Mandatory requirements

5.4.3. Stage 3: Functionality evaluation

5.4.4. Stage 4: Price and B-BBEE

### 5.5. Stage 1: Administrative compliance

5.5.1. Bids will be screened to ensure compliance with all administrative requirements.

5.5.2. Bidders must ensure that they complete and sign all bid documents and that they attach all required documents, including the Central Supplier Database details and information required by the RFB.

5.5.3. Bids that do not comply with administrative compliance may be disqualified by SAQA.



## 5.6. **Stage 2: Mandatory requirements**

- 5.6.1. Bids will be evaluated to ensure compliance with all mandatory requirements.
- 5.6.2. Bidders must ensure that they comply with all mandatory requirements of the RFB to advance to Stage 3: Functionality Evaluation.
- 5.6.3. Bids that do not comply with the following mandatory requirements will be disqualified by SAQA:
  - 5.6.3.1. A certified true copy of the original valid Certificate of Compliance from the Department of Labour in respect of Unemployment Insurance Fund (UIF).
  - 5.6.3.2. A certified true copy of the original valid Letter of Good Standing from the Department of Labour in respect of Compensation for Occupational Injuries and Disease Act (COIDA) for security services nature of business.
  - 5.6.3.3. A certified true copy of the original Company Registration Certificate (CIPC) and Owner/s ID.
  - 5.6.3.4. A certified true copy of the original Registration Certificate of the company and a valid Letter of Good Standing from PSIRA.
  - 5.6.3.5. A certified true copy of the original company owner/s valid registration with PSIRA.
  - 5.6.3.6. Bidders must provide basic employee benefits such as a pension/provident fund and medical aid cover to their employees. In this regard, a breakdown of the remuneration package must be submitted.
  - 5.6.3.7. An original, valid letter of good standing from their primary bank showing financial due diligence.

## 5.7. **Stage 3: Functionality evaluation**

- 5.7.1. Bids will be evaluated and scored against the evaluation criteria set out below. A bid will be disqualified if it does not meet a “minimum rating of 80 points to qualify” indicated for a criterion.

FUNCTIONALITY CRITERIA				
No.	Criteria	Sub-criteria	Weighting	Points
1	<p><b>Bidder's relevant experience for the assignment:</b>  <b>Provide the following:</b>            (Attach duly signed reference letters)</p> <p><b>NB:</b>            Letters of agreement, contracts, or purchase orders will not replace relevant reference letters.</p>	<p>The reference letter must bear the letterhead of the organization/s where the security services were provided and signed by their duly authorised person. SAQA reserves the right to contact these organizations, without prior notice to the bidder. <b>Copies must be certified.</b></p> <ol style="list-style-type: none"> <li>1. A bidder with no signed relevant reference letter for security services contracts = <b>0 points</b></li> <li>2. A bidder with one signed relevant reference letter for security services contracts = <b>10 points</b></li> <li>3. A bidder with two signed relevant reference letters for security services contracts = <b>20 points</b></li> <li>4. A bidder with three signed relevant reference letters for security services contracts = <b>30 points</b></li> <li>5. A bidder with four signed relevant reference letters for security services contracts = <b>40 points</b></li> <li>6. A bidder with five or more signed relevant reference letters for security services contracts = <b>50 points</b></li> </ol>	50%	<b>50</b>

2	<p><b>Experience of bidder's PSIRA Grade C security officer that will be assigned as a supervisor to the contract:</b> (The bidder must attach the Qualifications and (CV) of the supervisor to qualify for points).</p> <p><b>NB:</b> SAQA reserves the right to verify the authenticity of the qualifications and all <b>copies must be certified</b></p>	<p>The Curriculum Vitae (CV) and Qualifications of the Competent security officer will be used for the allocation of points as follows:</p> <ol style="list-style-type: none"> <li>1. A competent PSIRA Grade C security officer with 6 months to 1-year post qualification general practical experience on security services = <b>20 points</b></li> <li>2. A competent PSIRA Grade C security officer with greater than 1 year but less than 2 years post qualification general practical experience on security services = <b>30 points</b></li> <li>3. A competent PSIRA Grade C security officer with 2 years or greater but less than 3 years post qualification general practical experience on security services = <b>40 points</b></li> <li>4. A competent PSIRA Grade C security officer with 3 years and greater post qualification general practical experience on security services = <b>50 points</b></li> </ol>	50%	<b>50</b>
<b>TOTAL POINTS</b>				<b>100</b>

5.7.2. A bidder must obtain a minimum of **80 points** for functionality to qualify for evaluation on Price and B-BBEE. Bids scoring less than 80 points for functionality will be disqualified.

## 5.8. Stage 4: Price and B-BBEE

- 5.8.1. Bidders must complete the pricing schedule SBD 3.1.
- 5.8.2. Only qualifying bids will be evaluated per the 80/20 preference point system, as contemplated by the Preferential Procurement Framework Act 5 of 2000 and the Preferential Procurement Regulations, 2017.
- 5.8.3. Preference points will be awarded as contemplated by Regulations 6(2) and 7(2) of the Preferential Procurement Regulations, 2017 for attaining the B-BBEE status level per the table below:

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

- 5.8.4. Bidders must complete and submit the preference points claim form SBD 6.1 with satisfactory proof of B-BBEE status level if they wish to claim preference points

## 6. VALIDITY PERIOD OF PROPOSAL

The tender proposal must remain valid in all respects for at least 120 days after the tender closing date.

## 7. ALTERED OR QUALIFIED BID PROPOSALS

- 7.1. If a bidder alters the wording of this RFB or the standard bid documentation in its bid proposal, SAQA will disqualify the bid proposal.
- 7.2. Bid proposals that are qualified by a bidder's own conditions may be disqualified by SAQA. The terms of the RFB take precedence over any of the bidder's own conditions.

## 8. REQUESTS FOR INFORMATION, PRESENTATIONS AND DEMONSTRATIONS

- 8.1. SAQA may request clarification or additional information regarding any aspect of a bidder's proposal. The bidder must supply the requested information within 24 hours after the request has been made, otherwise, the bid may be disqualified.
- 8.2. SAQA may request a presentation or demonstration, and bidders must comply with such a request within 24 hours.

## 9. BIDDER ENQUIRIES

- 9.1. Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB, queries must be addressed, in writing, to the contact SAQA person(s) listed in the invitation to bid SBD 1.
- 9.2. Under no circumstances may a bidder approach any other SAQA employee for any information or clarity regarding the RFB. Any such approach may result in disqualification of the bid.
- 9.3. SAQA reserves the right to place any enquiry received and SAQA's corresponding response on SAQA's website.
- 9.4. Bidders may direct written enquiries regarding the RFB up to **23 September 2020** No enquiry shall be answered by SAQA beyond that date unless considered necessary by SAQA.
- 9.5. SAQA will consolidate all the questions and publish the consolidated answers on the SAQA website by **25 September 2020**.

## 10. BRIEFING SESSION

A non-compulsory online briefing session.

Date: 18 September 2020 @ 10H00

Interested bidders are requested to send their e-mail address to [tenders@saqa.co.za](mailto:tenders@saqa.co.za) to be invited to the Briefing Session by the 16 September 2020.

## 11. LANGUAGE

- 11.1. The bidder's proposal and all correspondence and documents related to the RFB must be in English.

11.2. Supporting documents and printed literature furnished by the bidder with its proposal may be in another language, provided that they are accompanied by an accurate translation in English. For the purposes of interpretation of the bid, the English translation will prevail.

## 12. **CONFIDENTIALITY**

12.1. The information contained in the RFB and other documents supplied by SAQA in connection with the RFB may be confidential and all copyright and Intellectual Property therein vests with SAQA.

12.2. Except as may be required by operation of law, by a court or by a regulatory authority with jurisdiction, no bidder may disclose any information contained in or relating to the RFB or any other documents supplied by SAQA in connection with the RFB or a bidder's proposal.

12.3. No part of the RFB or any other documents supplied by SAQA in connection with the RFB may be distributed, reproduced, stored or transmitted to any party, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing the bidder's proposal.

12.4. The RFB and any other documents supplied by SAQA in connection with the RFB remain proprietary to SAQA and must be promptly returned to SAQA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived therefrom.

12.5. Failure to adhere to these confidentiality requirements may result in disqualification from the bid process and civil action.

## 13. **MEDIA RELEASES**

Bidders or their agents shall not make any media statements, comment or releases concerning this RFB or the awarding of the tender or any resulting contract without the prior written consent of SAQA.

## 14. **BIDS BY CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING**

14.1. In the case of bids submitted by a consortium, joint venture or with a sub-contracting proposal, bidders must provide a copy of the signed consortium, joint venture or sub-contracting agreement stipulating the work split between the parties and must complete the information in SBD 1 in respect of each party.

- 14.2. A consortium or joint venture (including unincorporated consortiums and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate in order to qualify to claim B-BBEE status level points.
- 14.3. If SAQA awards the bid to a consortium, joint venture or with a sub-contracting proposal, the bid will be awarded to the primary bidder and no separate agreements shall be concluded by SAQA with other members of the consortium or joint venture or with the subcontractors of the primary bidder. The primary bidder shall solely be responsible, accountable and liable for the fulfilment of the responsibilities and obligations of the contract. Any subcontracting shall be subject to SAQA's prior written approval.

15. **AWARD OF TENDER**

- 15.1. SAQA reserves the right to shortlist bidders and to enter into negotiations regarding the terms and conditions of the contract, including prices, before awarding the tender.
- 15.2. SAQA may, in its sole discretion –
- 15.2.1. award the tender, in part or in full, to one or more bidders on a non-exclusive basis;
  - 15.2.2. decide not to award the tender.
- 15.3. SAQA may, on reasonable and justifiable grounds, award the tender to a bidder that does not score the highest number of points in terms of the Preferential Procurement Regulations, 2017.
- 15.4. The tender will be deemed awarded only on signature by the authorized representatives of SAQA and the successful bidder of both the contract form SBD 7.2 and / or a service level agreement.

**SECTION 2: SPECIAL CONDITIONS OF CONTRACT**

The following special conditions shall apply to the award of this bid:

1. **BIDDER'S WARRANTIES**

The bidder warrants and represents to SAQA that:

- 1.1. The bidder has adequate personnel, resources and facilities to carry out the services;

- 1.2. The bidder shall carry out the services professionally and diligently, and in accordance with Best Industry Practice. Without derogating from the generality of this warranty, the bidder shall assign performance of the services to personnel having the skills, experience and expertise, capacity and knowledge required to perform the services;
- 1.3. The bidder shall not engage in any activities that would detract from the proper performance of the services;
- 1.4. The bidder shall avoid any material conflict between its interests and those of SAQA and, where such conflict is unavoidable, will disclose the details of such conflict to SAQA;
- 1.5. The bidder shall provide the services in a cost-effective manner that ensures that SAQA receives value for money;
- 1.6. All information that the bidder provides to SAQA in relation to the services shall be accurate in all respects; and
- 1.7. The bidder shall at all times act reasonably, honestly and in good faith in its dealings with SAQA.

## **2. SARS GOOD STANDING AND B-BBEE RATING**

The bidder shall remain in good standing with the South African Revenue Services and maintain or improve its B-BBEE rating, failure of which will result in SAQA being entitled to terminate the contract.

## **3. CO-OPERATION WITH SAQA AND ITS REPRESENTATIVES**

- 3.1. The bidder shall furnish to SAQA or its authorised representatives any information, records, documents, accounts, letters and papers within the bidder's possession or under its control relating to the services, within 7 days of written notice from SAQA to do so.
- 3.2. The Service Provider shall co-operate fully with any request of the Auditor-General of South Africa relating to the services.



#### 4. **CONTRACT PAYMENTS**

- 4.1. Invoices submitted by the bidder shall comply with all of SAQA's requirements.
- 4.2. All amounts payable by SAQA to the bidder for delivery of the services shall be paid by electronic transfer into the official bank account of the bidder as reflected on the National Treasury Central Supplier Database ("**CSD**")

## 5. PERFORMANCE PENALTIES

MINIMUM SERVICES LEVELS AND APPLICABLE PENALTIES		
Minimum services levels		
Service description	Target	Penalty
Guards certifications	100% availability of the scholastic certificates on-site including: <ul style="list-style-type: none"> <li>• Registration certificates from PSIRA for every person employed to render services.</li> <li>• Training certificates of completed courses as prescribed by PSIRA.</li> <li>• Identity document (card).</li> </ul>	2% of the monthly fee for the relevant personnel for every incident
Dress code: (uniform and identification)	<ul style="list-style-type: none"> <li>• The service provider undertakes to ensure that every member of the security personnel will at all times when on duty be fully equipped in respect of:</li> <li>• A full uniform: neat and clearly identifiable uniform of the service provider which will include matching raincoats and overcoats for personnel performing duties on the external premises of the site.</li> <li>• A clear identification card of the company with the member's photo, identification photo, identification and staff number on it, worn conspicuously on every guard at all times.</li> </ul>	2% of the monthly fee for the relevant personnel for every incident
Security Aids	100% availability of Security Aids on-site including: <ul style="list-style-type: none"> <li>• Torch (whilst on night shift)</li> <li>• Two-way radio</li> <li>• Occurrence book,</li> <li>• Vehicle Register,</li> </ul>	2% of the monthly fee for every incident
Service Delivery Management Reports	100% of all standard reports provided within the predefined timeframes.	2% of the monthly fee for every incident
Service Delivery Management Reports	100% of all standard reports provided within the predefined timeframes. 100% of all ad-hoc reports provided within stipulated timeframes	2% of the monthly fee for every incident
Payment of personnel salaries or wages	100% compliance on the payment of salaries or wages on the pre-determined date, if the date falls on a weekend, payments must be made on the last weekday.	a penalty of 5% of the monthly payment invoice/certificate for every incident First occurrence: Letter of non-compliance issued by SAQA

			<p>Second occurrence: Final letter of non-compliance</p> <p>Third occurrence: Immediate Termination of contract</p>
Payment of medical benefit for the guarding personnel as condition of services	100% compliance on the payment of medical benefit for the guarding personnel as a condition of services		a penalty of 5% of the monthly payment invoice/certificate for every incident
Provide the correct number of staff for each shift	100% Provision of the correct number of staff for each shift		<p>a penalty of 5% of the monthly payment invoice/certificate for every incident</p> <p>First occurrence: Letter of non-compliance issued by SAQA</p> <p>Second occurrence: Final letter of non-compliance</p> <p>Third occurrence: Termination of contract</p>
Vigilant security/guarding personnel with zero tolerance to sleeping on duty and /or deserting post and or negligence in the performance of guard duty and/or arriving late for duty	100% alertness by the guarding/security officers for the shift		<p>a penalty of 5% of the monthly payment invoice/certificate for every incident</p> <p>Guard to be immediately removed from the site and replaced within 2 hours</p> <p>First re-occurrence: Letter of non-compliance issued by SAQA</p> <p>Second occurrence: Final letter of non-compliance</p> <p>Third occurrence: Termination of contract</p>

**N.B The minimum service requirements/levels are attached at the end of this document.**

SAQA shall be entitled, without prejudice to any other remedies, to deduct from any monies payable to the bidder, an amount equivalent to the value of any substandard performance or non-performance of any or all of the services by the bidder. SAQA, acting reasonably, shall in its own discretion determine the amount of the deduction.

## **6. CONFIDENTIALITY**

- 6.1. SAQA may disclose or make accessible Confidential Information to the bidder for purposes of providing the services. The bidder agrees that the sole purpose of the Confidential Information is disclosed or made accessible to it, is in connection with the services and undertakes not to use the Confidential Information for any other purpose or in any manner that is adverse or detrimental to the interests of SAQA.
- 6.2. The bidder shall not disclose, in whole or in part any Confidential Information to any third party without the prior written approval of SAQA.
- 6.3. The bidder shall only disclose so much of the Confidential Information and at such time as may be strictly necessary to enable any of its employees, agents, associates or professional advisors to fulfil their function as such and only after advising them of the bidder's confidentiality obligations and obtaining from them a signed undertaking of confidentiality restricting the use of the Confidential Information. The bidder warrants that such employee, agent, associate or professional advisor shall comply with the confidentiality undertaking.

## **7. INTELLECTUAL PROPERTY**

- 7.1. All right, title and ownership of any code, forms, algorithms, methodologies, frameworks or materials developed by the bidder for SAQA shall become the sole property of SAQA and form part of SAQA's Intellectual Property.
- 7.2. All intellectual property embodied in any services rendered by the bidder shall vest in SAQA and form part of SAQA's Intellectual Property. The bidder shall deliver to SAQA all codes, forms, algorithms, methodologies and materials relating to such services.
- 7.3. The bidder shall not use or disclose to any third party, in whole or in part any of SAQA's Intellectual Property aforesaid, without the prior written approval of SAQA.

## 8. INDEMNITY

The bidder indemnifies and holds SAQA harmless, against any claims that may arise from any acts and omissions of the bidder and that of the bidder's employees, consultants, agents, representatives or sub-contractors in rendering the services.

## 9. SUB-CONTRACTING

9.1. The bidder shall not sub-contract any of its obligations to a third party unless it has received the prior written approval of SAQA.

9.2. Any sub-contracting so approved by SAQA shall not absolve the bidder from complying with its obligations and the bidder indemnifies and holds SAQA harmless against any loss, harm or damage which SAQA may suffer as a result of such sub-contracting.

## 10. TERMINATION OF CONTRACT

10.1. SAQA shall be entitled, at its own discretion, and without prejudice to any other remedies, to –

10.1.1. terminate the contract or temporarily suspend all or part of the services by at least 60 days' written notice to the bidder, should funds no longer be available to pay for the services;

10.1.2. terminate or temporarily suspend the contract in whole or in part for convenience and without cause at any time by at least 60 days' prior written notice to the bidder.

10.2. SAQA, when giving written notice, shall specify the extent of the termination or suspension, and the effective date of the termination or suspension.

10.3. The bidder, upon receipt of written notice, shall discontinue the rendering of services under the contract to the extent specified, and on the date specified in the notice.

10.4. If SAQA terminates or suspends the contract, in whole or in part, under this clause, SAQA shall pay the bidder for services already satisfactorily rendered under the contract, up to and including the date of termination or suspension specified in the notice.

10.5. SAQA shall not be liable for any consequential loss resulting from the termination or suspension of this contract under this clause, including, without limitation, any loss of

profits or any costs associated with the termination or suspension of any subcontracts entered into by the bidder.

**11. RETURN OF DOCUMENTS AND CLOSEOUT REPORT**

The bidder shall upon the termination of the contract, furnish SAQA with any, and all records, documents, accounts, letters and papers within its possession or under its control relating to the services and where required by SAQA, a closeout report.

**PRICING SCHEDULE – FIRM PRICES**

**(SERVICES)**

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

NAME OF BIDDER: .....	BID NO: SAQA 0002/20 DFA
CLOSING TIME: 11:00	CLOSING DATE: 02 October 2020

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

1. The SAQA bid box shall be locked at exactly 11h00 on the bid closing date. Bids arriving late will not be accepted under any circumstances. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.
2. The accompanying information must be used for the formulation of proposals.
3. Bidders are required to indicate a ceiling price based on the total estimated time for completion of the contract and including all expenses inclusive of all applicable taxes for the project

**TOTAL: R .....**

4. The ceiling price must include all applicable taxes, including value-added tax, pay as you earn, income tax, unemployment insurance fund contributions, provident fund contributions, medical aid contributions, uniforms, stationery, profit and skills development levies.
5. The bidder confirms the correctness of the prices and rates quoted in its pricing proposal and is solely responsible for and bound by the pricing proposal submitted for this bid, including all calculations. The bidder accepts that any errors contained therein regarding prices, rates and calculations are at the bidder's own risk.

**COST BREAK- DOWN**

Item	Description	Unit	QTY	All-Inclusive Monthly Rate	All-Inclusive Annual Rate	
1	PSIRA Grade C Security Officer – Day-Shift	No.	1	R -	R -	
2	PSIRA Grade D Security Officer - Day-Shift	No.	2	R -	R -	
3	PSIRA Grade D Security Officer - Night-Shift	No.	2	R -	R -	
4	PSIRA Grade D Security Officer - Reliefs	No.	2	R -	R -	
<b>Subtotal: Year 1</b>					R -	
					<b>Escalation %</b>	
<b>Subtotal Year 2 : (Year 1 + escalation)</b>					%	R -
<b>Subtotal Year 3: (Year 2 + escalation)</b>					%	R -
<b>Total excluding VAT (Year 1 + Year 2 + Year 3)</b>						R -
<b>Plus VAT</b>					15%	R -
<b>Grant Total Inclusive of VAT</b>						R -



## **SECTION 4: BID SUBMISSION REQUIREMENTS**

1. An original plus one copy of the bid, i.e. two documents in total, must be deposited in the SAQA bid box at the address indicated in the invitation to bid SBD1 before the bid closing date and time. The SAQA bid box can be reached during office hours 07h30 – 16h30 South African time.  
**NB:** Bidders are to indicate on the cover of each document, whether it is the original or a copy.
2. Bids should be in a single sealed envelope, marked on the cover with:
  - Bid Number: SAQA 0002/20 DFA
  - Bid closing date and time: 02 October 2020 at 11:00
  - The name and address of the Bidder:.....
3. The SAQA bid box shall be locked at exactly 11h00 on the bid closing date. Bids arriving late will not be accepted under any circumstances. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.
4. Bidders must complete all the necessary bid documents and undertakings required in this bid document.
5. Bidders are advised that their bid proposals should be concise, written in plain English and simply presented.
6. Bidders must set out their proposal in the following format:
7. Bidders must complete and submit all required Standard Bid Documents: SBD 1, SBD 3.1, SBD 4, SBD 6.1, SBD 8 and SBD 9.
8. Bidders must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number and Tax Pin in their bids to enable SAQA to confirm their tax status.  
**NB.** Bidders must submit a recent CSD report with their bids.
9. There will be no public opening of Bid offers.

10. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their pricing to substantiate their B-BBEE rating claims. However, bidders who qualify as EMEs may submit a sworn affidavit signed by the EME representative and attested by a Commissioner of Oaths.

**NB:** Failure to submit a valid original or certified true copy of the original B-BBEE certificate or a valid Original Sworn Affidavit will result in the bidder being awarded 0 points in line with the Preferential Procurement Regulations 2017.

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

**SECTION 5: INVITATION TO BID – SBD 1**

SBD 1

**PART A****INVITATION TO BID: PROVISION OF SECURITY SERVICES**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)</b>					
BID NUMBER:	<b>SAQA 0002/DFA</b>	CLOSING DATE:	<b>02 October 2020</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	<b>PROVISION OF THE SECURITY SERVICES</b>				
<b>BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>SAQA TENDER BOX LOCATED AT:</b>					
<b>RECEPTION, GROUND FLOOR</b>					
<b>SAQA HOUSE, 1067 ARCADIA STREET</b>					
<b>HATFIELD, PRETORIA, 0083</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Mr Jeremy Thomas</b>		CONTACT PERSON	<b>Mr Mpho Legoete</b>	
TELEPHONE NUMBER	<b>012 431 5062</b>		TELEPHONE NUMBER	<b>012 431 5226</b>	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:tenders@saqa.co.za">tenders@saqa.co.za</a>		E-MAIL ADDRESS	<a href="mailto:tenders@saqa.co.za">tenders@saqa.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER	MAAA

				DATABASE No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					
<b>IF THE BIDDER IS A CONSORTIUM, JOINT VENTURE OR INTENDS TO SUBCONTRACT THE SERVICES OR PART THEREOF, THE PRIMARY BIDDER MUST:</b>					
<ul style="list-style-type: none"> <li>▪ COMPLETE THE SUPPLIER INFORMATION ABOVE;</li> <li>▪ PROVIDE THE RELEVANT INFORMATION IN RESPECT OF THE OTHER PARTIES TO THE CONSORTIUM OR JOINT VENTURE, OR THE SUBCONTRACTOR BELOW; AND</li> <li>▪ SUBMIT AN ORIGINAL CONSORTIUM, JOINT VENTURE OR SUBCONTRACTING AGREEMENT SIGNED BY THE AUTHORISED REPRESENTATIVES OF THE PARTIES AND INDICATING THE WORK SPLIT</li> </ul>					
NAME AND CAPACITY OF PARTY 1					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					

FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>NAME AND CAPACITY OF PARTY 2</b>				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>NAME AND CAPACITY OF PARTY 3</b>				
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:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>NAME AND CAPACITY OF PARTY 4</b>				
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:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	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.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO 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:** .....

**DECLARATION OF INTEREST**

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

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

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

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

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

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

<sup>1</sup>“State” means –

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

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

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



2.7.1 If so, furnish the following particulars:

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

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

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

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

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

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person **YES / NO**

employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, 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?

**YES/NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

**YES/NO**

2.11.1 If so, furnish particulars:

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

3. 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 exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

	<b>POINTS</b>
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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

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

## 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:

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

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>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
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 6.1 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		NO	
-----	--	----	--

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 provider, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p>
---



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

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

Item	Question	Yes	No
4.1	<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><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury’s website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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><b>The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) ..... CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## **SECTION 9: GENERAL CONDITIONS OF CONTRACT (GCC)**

### **GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT**

**JULY 2010**

#### **NOTES**

The purpose of this document is to:

- Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- 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.

#### **TABLE OF CLAUSES**

1. Definitions	18. Contract amendments
2. Application	19. Assignment
3. General	20. Subcontracts
4. Standards	21. Delays in the supplier's performance
5. Use of contract documents and information; inspection	22. Penalties
6. Patent rights	23. Termination for default
7. Performance security	24. Dumping and countervailing duties
8. Inspections, tests and analysis	25. Force Majeure
9. Packing	26. Termination for insolvency
10. Delivery and documents	27. Settlement of disputes
11. Insurance	28. Limitation of liability
12. Transportation	29. Governing language
13. Incidental services	30. Applicable law
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14. Spare parts	32. Taxes and duties
15. Warranty	33. National Industrial Participation Programme (NIPP)
16. Payment	34. Prohibition of restrictive practices
17. Prices	

## GENERAL CONDITIONS OF CONTRACT

### 1. Definitions

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 purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. "GCC" mean the General Conditions of Contract.
- 1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as

transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

- 1.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. "Project site," where applicable, means the place indicated in bidding documents.
- 1.21. "Purchaser" means the organization purchasing the goods.
- 1.22. "Republic" means the Republic of South Africa.
- 1.23. "SCC" means the Special Conditions of Contract.
- 1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

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

- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

### **3. General**

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za).

### **4. Standards**

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

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

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on

completion of the supplier's performance under the contract if so required by the purchaser.

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

## **6. Patent rights.**

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

## **7. Performance security**

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

## **8. Inspections, tests and analyses**

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
- 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 analysed 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 those 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 actions 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 the SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment 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 the 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 cancelling 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 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 ten (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:
- a. The name and address of the supplier and / or person restricted by the purchaser;
  - b. The date of commencement of the restriction
  - c. The period of restriction; and
  - d. 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**

27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5. Notwithstanding any reference to mediation and/or court proceedings herein,  
a. The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and  
b. The purchaser shall pay the supplier any monies due the supplier.

## **28. Limitation of liability**

28.1. Except in cases of criminal negligence or wilful 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 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 the SCC.

## **31. Notices**

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## **32. Taxes and duties**

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate,

submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

### **33. National Industrial Participation (NIP) Programme**

33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

### **34. Prohibition of Restrictive practices**

34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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

# MINIMUM SECURITY SERVICE LEVELS

## SOUTH AFRICAN QUALIFICATION AUTHORITY

1. As a minimum, it is expected that the appointed service provider will perform the following:

### **(a) Day shift**

- i. Monitor and document the entry and exit of visitors to SAQA House.
- ii. Record entry and exit of all staff and visitors at all times on weekends and public holidays
- iii. Record & Monitor contractors who enter the premises on weekends and public holidays
- iv. Record entry and exit of visitors at the motor gate.
- v. Issue permits to delivery vehicles drivers and notify the person to whom the goods are to be delivered before allowing entry.
- vi. Unlock and lock all access gates to the office at 06H00 during weekdays, holidays and weekends excluded)
- vii. Ensure that gates and doors remain locked on weekends and holidays
- viii. Ensure that no unauthorized persons enter the premises
- ix. Search the vehicles leaving SAQA House at random
- x. Remove any unruly abusive person from the premises
- xi. Protection of building occupants and SAQA property
- xii. React to alarms in accordance with instructions from Facilities staff or Emergency Controller
- xiii. Confront all suspicious persons and determine whether they are authorized to be on the premises
- xiv. Undertake regular patrols of the premises at regular intervals.

### **(b) Night Shift**

- i. Monitor the entry and exit of visitors to SAQA House.
- ii. Record entry and exit of all staff and visitors at all times on weekends and public holidays



- iii. Record & Monitor contractors who enter the premises on during office hours, (weekends and public holidays as and when requested by the Deputy Director: Facilities Management)
- iv. Record entry and exit of visitors at the motor gate.
- v. Undertake regular patrols of the premises at regular intervals.
- vi. Escort staff members to their cars(where required)
- vii. Record any unlocked doors and open windows in the occurrence book and immediately report to the Deputy Director: Facilities Management.
- viii. Clock during every patrol at each clock point whilst observing the area for any problems or intrusions
- ix. Not to allow contractors on site without prior approval from the Facilities Manager or his /her delegate.
- x. To have available least two fully charged torches per night to be used for patrolling and whenever needed.

## **2. Guarding**

- 2.1 Protect people and property against the harmful actions by other parties
- 2.2 The vigilant and tactful protection of property and personnel against any attempt by any person to unlawfully or unauthorized to enter the premises of SAQA.

## **3 Patrolling**

- 3.1 A pro-active method of observing the environment for any form of security threat or other hazards which may have the potential to cause damage to property or injury to people. Sustained vigilance and discipline are of the utmost importance. Patrolling should be done by displaying high visibility in the area.

### **a) Purpose of patrols**

- i. To ensure that all vulnerable points or key areas are frequently visited to maintain security against intrusion by any unauthorized persons.
- ii. To check for intruders and ascertain their rights to be present in that particular area of the premises.
- iii. To check the perimeter fences and security lights to ensure that it is operational.
- iv. To check for potential safety hazards and to report any problems.
- v. To ensure the safety of all keys entrusted to security staff

## **b) Patrol methods**

- (i) Patrols must be methodical and conscientious.
- (ii) The guards on patrol must be given clear and concise instructions as to their duties and how the patrol is to be performed.
- (iii) The extent and timing of patrols should be intelligently varied and must not form a routine where possible.
- (iv) If possible the person on patrol must report his/her position from time to time.
- (v) SAQA staff and other occupants of the building must at all times identify themselves by recognized methods of identification before being allowed on the premises.
- (vi) SAQA is a Gun free Zone. Nobody will be allowed to bring any gun/ weapon or explosive devices onto the premises.
- (vii) Nobody will be allowed to carry out any activity on the premises that is prohibited by Management or Law.

## **4 Entrance control**

- 4.1 To ensure that no unwanted or unauthorized person/s enter the premises or part of the premises.
- 4.2 Security staff on duty at the reception will monitor the access of visitors using temporary access cards by checking that the cards are returned via the drop box at the turn stall.
- 4.3 Visitors making use of the motor gate as a point of entry will be scanned via the e-Scan system before being directed to the SAQA Reception desk on the ground floor

## **5 Access Control**

- 5.1 To ensure that people and vehicles leaving the premises do not remove SAQA property without having official permission.
- 5.2 Searching of vehicles must be done as per instruction.

## **6 Electronic Active Guard Patrol Monitoring System**

- 6.1 This system shall be capable of logging hours of patrol through individual scans as guard scans at the various monitoring points.
- 6.2 Security company must log each daily round trip, including time of arrival and departure for each patrol, with the electronic logging system. Logging system shall be fully charged and operational at the commencement of each new shift.

## **7 CCTV Monitoring**

- 7.1 Security Officers monitoring the SAQA CCTV system must have the relevant skills, knowledge and experience to effectively monitor and analyse the system/ CCTV risks
- 7.2 Ensure criminal incidents and other transgressions are detected and reported for further investigation.
- 7.3 Observe and monitor access and movement in all areas in order to detect and record suspicious behaviour or incidents.
- 7.4 Report equipment failure to the site supervisor and logging it in the incidents occurrence book.

## **8 Service Improvement plan**

- 8.1 The appointed service provider shall be required to continuously introduce, implement and maintain a service improvement plan for the service offered to SAQA, including but not limited to the following:
  - a) Risk reduction
  - b) Cost reduction
  - c) Performance improvement
  - d) Increased service availability
  - e) Updating existing improvements