



# Office of the Premier

North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



1<sup>st</sup> Floor, Ga-Rona Building  
Private Bag X129  
MMABATHO  
2735

## SUPPLY CHAIN MANAGEMENT

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### A CALL FOR EXPRESSION OF INTEREST TO BE IN THE DATABASE OF OFFICE OF THE PREMIER TO PROVIDE TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF THREE (3) YEARS

BID NUMBER : NWOOP 1/2025/26  
COMPULSORY BRIEFING SESSION : 31 JULY 2025  
BID CLOSING DATE : 07 AUGUST 2025  
VALIDITY PERIOD : 90 Days after Closing Date

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

#### ENQUIRIES

##### RELATED TO BIDDING PROCEDURE

Ms. A Moeketsi : [moeketsia@nwpg.gov.za](mailto:moeketsia@nwpg.gov.za) 018 388 1022/065 983 2437  
Ms. K. Mongale : [kefentse@nwpg.gov.za](mailto:kefentse@nwpg.gov.za) 018 388 5744/078 115 2783

##### RELATED TO TERMS OF REFERENCE

Mr. B Malwane : [bmawane@nwpg.gov.za](mailto:bmawane@nwpg.gov.za) 018 388 3710/083 628 5501  
Mr. L Mathe : [Lebomathe@nwpg.gov.za](mailto:Lebomathe@nwpg.gov.za) 018 388 2491/082 802 9965

NAME OF BIDDER:

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## 1. ACCESSING BID DOCUMENTS

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

Bid documents are available at the Office of the Premier, Garona Building, SCM Corridor, 1st Floor, University drive, Mmabatho, Mahikeng. (Monday to Friday 08h00-16h30) from the date of advertisement for a non-refundable fee of R300.00. The amount must be deposited into the Office of the Premier bank account as follows:

**ABSA, Account No: 41-1181-1613, Cheque Account, Branch Code: 632005**

**OR**

Download the bid document for free on E-tender Portal

**OR**

Download the document for free from Departmental website.

## 2. COMPULSORY BRIEFING SESSION

Compulsory briefing session will be held as follows:

Date	: <b>31 JULY 2025</b>
Venue	: <b>Geo-Science Building, Modiri Molema Street, Montshiwa, Mahikeng</b>
Coordinates of the Venue	: <b>25 (degrees)50'40.9"S 25 (degrees)'37'4.0"E</b>
Time	: <b>09H00</b>

## 3. NON-ACCEPTABLE BIDS

- 3.1 Late bids, bids are late if they are not in the tender box at the bid closing date and time.
- 3.2 Telephonic, telegraphic, telex, facsimile, electronic or e-mailed bids will **NOT** be considered.
- 3.3 Bids that do not have the offer/ SBD 3.3 are not fully completed and shall **NOT** be accepted.

#### **4. REASONS FOR DISQUALIFICATION**

- 4.1 Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example, memberships that do not exist, BBBEE credentials, experience, etc.
- 4.2 Bidders who received information not available to other bidders through fraudulent means.
- 4.3 Bidders who made false declarations on the Standard Bidding Documents, or misrepresented facts.
- 4.4 Bidders who are listed on the National Treasury's Database of restricted suppliers.
- 4.5 Bidders who are employed by government or any Organ of State.

#### **5. OTHER CONDITIONS THAT MAY LEAD TO DISQUALIFICATIONS**

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

- 5.1 Bidders who are not fully compliant on CSD at the time of award.
- 5.2 Failure to attach joint venture agreement, subcontracting contract signed by both parties where applicable.

#### **6. RETURNABLE DOCUMENTS**

**The following returnable documents should not be re-typed, but must be completed in full and in ink by duly authorised persons:**

- 6.1 SBD 1 - Invitation to bid.
- 6.2 SBD 3 - 3 Pricing schedule for professional services.
- 6.3 SBD 4 - Declaration of interest.
- 6.4 SBD 6.1 - Claim form for Preferential Points and a Medical certificate for disability must be attached for claiming of disability points, where applicable.
- 6.5 Signed General Conditions of contract (GCC).
- 6.6 Where applicable – Joint venture/trust/consortium agreement must be attached, and the below listed **requirements apply:** -
  - 6.6.1 A copy of agreement signed by all parties must be attached.
  - 6.6.2 Separate Tax Pin for each supplier/MAAA number.

- 6.6.3 Joint Bank Account details must be submitted. In the absence of a joint bank account, a written agreement between all the parties involved, stipulating the designated bank account into which payment must be affected, must be submitted.

## 7. SBD FORMS

### 7.1 INVITATION TO BID

SBD 1

#### PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (OFFICE OF THE PREMIER)</b>					
BID NUMBER:	NWOOP 1/2025/26	CLOSING DATE:	07 AUGUST 2025	CLOSING TIME:	11h00
DESCRIPTION	<b>A CALL FOR EXPRESSION OF INTEREST TO BE IN THE DATABASE OF OFFICE OF THE PREMIER TO PROVIDE TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF TWO YEARS.</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>OFFICE OF THE PREMIER</b>					
<b>FIRST FLOOR, SCM CORRIDOR</b>					
<b>UNIVERSITY DRIVE, MMABATHO</b>					
<b>MAFIKENG</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>MS. A MOEKETSI</b>		CONTACT PERSON	<b>MR. L. MATHE</b>	
TELEPHONE NUMBER	<b>018 388 1022 065 983 2437</b>		TELEPHONE NUMBER	<b>018 388 4240 076 449 3847</b>	
FACSIMILE NUMBER	<b>NONE</b>		FACSIMILE NUMBER	<b>NONE</b>	
E-MAIL ADDRESS	<a href="mailto:Moeketsia@nwpg.gov.za">Moeketsia@nwpg.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:Lebomathe@nwpg.gov.za">Lebomathe@nwpg.gov.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:		OR	CENTRAL SUPPLIER DATABASE No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>

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

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

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

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

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

**• BID SUBMISSION:**

- 3.1 BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED.
- 3.2 **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 3.3 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.
- 3.4 **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

• **TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE: WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TAX COMPLIANCE CERTIFICATE (TCS) TOGETHER WITH THE BID DOCUMENT.
- 2.5 IN BIDS WHERE CONSORTIA/JOINT VENTURES/SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE/PIN/ CENTRAL SUPPLIER DATABASE (CSD) NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE 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:** \_\_\_\_\_



**7.2 PRICING SCHEDULE****(Professional Services)**

**NAME OF BIDDER** : \_\_\_\_\_

**BID NO** : NWOOP 1/2025/26

**CLOSING TIME** : 11:00 a.m.

**CLOSING DATE** : 07 AUGUST 2025

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

ITEM	DESCRIPTION	BID QUOTE MUST BE ON THE HIGHEST PERCENTAGE THAT WILL BE CHARGED
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**(THE PERCENTAGE IS EXCLUSIVE OF VAT)**

- The accompanying information must be used for the formulation of proposals.
- Bidders are required to indicate a ceiling price based of the total estimate time for completion of all phases and including all expenses inclusive of applicable taxes for the project:–  
**Highest service fee in percentage: Domestic** \_\_\_\_\_  
**Highest service fee in percentage: Regional** \_\_\_\_\_  
**Highest service fee in percentage: International** \_\_\_\_\_
- Is the quoted service fee percentage fixed for the full period of contract? **YES/NO**

**Any enquiries regarding bidding  
Procedures may be directed to:**

Ms. K. Mongale  
TEL: 018 388 5744  
[Kefentse@nwpq.gov.za](mailto:Kefentse@nwpq.gov.za)

Ms. A Moeketsi  
018 388 1022  
[moeketsi@nwpq.gov.za](mailto:moeketsi@nwpq.gov.za)

**Enquiries relating to terms of reference  
may be directed to:**

Mr. B. Malwane  
Tel: 018 388 3710  
[bmawane@nwpq.gov.za](mailto:bmawane@nwpq.gov.za)

Mr. L. Mathe  
Tel: 018 388 4042  
[Lebomathe@nwpq.gov.za](mailto:Lebomathe@nwpq.gov.za)

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

### 7.3 BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE BIDDER'S DISCLOSURE FORM

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

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

#### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (Name) \_\_\_\_\_

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

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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<sup>2</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.

- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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**Signature**

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**Date**

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**Position**

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**Name of Bidder**

## 7.4 SBD 6.1

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

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

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

#### 1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1.POINTS AWARDED FOR PRICE

#### 3.1.1 80/20

A maximum of 80 points is allocated for price on the following basis:  
**80/20**

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer) PLEASE TICK THE APPLICABLE BOX TO CLAIM POINTS.
Youth	05	
Persons with disabilities	05	
Women	05	
Historically disadvantaged Individuals	03	
Companies owned by black people	02	

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm \_\_\_\_\_  
\_\_\_\_\_

4.4. Company registration number: \_\_\_\_\_  
\_\_\_\_\_

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –



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

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

**SURNAME AND NAME** : \_\_\_\_\_

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

**ADDRESS** : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 8. TERMS OF REFERENCE

### 8.1 PURPOSE OF THE BID

- 8.1.1 To appoint a pool of travel agencies to render Travel Management Services to Office of the Premier.

### 8.2 BACKGROUND

- 8.2.1 The Office of the Premier has identified the need to secure services of travel agents as a response to the current challenges.
- 8.2.2 The primary objective of the Office of the Premier in issuing this bid is to enter into agreement with successful service providers who will be required to achieve the following:
  - 8.2.2.1 Provide a comprehensive travel agency service that is effective, consistent, reliable and will maintain a high level of traveller satisfaction in line with the service level agreement,
  - 8.2.2.2 Achieve significant savings in the cost of comprehensive travel services without compromising quality.
  - 8.2.2.3 Maintain a high level of professionalism for both domestic and/or international travel.

### 8.3 DEFINITIONS

- 8.3.1 **“The Office”** means The North West Office of the Premier.
- 8.3.2 **“Traveler”** refers to an official of the Office or a member of civil society travelling on official business of the Office.
- 8.3.3 **“Authorizing Official”** means the employee who has been delegated to authorize travel in respect of travel requests and expenses.
- 8.3.4 **“Service Level Agreement”** (SLA) means a contract between the Office and the
- 8.3.5 **“Travel Agency Services”** (TAS) that defines the level of service expected from both parties.
- 8.3.6 **“Travel Agency”** means the company contracted to provide travel services.
- 8.3.7 **“Accommodation”** means the rental of lodging facilities while away from one’s place of abode, but on authorized official duty.

- 8.3.8 **“After-hours service”** means an enquiry or travel request that is actioned after normal working hours, i.e., 16h30 to 8h00 on Mondays to Fridays and twenty-four (24) hours on weekends and public holidays.
- 8.3.9 **“Emergency/Urgent booking”** means the booking of travel or accommodation when unforeseen circumstances necessitate an unplanned trip or a diversion from original planned trip.
- 8.3.10 **“Travel Voucher”** means a document issued by the Travel Agency to confirm the reservation and/or payment of specific travel arrangements.
- 8.3.11 **“Car Rental”** means the rental of a vehicle for a short period of time by a traveller for official purposes.
- 8.3.12 **“Shuttle Services”** means the road travel service offered to transfer a traveller from one point to another, for example from place of work to the airport.
- 8.3.13 **“Air travel”** means travel by airline on an authorized official business.
- 8.3.14 **“Domestic travel”** means travels within the borders of the Republic of South Africa.
- 8.3.15 **“Regional travel”** means travels to the other Southern African Development Community (SADC).
- 8.3.16 **“Continental travel”** means travels outside the borders of South Africa.
- 8.3.17 **“International travel”** means to travels outside the borders of the Republic of South Africa to countries in the world.
- 8.3.18 **“Transaction Fee”** means the fixed negotiated fee charged for each specific service type e.g., international air ticket charged per type and per transaction.
- 8.3.19 **“Management Fee”** means the fixed negotiated percentage payable to the Travel Agency for the delivery of travel services, excluding any indirect service fee not included in the management fee structure (visa, refund, frequent flight tickets e.t.c.).
- 8.3.20 **“Value Added Services”** means services that enhance or complement the general travel agency services e.g., rules and procedures of airports.
- 8.3.21 **“VAT”** means Value Added Tax.
- 8.3.22 **“Tender”** written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price

quotations, competitive tendering process or any other method envisaged in legislation.

8.3.23 **“Price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.

8.3.24 **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

8.3.25 **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

#### **8.4 LEGISLATIVE FRAMEWORKS OF THE BID**

8.4.1 This bid must comply to all applicable frameworks, not limited to the listed.

8.4.2 Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991,

8.4.3 Central Supplier Database (CSD) of the National Treasury of South Africa,

8.4.4 Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999),

8.4.5 Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000),

8.4.6 Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003),

8.4.7 Preferential Procurement Regulations of 2022,

8.4.8 Supply Chain Management policy of Office of the Premier,

8.4.9 Premier Preferential Procurement Policy of Office of the Premier,

8.4.10 International Air Travel Act of 1993 (IATA)

8.4.11 Applicable cost containment policy.

## **8.5 SCOPE OF WORK**

8.5.1 The appointed service provider will be responsible for the following services upon receipt of Purchase Order from Office of the Premier:-

8.5.2 Source quotations for accommodation- domestic, regional, continental, international, air travel, car rental and any other mode of transport as required by Office of the Premier,

8.5.3 Provide two or three options for bookings, when required,

8.5.4 Keep traveller's profile on record,

8.5.5 Negotiate discounts for Office of the Premier where possible,

8.5.6 Arrange Visas and Passports where possible, conferences, special assistance as required by Office of the Premier.

### **8.5.6.1 Visa and Passport**

The Travel Agency should also, where relevant (for example, members of civil society) provide services relating to visas, passports and special arrangements.

### **8.5.6.2 Conferences**

Sourcing of venues for conferences/seminars based on requests from the Office.

### **8.5.6.3 Special Assistance**

The travel management agency to assist with special requirements such as special meals, excess baggage, accessibility measures etc.

8.5.7 Attend to extension of scope/variations when providing services.

8.5.8 Render other travel related services as required by Office of the Premier.

## **8.6 EVALUATION OF THE BID**

This bid will be evaluated in 4 stages, i.e. Mandatory requirements, administrative requirements, functionality, preferential points and service fee percentage.

### **8.6.1 MANDATORY REQUIREMENTS**

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

8.6.1.1.1 Failure to attend the compulsory briefing session.

8.6.1.1.2 Bidder(s) who did not complete SBD 3.3 in full.

**NB: Bidders who are compliant at this stage will qualify for the next stage.**

### **8.6.2 STAGE 2 - VERIFICATION OF ADMINISTRATIVE REQUIREMENTS**

Bidders will be evaluated in line with paragraph 6 (returnable documents) of this document, and they will be appointed if they are fully compliant to the requirements of this section.

### **8.6.3 STAGE 3- EVALUATION OF FUNCTIONALITY**

8.6.3.1 Bidders will be evaluated on their capacity to render required services. They are required to submit the following documents to enable Office of the Premier to evaluate:

8.6.3.1.1 Detailed proposals, as per item no 1 of the below table.

8.6.3.1.2 Detailed company profile, detailing the history and background or the company and experience and reference letters for evaluation of item 2 of the below table.

8.6.3.1.3 Proof of financial capability as per item no 3 of the below table.

No	Criterion	Weight
1	<p><b>Provide a detailed approach, methodology and process to meet the organization's travel requirements including but not limited to:</b></p> <p>1.1 Describe how all travel reservations/ bookings are handled e.g. hotel (accommodation); rental car; flights etc. = <b>5 points</b></p> <p>1.2 Describe your capabilities for handling group bookings (e.g. for meetings, conferences, events etc.). Please specify if these bookings would be done by the company or outsourced. = <b>5 points</b></p> <p>1.3 Describe in detail the process of booking the most cost-effective and practical routing for the travellers. This will include, without limitation, the refund process and how you manage the unused non-refundable airline tickets, your ability to secure special airline services for travellers(s) including preferred seatings, wait-list clearance, special meals, travellers with disabilities etc.= <b>10 points</b></p> <p>1.4 Describe how you will ensure that travel bookers are informed of the travel arrangements, to specific areas locally and internationally. = <b>10 points</b></p> <p>1.5 Describe how invoicing will be handled, including the process of rectifying discrepancies between purchase orders and invoices, supporting documentation, reconciliation of transactions and the timely provision of invoices to Office of the Premier and describe credit card reconciliation process, timing and deliverables. = <b>10 points</b></p> <p><b>NB: SUBMIT DETAILED PROPOSAL</b></p>	40
2	<p><b>Evaluation on similar projects completed. The evaluation will be based on authentic reference letters. Authentic reference letters must be on the letter head of the client, signed by the representative with contact details of the referee.</b></p>	40
	Five ( 5) reference letter for similar projects	40
	Four (4) reference letters for similar projects	30
	Three (3) reference letters for similar projects	20
	1-2 letters for similar projects	10
	Reference letters not attached	0
3	<p><b>Evaluation of financial capacity to deliver the required service. The criterion will be based on the ability of the bidder to secure the funds from the banks like- ABSA, FNB, CAPITEC, TYMBANK, AFRICAN BANK, NEDBANK e.t.c. The bank rating letters will be used for allocation of points as stated below.</b></p>	20
	Bank rating letter A	20
	Bank rating letter B	15
	Bank rating letter C	10
	Bank rating letters D, E	5
	Any others document received.	0
	<b>Total points</b>	<b>100</b>

**NB: Companies which fail to obtain a threshold of (70/100) will be deemed non-responsive and shall not proceed to the next evaluation stage.**

#### **8.6.4 STAGE 4- EVALUATION OF COST AND PREFERRED POINTS**

- 8.6.4.1 Bidders will be evaluated on the service fee percentage/s they have charged, and preferred points will be added to the score.
- 8.6.4.2 All bidders who qualify at this stage will be subjected to vetting process before award.

#### **9. AWARD AND APPROVAL OF SERVICE PROVIDERS TO BE INCLUDED ON THE DATABASE**

- 9.1 Award of this tender is subject to positive vetting results.
- 9.2 If the principal contractor appoints a sub-contractor, the same provisions and measures will apply to the sub-contractor.
- 9.3 Successful Travel Agencies shall sign applicable contracts with **Office of Premier.**

#### **10. CONTRACT DURATION**

- 10.1 The duration of the contract will be valid for a period of three (3) years from date of signing the contract. Assignment of work to successful service providers shall be on a rotational basis. The Office of the Premier shall ensure fair distribution of work amongst all appointed service providers.

#### **11. APPLICABLE CONTRACTS TO THIS TENDER**

- 11.1 General Conditions of Contract.
- 11.2 Specific Conditions of Contract of this tender.
- 11.3 Signed SLA
- 11.4 SBD 7.2

**Where there is contradiction between GCC and SCC, GCC will take precedence.**

#### **12. SPECIFIC CONDITIONS OF CONTRACT**

- 12.1 The bidder must have capacity to provide reliable and consistent service after hours and emergency support to traveler(s). Please provide a detailed Standard Operating Procedure for your after-hour support services. i.e. How are the after-hours services accessed by travelers.



- 12.2 Submit invoices to Office of the Premier within 5 working days after the completion of service.
- 12.3 Payments shall be made to the travel agency within the legislated period as per legislative framework, after receiving a valid invoice with supporting documents. (Third party invoices)
- 12.4 Service provider must not take verbal instruction from the client( Office of the Premier)
- 12.5 Where Office of the Premier is providing the Proforma invoice, to the service provider, the service fee will be reduced by 5 percent of the approved service fee percentage.
- 12.6 No Travel Agency is permitted to process any variations, should the need arise to accept a variation, the end-user should source the necessary approvals before committing the funds.
- 12.7 In any case where the Travel Agency provided a service to the Office but failed to pay the establishment that rendered the actual service – e.g. a Hotel, resulting in that establishment submitting a claim in respect to that service with compelling evidence, the Office of the Premier shall honor such claims coming directly from third parties but would not pay the Travel Agency its service fee percentage for the service in question.
- 12.8 The non-payment of the service fee percentage to the Travel Agency as indicated above is a deterrent and the recurrence may lead to cancellation of the contract with the defaulting service provider.
- 12.9 Subjected to supplier performance processes of Office of the Premier.
- 12.10 Only bidders who are in possession of IATA certificate will be considered for travel outside borders of South Africa.
- 12.11 Dedicate official/s to deal with Office of the Premier.
- 12.12 Appointed service providers will be expected to keep their tax matter up to date throughout the duration of the contract and be compliant on CSD.
- 12.13 Should the contract of the service provider be terminated Office of the Premier:
- 12.14 Office of the Premier reserves the right to cancel the contract if the service Provider fails to adhere to the conditions of the contract and apply penalties where necessary.

12.15 Shall demand that the service provider return any/or all documents and information in terms of the agreement.

12.16 Shall apply penalties whenever it is necessary to do so.

### **13. DISCLAIMER BY OFFICE OF THE PREMIER**

#### **THE OFFICE OF THE PREMIER RESERVES THE RIGHT TO:**

13.1 Negotiate pricing with successful bidders.

13.2 Accept any bid in whole or in part and does not bind itself to accept the lowest or any bid.

13.3 Reserves the right to book services directly with clientele in the industry.

### **14. GENERAL CONDITIONS OF CONTRACT**

Office of the Premier has attached General Conditions of Contract as reference to bidders, this is the main contract for managing this tender, hence bidders are required to sign.

**Submitted by:**

\_\_\_\_\_  
**BS Malwane**

**BSC Chairperson**

**Date:** \_\_\_\_\_

**Approved by:**

\_\_\_\_\_  
**MP Mogotlhe**

**Accounting Officer: Office of the Premier**

**Date:** \_\_\_\_\_

### 13. ANNEXURE A: GENERAL CONDITIONS OF A CONTRACT

#### Annexure A

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

### **NOTES**

The purpose of this document is to:

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

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

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

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## General Conditions of Contract

### 1. Definitions

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



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

	1.25	"Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
<b>2. Application</b>	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.
<b>3. General</b>	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 <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>
<b>4. Standards</b>	4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
<b>5. Use of contract documents and information; inspection.</b>	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.
<b>6. Patent rights</b>	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.
<b>7. Performance</b>	7.1	Within thirty (30) days of receipt of the notification of contract award,

security	the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
	7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
	7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
	(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque
	7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
8. Inspections, tests and analyses	8.1 All pre-bidding testing will be for the account of the bidder.
	8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
	8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
	8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
	8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
	8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
	8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the



cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

#### **9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

#### **10. Delivery and documents**

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

#### **11. Insurance**

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

#### **12. Transportation**

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

#### **13. Incidental services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

- provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
- 14. Spare parts**
- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
- 15. Warranty**
- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser



may have against the supplier under the contract.

- |   |   |
|---|---|
| <b>16. Payment</b>                              | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>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.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p>   |
| <b>17. Prices</b>                               | <p>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.</p>  |
| <b>18. Contract amendments</b>                  | <p>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.</p>   |
| <b>19. Assignment</b>                           | <p>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.</p>   |
| <b>20. Subcontracts</b>                         | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p>   |
| <b>21. Delays in the supplier's performance</b> | <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> |

available.

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

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

**22. Penalties**

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

**23. Termination  
for default**

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the



envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

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

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

<b>25. Force Majeure</b>	<p>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.</p> <p>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.</p>
<b>26. Termination for insolvency</b>	<p>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.</p>
<b>27. Settlement of Disputes</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>27.5 Notwithstanding any reference to mediation and/or court proceedings herein,</p> <p>(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>(b) the purchaser shall pay the supplier any monies due the supplier.</p>
<b>28. Limitation of liability</b>	<p>28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>(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</p>

		(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.
<b>29. Governing language</b>	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
<b>30. Applicable law</b>	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
<b>31. Notices</b>	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.
<b>32. Taxes and duties</b>	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.
<b>33. National Industrial Participation Programme (NIP)</b>	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.
<b>34. Prohibition of Restrictive practices</b>	34.1	In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
	34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.



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

Js General Conditions of Contract (revised July 2010)