

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS ROADS AND INFRASTRUCTURE

BID NUMBER:	LDPWRI-P/20501	CLOSING DATE:	AS PER ADVERT	CLOSING TIME:	11H00
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DESCRIPTION **APPOINTMENT OF PROFESSIONAL SERVICES: PROPERTY VALUATION, ASSET VERIFICATION AND PREPARATION OF DOCUMENTS FOR REGISTRATION OF PROPERTIES FOR A PERIOD OF THREE YEARS.**

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

CORNER BLAAUWBERG & RIVER STREET

LADANNA

0699

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON **MOTSOPYE NJ**

CONTACT PERSON **RANGATA LB**

TELEPHONE NUMBER **015 284 7126**

TELEPHONE NUMBER **015 284 7860**

E-MAIL ADDRESS **MotsopyeNJ@dpw.limpopo.gov.za**

E-MAIL ADDRESS **RangataLB@dpw.limpopo.gov.za**

SUPPLIER INFORMATION

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

CODE

NUMBER

CELLPHONE NUMBER

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

SUPPLIER COMPLIANCE STATUS

TAX COMPLIANCE SYSTEM PIN:

OR

CENTRAL SUPPLIER DATABASE No:

MAAA

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?

☐ Yes

☐ No

[IF YES ENCLOSE PROOF]

ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?

☐ Yes

☐ No

[IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA

☐ YES ☐ NO

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

☐ YES ☐ NO

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

TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 11:00

CLOSING DATE.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

R-----

R-----

R-----

R-----

R-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

R-----

----- days

R-----

----- days

R-----

----- days

R-----

----- days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....

.....

R.....

.....

.....

R.....

.....

.....

R.....

.....

.....

R.....

TOTAL: R.....

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

Name of Bidder:

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

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

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

- 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:

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

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

2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature Date

.....
Position Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

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

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

3.2.1. **POINTS AWARDED FOR PRICE**

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. **POINTS AWARDED FOR SPECIFIC GOALS**

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by People with Disabilities (Attach Disability certificate issued by health professionals)	2	
Enterprises owned by Women (Attach Central Supplier Database (CSD).)	7	
Small, Medium and Micro Enterprises (SMMEs). (Attach Central Supplier Database (CSD).)	3	
Enterprises owned by Youth. (Attach Central Supplier Database (CSD).)	6	
Enterprises located in Limpopo Province (Attach Municipal Utility Bills or Lease Agreement or Proof of Residence from Tribal Authority/Municipal Council)	2	

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

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:

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- 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:

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THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

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.

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. Special Conditions Contract (SCC) relevant to a specific bid, should be compiled separately for 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
2. Applications
3. General
4. Standards
5. Use of contract document and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incident services
14. Spare parts
15. Payments
16. Prices
17. Contract amendments
18. Assignment
19. Sub-contractors
20. Delays in the supplier's performance
21. Penalties
22. Termination for default
23. Dumping and countervailing duties
24. Force Majeure
25. Termination for insolvency
26. Settlement of disputes
27. Limitation of liability
28. Governing language
29. Applicable law
30. Notices
31. Taxes and duties
32. National Industrial Participation Programme (NIPP)
33. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions	<p>The following terms shall be interpreted as indicated:</p> <p>1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.</p>
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	<p>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.</p> <p>1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.</p> <p>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.</p> <p>1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidised by its government and encouraged to market its products internationally.</p> <p>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 recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>1.7 "Day" means calendar day.</p> <p>1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.</p> <p>1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.</p> <p>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.</p> <p>1.11 "Dumping" occurs when a private enterprise abroad markets its goods on own initiative in the RSA at</p>
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	<p>lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.</p> <p>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 not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <p>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 process at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.</p> <p>1.14 "GCC" means the General Conditions of Contract</p> <p>1.15 "Goods" means all the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.</p> <p>1.16 "Imported content" means the 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 sub-contractors) and which 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.</p> <p>1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does not take place.</p> <p>1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.</p>
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	<p>1.19 "Order" means an official written purchase order issued for the supply of goods or works or the rendering of a services.</p> <p>1.20 "Project site" where applicable, means the place indicated in bidding documents.</p> <p>1.21 "Purchaser" means the organisation purchasing the goods.</p> <p>1.22 "Republic" means the Republic of South Africa.</p> <p>1.23 "SCC" means Special Conditions of Contract.</p> <p>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.</p> <p>1.25 "Written" or "in writing" means handwritten in ink or any other form of electronic or mechanical writing.</p> <p>1.26 IATA means International Air Transport Association</p> <p>1.27 ASATA means Association of Southern African Travel Agents</p>
2. Application	<p>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.</p> <p>2.2 Where applicable, special conditions of the contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
3. General	<p>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</p>

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	<p>applicable a non-refundable fee or documents may be charged.</p> <p>3.2 With certain exceptions, invitations to bid are only published in the Government Bid Bulletin. The Government Bid Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za</p>
4. Standards	<p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
5. Use of contract documents and information; inspection.	<p>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 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.</p> <p>5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in the GCC clause 5.1 except for purposes of performing the contract.</p> <p>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.</p> <p>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.</p>
6. Patent rights	<p>6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or</p>

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	<p>industrial design rights arising from use of the goods or any part thereof by the purchaser.</p>
<p>7. Performance security.</p>	<p>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 the SCC.</p> <p>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.</p> <p>7.3 The performance security shall be denominated in the currency of the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:</p> <p>(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 of acceptable to the purchaser, or</p> <p>(b) a cashier's certified cheque</p> <p>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.</p>
<p>8. Inspections, tests and analyses</p>	<p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>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 organisation acting on behalf of the Department.</p>

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	<p>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 necessary arrangements, including payment arrangements with the testing authority concerned.</p> <p>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 costs of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>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.</p> <p>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.</p> <p>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 requirement of the contract. Failing such removal, the rejected supplies shall be returned at the supplier's 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.</p> <p>8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on</p>
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	account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
9. Packing	<p>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.</p> <p>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.</p>
10. Delivery and documents	<p>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.</p> <p>10.2 Documents to be submitted by the supplier are specified in SCC.</p>
11. Insurance	<p>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.</p>
12. Transportation	<p>12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.</p>
13. Incidental services	<p>10.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p>

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	<ul style="list-style-type: none">(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. <p>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.</p>
14 Spare parts	<p>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:</p> <ul style="list-style-type: none">(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:<ul style="list-style-type: none">(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

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	(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
15 Warranty	<p>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.</p> <p>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.</p> <p>15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.</p> <p>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.</p> <p>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.</p>

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16 Payment	<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 fulfilment 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>
17 Prices	<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>
18 Contract amendments	<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>
19 Assignment	<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>
20 Subcontracts	<p>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.</p>
21 Delays in the supplier's performance	<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</p>

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	<p>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 available.</p> <p>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.</p> <p>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.</p>
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22 Penalties	<p>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.</p>
23 Termination for default	<p>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:</p> <p>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;</p> <p>b) if the Supplier fails to perform any other obligation(s) under the contract; or</p> <p>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.</p> <p>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.</p> <p>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</p>

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	<p>doing business with the public sector for a period not exceeding 10 years.</p> <p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none">a) the name and address of the supplier and / or person restricted by the purchaser.b) the date of commencement of the restrictionc) the period of restriction; andd) the reasons for the restriction. <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p>
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	<p>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.</p>
<p>24 Anti-dumping and countervailing duties and rights</p>	<p>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.</p>
<p>25 Force Majeure</p>	<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</p>

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	<p>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>
26 Termination for insolvency	<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>
27 Settlement of Disputes	<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>

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	<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>
28. Limitation of liability	<p>28.1 Except in cases of criminal negligence or wilful 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> <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.</p>
29. Governing language	<p>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.</p>
30. Applicable law	<p>30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.</p>
31. Notices	<p>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</p>

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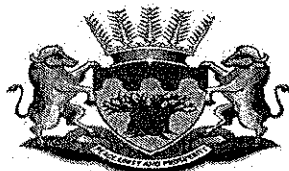
	<p>him shall be posted by ordinary mail to the address furnished in</p> <p>his bid or to the address notified later by him in writing and such</p> <p>posting shall be deemed to be proper service of such notice.</p> <p>31.2 The time mentioned in the contract documents for performing</p> <p>any act after such aforesaid notice has been given, shall be</p> <p>reckoned from the date of posting of such notice.</p>
32 Taxes and duties	<p>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.</p> <p>32.2 A local supplier shall be entirely responsible for all taxes, duties,</p> <p>license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>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.</p>
33 National Industrial Participation (NIP) Programme	<p>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.</p>
34 Prohibition of Restrictive practices	<p>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).</p> <p>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</p>

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	<p>imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.</p> <p>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.</p>
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DECLARATION OF ACCEPTANCE OF GENERAL CONDITIONS OF CONTRACT (GCC)

The bidder declares to accept all the Conditions as outlined in the GCC as specified above by indication with an "X" in the "ACCEPT ALL" column.	ACCEPT ALL	DO NOT ACCEPT ALL
<p>NOTE: FAILURE TO ACCPET ALL THE GENERAL CONDITIONS OF CONTRACT AS SPECIFIED IN THE ABOVE WILL RESULT IN DISQUALIFICATION OF YOUR BID.</p> <p>Signature..... Names (in print)</p> <p>Date</p>		



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
PUBLIC WORKS, ROADS & INFRASTRUCTURE**

TERMS OF REFERENCE

**APPOINTMENT OF PROFESSIONAL SERVICES:
PROPERTY VALUATION, ASSET VERIFICATION,
AND PREPARATION OF DOCUMENTS
FOR REGISTRATION OF PROPERTIES
FOR A PERIOD OF THREE YEARS.**

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**APPOINTMENT OF PROFESSIONAL SERVICES: FOR LAND AUDIT,
PROPERTY VALUATION, ASSET VERIFICATION, AND PREPARATION OF
DOCUMENTS FOR REGISTRATION OF PROPERTIES OR A PERIOD OF THREE
YEARS.**

1. Introduction

The Department of Public Works in Limpopo Province is seeking to appoint qualified and experienced Professional services to perform property valuations, update the immovable assets register within the province, surveying and consolidations of assets, preparations of documents for the registration of properties in the name of the Provincial Government of Limpopo. This includes both registered and unregistered properties and preparation of documents for the registration of unregistered properties. The objective is to ensure accurate and up-to-date records of all provincial immovable assets, which will contribute to better asset management, facilitate informed decision-making, and enhance accountability.

The appointment will be for a period of three (3) years, during which the successful service provider will be responsible to enhance the register in accordance with relevant legislation, regulations, and professional standards. This project is critical for the efficient management of public assets and is aimed at ensuring transparency and compliance with the necessary legal and financial frameworks.

2. Background

The Limpopo Provincial Government, through the Department of Public Works, is responsible for the management, maintenance, and utilization of immovable assets across the province. As part of an ongoing initiative to improve asset management and enhance the efficiency of public service delivery, the Department has recognized the need for a comprehensive land audit and property valuation. This will ensure that the provincial government has a complete, accurate, and up-to-date record of all immovable properties, both registered and unregistered, under its jurisdiction.

Currently, with the gaps in the available data concerning the ownership, condition, and valuation of these assets, which can lead to inefficiencies and challenges in the administration of public property. The lack of a centralized and comprehensive property register hinders the Department's ability to make informed decisions regarding asset utilization, development, and disposal.

To address these challenges, the Department seeks to appoint a qualified team

of professional services to perform property valuations, update the immovable assets register within the province, survey and consolidations of assets, preparations of documents for the registration of properties in the name of the Provincial Government of Limpopo. This process will involve identifying, verifying, and valuing all properties under the provincial government's control, and will be essential for long-term strategic planning, policy formulation, and ensuring compliance with relevant laws and regulations.

3. Objective

The primary objective of this appointment is to engage qualified professional services to perform property valuations, update the immovable assets register within the province, surveying and consolidations of assets, preparations of documents for the registration of properties in the name of the Provincial Government of Limpopo. This includes both registered and unregistered properties under the jurisdiction of the provincial government.

The specific objectives of the project are:

- a. **Land Surveyor and Town Planners:** to consolidate state facilities on separate land parcels and sub-divide land parcels that are encroachment and provide clear demarcation of state properties. Provide accurate property descriptions and assist with dispute resolutions when it comes to legal property boundaries of the state that are encroached.
- b. **Property Valuation:** Carry out accurate fully motivated valuation report on all identified properties to determine their market value and rental value, ensuring that they align with International Valuations Standards Committee guidelines (IVSC).
- c. **Enhance Asset Management:** Provide the provincial government with reliable, consistent, and accessible information about its immovable assets, which will improve decision-making, strategic planning, and overall asset management.
- d. **Support Compliance:** Ensure that the immovable asset register and property valuation comply with all applicable South African laws, regulations, and accounting standards related to public sector asset management, including the requirements set by the National Treasury and the Auditor-General.
- e. **Preparation of Documents for Registration:** Prepare documentation for submissions to Department of Land Reform and Rural Development and facilitate registration at the Deeds Office at Polokwane.

This initiative is essential for streamlining asset management, improving transparency, and promoting the effective use of provincial resources.

4. Scope of Work

The scope of work for the appointment of qualified professional property practitioners to conduct a comprehensive Land Surveyor and Town Planners, Property Valuation and Preparation of Documents for Registration at the Deeds Office Polokwane.

Scope of Work	Work to be completed
Land Surveyor and Town Planners	1642 – subject to change
Property Valuation:	1642 subject to change
Preparation of Documents for Registration	1500

4.1 Land Surveyor and Town Planners: to consolidate state facilities on separate land parcels and sub-divide land parcels that are encroachment and provide clear demarcation of state properties. Provide accurate property descriptions and assist with dispute resolutions when it comes to legal property boundaries of the state that are encroached.

- a. **Land Surveyor and Town Planners:** Identification of Properties that required consolidation, sub-division and rezoning according to the new asset requirements, Limpopo Provincial Government, including those that are registered and unregistered.

4.2 Property Valuation:

- a. **Market Value Assessment:** Conduct professional property valuations for each identified property, determining their current market value or rental value in accordance with IVSC guidelines and professional practices.
- b. **Valuation Methodology:** Utilize accepted and relevant valuation methods, including but not limited to Sales comparison approach, cost approach, and income comparison approach.
- c. **Property Condition Assessment:** Evaluate the physical condition of each property to provide insights into its value and potential for use, redevelopment, or disposal.
- d. **Detailed Valuation Report:** Provide a detailed report for each property, including the valuation methodology used, assumptions, findings, and recommendations.

4.3 Property Valuation:

- e. **Market Value Assessment:** Conduct professional property valuations for each identified property, determining their current market value or rental value in accordance with IVSC guidelines and professional practices.
- f. **Valuation Methodology:** Utilize accepted and relevant valuation methods, including but not limited to Sales comparison approach, cost approach, and income comparison approach.
- g. **Property Condition Assessment:** Evaluate the physical condition of each property to provide insights into its value and potential for use, redevelopment, or disposal.
- h. **Detailed Valuation Report:** Provide a detailed report for each property, including the valuation methodology used, assumptions, findings, and recommendations.

4.3 Enhancement of Immovable Asset Register:

- a. **Data Collection and Organization:** Gathered data into a comprehensive immovable asset register, ensuring each property is documented with key information such as ownership, location, size, market value, legal status, condition, and any encumbrances or restrictions.
- b. **Asset Classification:** Classify the properties according to their intended use, such as residential, commercial, agricultural, or industrial, and include any additional categorization that may assist in future management.
- c. **Compliance with Standards:** Ensure that the asset register complies with applicable public sector asset management standards, such as those set by the National Treasury.

4.4 Preparation of Documents for Registration: Prepare documentations for submission to Department of Land Reform and Rural development and facilitate registration at the deeds office at Polokwane.

- Prepare Applications letters to Department of Land Reform and Rural Development
- Compile Memorandum to DSSC meeting at Department of Land Reform and Rural Development
- Capture and Upload documents to LAW (Land Administration Web)
- Prepare Deed of Donation to be signed by Department of Land Reform

and Rural Development and Provincial Department of Public Works Roads & Infrastructure

- Obtain Municipal Valuation reports and SPLUMA consent letters from Local Municipalities.
- Facilitate registration with the Office of the State Attorney

Successful bidder will deploy a minimum of 2 Officials to be based at Department of Public Works Roads and Infrastructure (Works Towers Polokwane) Head Office to assist with the registration process.

5. Tools of Trade

Successful bidder will be requested to bring own tools of trade, eg Laptops and 1 Colour Printer

6. Duration

The panel will be established for a period of three (3) years, with the possibility of extension based on performance and the needs of the Department. Contracts for specific projects will be issued as required within the panel's timeframe.

7. Evaluation process

A **One-envelope system** evaluation procedure will be followed. One envelope submission system is a method used in procurement or tender processes where all required documents (Administrative requirements, Functionality and Financials).

It's compulsory that the Bidder submit a **signed and completed** BID and **SBD** forms comprising of the documents and in accordance with the requirements of submission.

No electronic submission will be permitted.

8. Roles and Responsibilities of the Service Providers Roles and Responsibilities of the Service Provider

The appointed service provider will be responsible for the following roles and responsibilities to ensure the successful execution of the land audit, property valuation, and compilation of the immovable asset register:

a) Project Management:

- **Lead the Project:** The service provider will assume overall responsibility for the management and execution of the project, ensuring it is completed on time, within budget, and in compliance with the agreed-upon specifications.
- **Coordinating Teams:** Manage and coordinate all teams involved in the

- project, including property auditors, valuers, and database developers, ensuring efficient collaboration.
- **Provide Progress Reports:** Submit regular progress reports to the Department of Public Works, highlighting key activities, milestones, and any challenges encountered during the process.
- b) **Land Surveyor and Town Planners:** to consolidate state facilities on separate land parcels and sub-divide land parcels that are encroachment and provide clear demarcation of state properties. Provide accurate property descriptions and assist with dispute resolutions when it comes to legal property boundaries of the state that are encroached.
- c) **Property Valuation:**
- **Conduct Property Valuations:** Perform professional and accurate valuations of all identified properties based on market value, using industry-standard valuation techniques.
 - **Assess Property Condition:** Evaluate the physical condition of properties and provide an assessment that reflects their current market value and potential for future use.
 - **Ensure Compliance with Valuation Standards:** Adhere to the valuation standards set by the **South African Property Valuers Profession (SAPVP)** and other relevant regulations.
- d) **Updating the Immovable Asset Register:** UPDATE the IAR with new information gather during the Property Valuation process and surveying of assets.
- e) **Reporting:**
- **Provide Regular Updates:** Provide bi-weekly or monthly progress updates on the status of the audit, valuation, and register compilation, addressing any issues or delays.
 - **Final Report Submission:** Deliver a comprehensive final report that includes a detailed summary of the audit process, the valuation of properties, the completed immovable asset register, and any recommendations for future asset management or development.
 - **Recommendations:** Provide recommendations based on findings from the audit, including any necessary actions for addressing property management issues.
- f) **Stakeholder Engagement:**
- **Communicate with the Department of Public Works:** Maintain clear and consistent communication with the Department of Public Works, ensuring that any changes or decisions are made in consultation with the client.
 - **Engage Relevant Stakeholders:** Collaborate with various stakeholders, including local municipalities, landowners, and other government

departments, to ensure proper identification and documentation of assets.

- o **Presentation of Findings:** Present the final report to key stakeholders and decision-makers within the Department of Public Works, providing clarity on the findings and answering any queries.

g) Training and Capacity Building:

- o **Train Departmental Staff:** Provide training to the Department of Public Works staff on the use of the immovable asset register, including how to maintain and update the database.
- o **Knowledge Transfer:** Ensure that knowledge of the processes used for land audits and property valuations is transferred to the Department to support ongoing management of the immovable assets.

h) Post-Completion Support:

- o **Provide Support After Completion:** Offer a support period post- project completion to address any issues or questions related to the land audit, property valuation, or asset register.
- o **Provide Guidance on Future Audits:** Offer advice on how to maintain and update the register in future, ensuring its continued accuracy and relevance.
- o **Ensure Data Integrity:** Assist in ensuring that the asset register remains accurate and can be easily updated as new properties are acquired or changes occur.

i) Compliance with Legal and Regulatory Requirements:

- o **Ensure Compliance with Applicable Legislation:** Ensure all aspects of the project, including the land audit, valuation, and asset register compilation, comply with relevant South African laws, including the **Public Finance Management Act (PFMA)**, **National Treasury Regulations**, and any other applicable regulations related to public sector asset management.
- o **Adhere to Ethical Standards:** Uphold the highest ethical standards throughout the project, ensuring transparency, integrity, and accuracy in all activities.

By fulfilling these roles and responsibilities, the service provider will contribute to the effective management and utilization of the Limpopo Provincial Government's immovable assets, thereby supporting the Department of Public Works in achieving its goals of efficiency, transparency, and compliance.

9. Bid offers will only be accepted on condition that:

- a) The bidder has in their possession a unique security personal identification number (PIN) issued by the South African Revenue Services.
- b) The bidder is registered and active in the CSD.

- c) The bidder or any of its directors is not listed in the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
- d) the bidder has not:
 - i. abused the Employer's Supply Chain Management System; or
 - ii. failed to perform on any previous contract and has been given written notice to this effect.

10. Deliverables

The following deliverables are expected from the service provider upon successful completion of perform property valuations, update the immovable assets register within the province, surveying and consolidations of assets, preparations of documents for the registration of properties in the name of the Provincial Government of Limpopo:

- a. **Land Surveyor and Town Planners:** Identification of Properties that required consolidation, sub-division and rezoning according to the new asset requirements
- a. **Property Valuation Reports:**
 - o A detailed valuation report for each property, including:
 - Market value assessments based on recognized valuation methodologies.
 - A description of the methodology used for valuation (e.g., comparative market analysis, cost approach, income-based approach).
 - An assessment of the physical condition of each property and how it influences the valuation.
 - Recommendations for any properties requiring special consideration (e.g., for redevelopment, sale, or improvement)
- b. **Updating the Immovable Asset Register:**
 - o A detailed immovable asset register that includes the following for each property:
 - Property ownership details (registered and unregistered properties).
 - Legal status (e.g., title deed information, lease agreements, encumbrances, etc.).
 - Location, description, size, and boundaries of the property.
 - Current market value and physical condition.
 - Any encumbrances, restrictions, or liabilities related to the property (e.g., zoning restrictions, easements, etc.).
 - o The register must be provided in both hard copy and an easily accessible

electronic format (preferably a database or spreadsheet) for ongoing use by the Department of Public Works.

- d. **Preparation of Documents for Registration** Prepare documentations for submission to Department of Land Reform and Rural development and facilitate registration at the deeds office at Polokwane.
 - Prepare Applications letters to Department of Land Reform and Rural Development
 - Compile Memorandum to DSSC meeting at Department of Land Reform and Rural Development
 - Capture and Upload documents to LAW (Land Administration Web)
 - Prepare Deed of Donation to be signed by Department of Land Reform and Rural Development and Provincial Department of Public Works Roads & Infrastructure
 - Obtain Municipal Valuation reports and SPLUMA consent letters from Local Municipalities.
 - Facilitate registration with the Office of the State Attorney
- e. **Final Comprehensive Report:**
 - A final report summarizing the entire audit process, including:
 - An overview of the methodology used for the land audit and property valuation.
 - Key findings and observations, including any discrepancies or challenges encountered.
 - A summary of the completed immovable asset register.
 - Any recommendations for improving the management, use, or disposal of the immovable assets.
 - Suggestions for maintaining the asset register and conducting future audits.
- f. **Progress Reports:**
 - Regular progress reports (bi-weekly or monthly) detailing the status of the project, milestones achieved, challenges faced, and any actions required from the Department of Public Works. These reports should also include updates on the land audit, property valuation, and compilation of the asset register.
- g. **Stakeholder Presentation:**
 - a. A presentation of the final deliverables (audit findings, property valuations, and asset register) to the Department of Public Works and other relevant stakeholders.
 - b. The presentation should include a high-level summary of the audit and valuation process, key insights, and recommendations for the management of provincial immovable assets.
- h. **Training Materials:**

- a. Development and delivery of training materials for Department of Public Works staff on how to use and maintain the immovable asset register.
- b. A detailed **training manual** that covers the asset register's features, how to update and maintain the register, and best practices for using the database for future audits.
- c. A **training session** for relevant departmental staff to ensure they can effectively manage the asset register post-project completion.

11. Payment Terms

Payment for services rendered will be based on the completion of milestones as defined in individual project contracts. Payments will be made in accordance with the Department's financial policies, with clear invoice and accountability for each service rendered.

12. Eligibility Criteria for Bidders

Only those bidders who satisfy the following eligibility criteria are eligible to submit bids:

Registered and Accredited Service Providers:

- o Bidders must be registered and accredited with the relevant professional bodies, such as the **South African Council for the Property Valuers Profession (SACPVP)** or any other relevant property professional organizations.
- o Bidders must be in full compliance with the Compensation for Occupational Injuries and Diseases Act (COIDA) and provide a valid COIDA certificate.
- o Bidders must provide proof of registration with the South African Revenue Service (SARS) and must be in good standing regarding tax matters.

13. Evaluation Criteria

Administrative Requirements

All bids received on time at closing date will be evaluated in the following three phases.

- A) Phase 1: Administrative Compliance,
- B) Phase 2: Evaluation of Functionality
- C) Phase 3: Pricing and specific Goals (80/20)

COMPULSORY RETURNABLE REQUIREMENTS: A bid not complying with the peremptory requirements stated above will be regarded as "non-responsive", and as such will be disqualified. "Responsive" means any bid which, in all respects, complies with the conditions of the specifications as set out in the bid documents, including conditions as specified in the Preferential Procurement Regulations of

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2022, terms of which provision is made for this policy. Bidders will be evaluated on the following administration compliance:

1. Compliant tax status (will be verify tax compliance during evaluation and adjudication stage).
 2. Proof of registration with the relevant professional bodies, such as the South African Council for the Property Valuers Profession (SACPVP) or any other recognized property-related regulatory authority.
 3. Submission the registration on National Treasury's Central Supplier Database (CSD).
- Submission of Municipal rates and taxes or municipal service invoice issued to the bidder and all directors, by any other municipality or municipal entity. The rates and taxes charges must not be in arrears for more than three months, the statements should not be older than three months. Please attach for the company & directors. (If staying in a non-rate-able area, please attach original SAPS affidavit or letter from the tribal authority/ Headman for the company and directors). If you are renting, attach a copy of valid signed lease agreement. If you are residing in someone's property, please submit an original SAPS affidavit stating such arrangement or a confirmation letter from the owner of the property (not older than three months).
 - Valid certified copy of letter of good standing with Compensation for Occupational Injuries and Diseases Act (COIDA) must be attached.
 - Submission of Copies of Company registration certificate.
 - Submission of Certified ID copy(s) of Director(s)/Shareholder(s) not older than six (6) months.
 - Bid forms must be completed in full and each page of the bid signed or initialized.
 - Submission of a Joint Venture Agreement, where applicable, which has been properly signed by all parties.
 - The authorization shall be in the form of a written Power of Attorney (Board Resolution).
 - A Bid submitted by a Joint Venture shall be signed by all members to be legally binding on all members, or by an authorized representative who has a written Power of Attorney signed by each member's authorized representative.
 - Submission of a valid SARS PIN must be submitted with the bid on or

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before the closing date and time.

- The Authority of Signatories document must be signed by all directors of the company. In the case of a Joint Venture (JV), all directors from both companies must sign the document.
- Any modifications, revisions, interlineations, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.
- All pages of the bid document and General Condition of The Contract must be initialed.
- Completion of bid document must be in black ink. (Completion in pencil or red ink will disqualify the bid).

Please note that all certified documents must be originally certified and not older than 6 months of the closing date. Smart ID card must be printed on both sides.

NB: BIDDERS WHO FAIL TO COMPLY WITH EITHER OR ALL OF THE ABOVE-MENTIONED REQUIREMENTS SHALL BE AUTOMATICALLY DISQUALIFIED.

Functionality				<input type="checkbox"/>
Company work Experience in for, property valuation Appointment letter / Reference letter with contactable reference	Company work Experience – Property valuation			Total
	Attach five (5) or more appointment letters for comprehensive property valuation/ property practioner with corresponding reference letters.	30		30
	Attach four (4) appointment letters for comprehensive property valuation/ property practioner with corresponding reference letters.	20		
	Attach three (3) appointment letters for property valuation/ property practioner with corresponding reference letters.	10		
	Less than three (3) appointment letters for property valuation/ property practioner with corresponding reference letters.	0		
Project Execution Plan & Methodology	Project Execution Plan & Methodology		05	05
	Methodology must include: - Turnaround time on resolving issues - Availability of team			
	No Methodology and turnaround time on resolving issues and no availability of a team		0	
Annual Audited Financial Statement	Annual Audited Financial Statement			15
	Three (3) years or more Audited Financial Statements Attached		15	
	Two Years Audited Financial Statements Attached		10	
	One (1) or Non-Audited Financial Statements Attached or not attached		0	
Team Leader	Experience of the team leader in similar projects.		20	50
	Qualifications (N. Diploma in relevant built environment studies&professional body registration as Professional Valuer or Professional Associate Valuer) (attach SACPVP or SACPLAN certificate CV and certified ID copy) With 10 Years or more experience .			
	Experience of the team leader in similar projects.		10	
	Qualifications (N. Diploma in relevant built environment studies&professional body registration as Professional Valuer or Professional Associate Valuer) (attach SACPVP or SACPLAN certificate CV and certified ID copy) With 5-9 Years experience.			

	<p>Experience of the team leader in similar projects.</p> <p>Qualifications (N. Diploma in relevant built environment studies & professional body registration as Professional Valuer or Professional Associate Valuer)</p> <p>(attach SACPVP or SACPLAN certificate CV and certified ID copy) With 0-4 Years experience.</p>	0		
Property Management System Ownership	<p>Valid Proof of property management system ownership or lease agreement</p> <p>Attach proof of system ownership or valid lease agreement for the System.</p> <p>Non-attachment will result in a zero (0) score</p>	15		
Previous Work experience with Government	<p>Relevant experience in Immovable Asset Register Management in Provincial or National Government.</p> <p>1 Letter of appointment by Provincial or National Government for Immovable Assets Register = 15 point</p> <p>Non submission of Letter = 0</p>	15		
Total				100

NB Compliance with Relevant Legislation:

- The Conveyancer must be familiar with and comply with all relevant legislation, including the **Deeds Registries Act** (Act No. 47 of 1937), the **Property Valuers Profession Act**, and any applicable local regulations regarding land ownership and registration in South Africa.

NB: Any false information given by the Service Provider, late submission of Proposals during Tender Closing and/or not meeting the minimum qualifying requirements will lead to automatic disqualification of the Service Provider. NB Bidders must obtain a minimum score of 70% of points allocated for functionality to qualify

14. Contractual Obligations:

- The successful bidder will enter into a formal **contract agreement** with the Department of Public Works. This contract will outline the terms, conditions, and deliverables, as well as penalties for non-compliance or project delays.
- The contract will also specify conditions for **early termination** in the event of failure to meet project milestones or failure to comply with public sector requirements.