INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)

BID NUMBER: E 1173 ........... CLOSING DATE: 25 February 2011 ......................... CLOSING TIME: 11:00

DESCRIPTION: Appointment of a service provider to assist the Department with the assessment of the Air Quality Management Planning Status-Quo and the development of the National Support Programme.

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO: Director General Department of Environmental Affairs Private Bag X447 Pretoria 0001 .................................................................

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) 2nd Floor Fedsure Forum Building Corner Van Der Walt and Pretorius Streets Pretoria .................................................................

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

| NAME OF BIDDER | ................................................................. |
| POSTAL ADDRESS | ................................................................. |
| STREET ADDRESS  | ................................................................. |
| TELEPHONE NUMBER | CODE ...... NUMBER ........................................... |
| CELLPHONE NUMBER | ................................................................. |
| FACSIMILE NUMBER | CODE ...... NUMBER ........................................... |
| VAT REGISTRATION NUMBER | ................................................................. |
| HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED (SBD 2)? | YES/NO |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU? | YES/NO (IF YES ENCLOSE PROOF) |
| SIGNATURE OF BIDDER | ................................................................. |
| DATE | ................................................................. |
| CAPACITY UNDER WHICH THIS BID IS SIGNED | ................................................................. |
| TOTAL BID PRICE........................................... TOTAL NUMBER OF ITEMS OFFERED | ................................................................. |
TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.


6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: ................................................................. BID NO.: ...E 1173
CLOSING TIME 11:00 on the 25 February 2011

OFFER TO BE VALID FOR ...60......DAYS FROM THE CLOSING DATE OF BID.

ITEM: Appointment of a service provider to assist the Department with the assessment of the Air Quality Management Planning Status-Quo and the development of the National Support Programme

BID PRICE IN RSA CURRENCY INCLUSIVE OF VALUE ADDED TAX

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<tr>
<th>NO</th>
<th>NAME OF BIDDER: ................................................................. BID NO.: ...E 1173</th>
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<tbody>
<tr>
<td>1</td>
<td>The accompanying information must be used for the formulation of proposals</td>
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<tr>
<td>2</td>
<td>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 VAT for the project.</td>
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<tr>
<td>3</td>
<td>PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)</td>
</tr>
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<td>4</td>
<td>PERSON AND POSITION HOURLY RATE DAILY RATE</td>
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<tr>
<td>5</td>
<td>PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT</td>
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<tr>
<td>5.1</td>
<td>Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.</td>
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<tr>
<td>DESCRIPTION OF EXPENSE TO BE INCURRED RATE QUANTITY AMOUNT</td>
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<td>TOTAL: R. ......................................................................</td>
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</table>
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.

<table>
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<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
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<td>TOTAL:</td>
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<td>R............</td>
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</table>

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?

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.

Any enquiries regarding bidding procedures may be directed to the –

(INsert Name and Address of Department/Entity:)

Department of Environmental Affairs
315 Pretorius street
Pretoria
0002
(Second floor Fedsure Forum Building (Northern Tower)
MS. I. LENSLEY Tel: (012) 310 3558

Or for technical information –

NAME OF CONTACT PERSON:

Dr Thuli Mdluli Tel: (012) 310 3436 E-mail: TNMdluli@environment.gov.za
Bid No.: E 1173

Name of Bidder: 

---------------------------------------------------------------------
DECLARATION OF INTEREST

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

- the bidder is employed by the state; and/or

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

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

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

2.2 Identity Number: ......................................................................................................................

2.3 Position occupied in the Company (director, shareholder etc): ..............................................

2.4 Company Registration Number: ..............................................................................................

2.5 Tax Reference Number: ..........................................................................................................

2.6 VAT Registration Number: .....................................................................................................

* "State" means –
(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) any municipality or municipal entity;
(c) provincial legislature;
(d) national Assembly or the national Council of provinces; or
(e) Parliament.
2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member: .........................................................
Name of state institution to which the person is connected: ...........................................
Position occupied in the state institution: .................................................................
Any other particulars:
........................................................................................................
........................................................................................................
........................................................................................................

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

2.8.1 If so, furnish particulars:
........................................................................................................
........................................................................................................

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.
........................................................................................................
........................................................................................................
........................................................................................................

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.10.1 If so, furnish particulars.
........................................................................................................
........................................................................................................
........................................................................................................
2.11 Do you or any of the directors/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES / NO

2.11.1 If so, furnish particulars:

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

DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.................................................. ........................................
Signature Date

.................................................. ........................................
Position Name of bidder
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001

SERVICES

This preference form must form part of all bids invited. It contains general information and serves as a claim form for Historically Disadvantaged Individual (HDI) preference points as well as a summary for preference points claimed for attainment of other specified goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDIs), AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R500 000; and
- the 90/10 system for requirements with a Rand value above R500 000.

1.2 The value of this bid is estimated to exceed R500 000 and therefore the ............. 90/10 ............. system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

(a) Price; and
(b) Specific contract participation goals, as specified in the attached forms.

1.3.1 The points for this bid are allocated as follows:

1.3.1.1 PRICE

1.3.1.2 SPECIFIC CONTRACT PARTICIPATION GOALS

(a) Historically Disadvantaged Individuals:

(i) who had no franchise in national elections before the 1983 and 1993 Constitutions

(ii) who is a female

(iii) who has a disability

(b) Other specific goals (goals of the RDP- plus local manufacture)

Total points for Price, HDIs and other RDP-goals must not exceed

Separate Preference Points Claim Forms will be used for the promotion of the specific goals for which points have been allocated in paragraph 1.3.1.2 (b) above.

1.4 Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that
preference points are not claimed.

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

2. GENERAL DEFINITIONS

2.1 “Acceptable bid” means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.

2.2 “Bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods, works or services.

2.3 “Comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.

2.4 “Consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.

2.5 “Contract” means the agreement that results from the acceptance of a bid by an organ of state.

2.6 “Specific contract participation goals” means the goals as stipulated in the Preferential Procurement Regulations 2001.

2.6.1 In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.

2.7 “Control” means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.

2.8 “Disability” means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

2.9 “Equity Ownership” means the percentage ownership and control, exercised by individuals within an enterprise.

2.10 “Historically Disadvantaged Individual (HDI)” means a South African citizen

(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) (“the interim Constitution); and/or

(2) who is a female; and/or

(3) who has a disability:

provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI;

2.11 “Management” means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.

2.12 “Owned” means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.

2.13 “Person” includes reference to a juristic person.
“Rand value” means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.

“Small, Medium and Micro Enterprises (SMMEs) bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).

“Sub-contracting” means the primary contractor’s assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

“Trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.

“Trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ESTABLISHMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE

Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as HDIs, or in the case of a company, the percentage shares that are owned by individuals classified as HDIs, who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

4. ADJUDICATION USING A POINT SYSTEM

The bidder obtaining the highest number of points will be awarded the contract.

Preference points shall be calculated after prices have been brought to a comparative basis.

Points scored will be rounded off to 2 decimal places.

In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.

5. POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

\[
Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)
\]
6. Points awarded for historically disadvantaged individuals

6.1 In terms of Regulation 13 (2) preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed in Regulation 13 (5) (c):

$$NEP = NOP \times \frac{EP}{100}$$

Where

- NEP = Points awarded for equity ownership by an HDI
- NOP = The maximum number of points awarded for equity ownership by an HDI in that specific category
- EP = The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

6.2 Equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the trust.

6.3 Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.

6.4 Listed companies and tertiary institutions do not qualify for HDI preference points.

6.5 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI-members, be entitled to preference points in respect of an HDI.

6.6 A person awarded a contract as a result of preference for contracting with, or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for the same number or more preference for equity ownership.

7. BID DECLARATION

7.1 Bidders who claim points in respect of equity ownership must complete the Bid Declaration at the end of this form.

8. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 2.10 ABOVE. POINTS TO BE CALCULATED FROM INFORMATION FURNISHED IN PARAGRAPH 9.8.

<table>
<thead>
<tr>
<th>Ownership</th>
<th>Percentage owned</th>
<th>Points claimed</th>
</tr>
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<tbody>
<tr>
<td>8.1 Equity ownership by persons who had no franchise in the national elections</td>
<td>%</td>
<td>..................</td>
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<tr>
<td>8.2 Equity ownership by women</td>
<td>%</td>
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</tr>
<tr>
<td>8.3 Equity ownership by disabled persons*</td>
<td>%</td>
<td>..................</td>
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</table>

*If points are claimed for disabled persons, indicate nature of impairment (see paragraph 2.8 above)

..........................................................................................................................................................
9 DECLARATION WITH REGARD TO EQUITY

9.1 Name of firm: ..........................................................

9.2 VAT registration number: ............................................

9.3 Company registration number: .....................................

9.4 TYPE OF FIRM

☐ Partnership
☐ One person business/sole trader
☐ Close corporation
☐ Company
☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

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

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS?
..........................................................................................

9.8 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 8.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date/Position occupied in Enterprise</th>
<th>ID Number</th>
<th>Date RSA Citizenship obtained</th>
<th>* HDI Status</th>
<th>% of business / enterprise owned</th>
</tr>
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<tbody>
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<td>No franchise prior to elections</td>
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*Indicate YES or NO
9.9  **Consortium / Joint Venture**

9.9.1 In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member:

<table>
<thead>
<tr>
<th>Name of HDI member (to be consistent with paragraph 9.8)</th>
<th>Percentage (%) of the contract value managed or executed by the HDI member</th>
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I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I/we acknowledge that:

(i) The information furnished is true and correct.

(ii) The Equity ownership claimed is 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 paragraph 8, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.

(iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have -

(a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(b) 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;

(c) impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the bid; and

WITNESSES:

1. ....................................................

....................................................
SIGNATURE(S)OF BIDDER(S)

2. ....................................................

DATE:..............................................

ADDRESS:..........................................

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

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

....................................................
CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)................................. in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number............................... at the price(s) quoted. My offer(s) remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

(i) Bidding documents, viz
   - Invitation to bid
   - Tax clearance certificate
   - Pricing schedule(s)
   - Filled in task directive/proposal
   - Preference Certificates in terms of the Preferential Procurement Regulations 2001
   - Declaration of interest
   - Special Conditions of Contract;

(ii) General Conditions of Contract; and

(iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) ........................................
CAPACITY ........................................
SIGNATURE ........................................
NAME OF FIRM ........................................
DATE ........................................

WITNESSES
1 ........................................
2 ........................................
DATE: ........................................
CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I ................................................ in my capacity as .......................................................... accept your bid under reference number .................. dated .................. for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

<table>
<thead>
<tr>
<th>DESCRIPTION OF SERVICE</th>
<th>PRICE (VAT INCL)</th>
<th>COMPLETION DATE</th>
<th>PREF POINTS CLAIMED FOR HDis</th>
<th>PREF POINTS CLAIMED FOR RDP GOALS</th>
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</table>

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ................................... ON ..........................................

NAME (PRINT) ..........................................

SIGNATURE ..........................................

OFFICIAL STAMP ..........................................

WITNESSES
1 ..........................................
2 ..........................................

DATE: ............................................
DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The bid of any bidder may be disregarded if that bidder, or any of its directors have:
   a. abused the institution’s supply chain management system;
   b. committed fraud or any other improper conduct in relation to such system; or
   c. failed to perform on any previous contract.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>4.1</td>
<td>Is the bidder or any of its directors listed on the National Treasury’s database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <em>audi alteram partem</em> rule was applied).</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combatting of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.2.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.3.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.4.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CERTIFICATION

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

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

................................................. ...................................................
Signature                            Date

................................................. ...................................................
Position                             Name of Bidder

Js365bW
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document (SBD) must form part of all bids invited.

2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.

3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
   a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.
   b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: ___________________________ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

   (a) has been requested to submit a bid in response to this bid invitation;
   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium\(^3\) will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

   (a) prices;
   (b) geographical area where product or service will be rendered (market allocation)
   (c) methods, factors or formulas used to calculate prices;
   (d) the intention or decision to submit or not to submit, a bid;
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

\(^3\)Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.......................................................... ..........................................................
Signature Date

..........................................................
Position Name of Bidder

Js914w 2
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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1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.

1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 “Day” means calendar day.

1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.

1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.

1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the
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
2. Application

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

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

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

3. General

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

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

4. Standards

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

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

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

6. Patent rights

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

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or
analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

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

12. Transportation

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

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
14. Spare parts

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

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.

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:
   (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
   (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser’s specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take
such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the
supplier’s point of supply is not situated at or near the place where the supplies are required, or the supplier’s services are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any
person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury with the following information:
(i) the name and address of the supplier and / or person restricted by the purchaser;
(ii) the date of commencement of the restriction
(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
25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

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

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

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

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

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

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

34. Prohibition of Restrictive practices

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.
The Director General

I/we hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

Please ensure information is validate as per required bank screens.

I/we understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.

<table>
<thead>
<tr>
<th>Company / Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Name</td>
</tr>
<tr>
<td>Trading Name</td>
</tr>
<tr>
<td>Tax Number</td>
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<tr>
<td>VAT Number</td>
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<td>Title:</td>
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<tr>
<td>☐ New Supplier information</td>
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<td>Company</td>
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<tr>
<td>Trust</td>
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<tr>
<td>CC</td>
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<td>Partnership</td>
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<th>Other (Specify)</th>
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<tr>
<th>Department Number</th>
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</table>
**Supplier Account Details (To be Verified by the bank)**

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Account Number</td>
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<td>Branch Name</td>
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</tr>
<tr>
<td>Branch Number</td>
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**Bank screen info**
- ABSA-CIF screen
- FNB-Hogans system on the CIS4/CUPR
- STD Bank-Look-up-screen
- Nedbank- Banking Platform under the Client Details Tab

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Cheque Account</th>
<th>Savings Account</th>
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<th>ID Number</th>
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<tr>
<td>Passport Number</td>
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<tr>
<td>Company Registration Number</td>
<td>/ /</td>
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</table>

*Please include CC/CK where applicable

**Supplier Contact Details**

<table>
<thead>
<tr>
<th>Business</th>
<th>Area Code</th>
<th>Telephone Number</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Area Code</td>
<td>Telephone Number</td>
<td>Extension</td>
</tr>
<tr>
<td>Fax</td>
<td>Area Code</td>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>Cell</td>
<td>Area Code</td>
<td>Cell Number</td>
<td></td>
</tr>
</tbody>
</table>

Email Address: 
Contact Person: 

**Supplier Signature**
Print Name

/ / / Date (dd/mm/yyyy)

**NB:** All relevant fields must be completed
1 BACKGROUND AND INTRODUCTION

Air Quality Management Plans (AQMP) are the single most important and richest source of air quality information for a National Department, Province, Metropolitan, District or Local Municipalities as well as the general public. In South Africa, the Air Quality Management Planning regime commenced in 2006 following the coming into effect of the National Environmental Management Air Quality Act (Act No 39 of 2004), which mandates spheres of government to develop AQMPs (Section 15). In the wake of air pollution and its negative impact particularly on public health, a number of AQMPs have since been prepared, some are in the process of being developed whilst
other spheres of government required to do so, currently do not have intentions to prepare an AQMP. The Vaal Triangle Airshed Priority Area Air Quality Management Planning process provided a ‘flagship’ opportunity for the Department of Environmental Affairs (DEA) to begin to understand the scientific complexity of air pollution, its management planning and implementation. The first major effort by DEA began with the development of the manual, providing step-by-step process to the development of an AQMP. However, the manual is not an obligatory tool hence its application is left on users’ discretion.

Although AQMP is currently spearheaded by DEA, there is currently no national coordinated approach to supporting, building, maintaining and sustaining this process. The current national arrangement still reflects the historical response to support as per request, with limited overall national planning, review, coordination and consultation. In view of such limitations, it is also now evident that some existing AQMP’s level of quality and effectiveness are far below capacity and falling far short of addressing present air quality challenges in specific areas. Although the overall purpose of developing AQMPs is the same, a large diversity in the development process and use throughout South Africa is not clearly known. Current weaknesses are limiting government’s opportunity to fully exploit the potential of this pull of air quality information, particularly to meet its Constitutional obligation to ensuring an environment that is not harmful to people’s health and well-being. Part of the challenge for DEA has therefore been to harmonize Air Quality Management Planning regime, assessment and monitoring of its effectiveness.

To get a full picture of the AQMP, a detailed audit of the status-quo, taking stock of who does what and where, the level of capacity, how these tools are being developed, who is involved, how much budget is allocated, what is the extend of political buy-in, the extend of support from DEA and what can be improved, how are interventions being designed, what are the challenges and gaps identified, whether interventions identified are being implemented etc. On the latter, it is acknowledged that AQMP does not necessarily guarantee specific emissions reduction of interventions introduced, however, these plans can potentially trigger implementation requirements. On this basis, in terms of the AQMP implementation, this assignment will therefore limit its attention to whether strategies are put in place to implement interventions, rather than assessing progress on actual implementation. This project is therefore divided into three phases. The status-quo survey and data analysis comprises phase 1, the AQMP Status-Quo report comprises Phase 2 and the development of the AQMP Support Programme comprises Phase 3 of the project.

Lessons learned as well as concrete findings from the status-quo survey and data analysis (Phase 1), will inform the development of the Status-Quo report (Phase 2) and recommendations. Key findings from the report will in turn inform the design of a DEA Support Programme (Phase 3) aimed at addressing identified AQMP gaps regenerate the AQMP regime. The latter will provide DEA with considerable scope to determine what actions need to be taken, how, what resources are required in order to establish a harmonized structure for assessing, managing and providing appropriate support for an efficiency and effectiveness air quality management planning in South Africa. The primary goal of this work is therefore to ensure that all of the AQMP produces results that are of sufficient, type and known quality needed for their intended uses.

2 REQUEST FOR PROPOSAL

2.1 The objective of this request for proposal is to appoint a credible and experienced Service Provider to support and assist the Department of Environmental Affairs in the assessment of Air Quality Management Planning status-quo and the development of the DEA AQMP support programme;

2.2 Preference may be given to a Service Provider/s that is/are not already performing work for the department.
3 **OVERALL PROJECT OBJECTIVE**

The overall objective of the project is framed as:

A well researched AQMP Status-Quo in South Africa is established and a National AQMP Support Programme is developed, and once implemented, the AQMP regime in South Africa is brought to its full capacity in line with the AQA and National Framework requirements.

4 **IMMEDIATE PROJECT OBJECTIVES**

In order to contribute to the overall project objective, the project has the following immediate objectives:

4.1 Immediate Objective A – Planning objective

A process plan submitted to the Director: Atmospheric Policy, Regulation and Planning represents a plan which clearly gives form and focus of the project, set direction, guidance and create the general process necessary to reach an ultimate goal.

4.2 Immediate Objective B – Participation Objective

The draft National AQMP Status-Quo report and the AQMP Support Programme are developed in accordance with the spirit and letter of the cooperative and participatory governance requirements and principles contained in Chapter 3 of the Constitution, the NEMA, Government Policy on Integrated Pollution and Waste Management (2000) and the AQA.

4.3 Immediate Objective C – Report Writing Objective

The Air Quality Management Planning Status-Quo Report represents a well researched report based on current, accurate and relevant information, informed by best practice in the field of air quality management, providing a complete picture of the situations and lessons learned.

4.4 Immediate Objective D – Strategy Development Objective

The Air Quality Management Planning Support Programme represents a programme based on current, accurate and relevant information, informed by best practice in the field of air quality management and provides guidance to DEA on how to efficiently and effectively bring AQMP regime into its full capacity in line the National Framework.

5 **PROJECT OUTPUTS**

In order to meet the project objectives, DEA and the appointed service provider must generate, but are not limited to the generation of the following outputs:

5.1 Outputs in respect of Immediate Objective A – Planning Objective

Working in close cooperation with the DEA Directorate: Atmospheric Policy, Regulation and Planning and the Sub-directorate AQMP, the appointed service provider must generate, but is not limited to the generation of the following output that will ensure that the submitted plan demonstrate an understanding of the project history, understanding of AQMP goals and objectives, assessment of the status quo, a process for gathering information and for reaching goals, etc.

5.1.1 Output A.1: Process Plan

The appointed service provider will carry out all the work required to develop and compile a process plan for the development of the National AQMP Status-Quo report and Support Programme. This process plan should include, among others: (i) a detailed description of how the appointed service provider intends to conduct AQMP assessment and analysis, (ii) how to develop the AQMP Status-Quo Report and AQMP Support Programme in...
accordance with the project objectives; (iii) a Gantt Bar Chart detailing the timing and critical path of key activities and milestones; (iv) governance participation strategy; (v) capacity building strategy as part of the Support Programme; (vi) methodology and/or best practice in the field of air quality management planning.

5.1.2 Output A.2: Skills Transfer Plan

The service provider must as part of the process planning, develop a detailed plan for skills transfer to the sub-directorate: AQMP. This is a plan detailing how DEA-AQMP staff will be actively involved in the execution of all activities in all phases of the project. This will include, but not limited to, plans to engage the DEA team in aspects of data collection, collation and analysis, stakeholder engagements, presentations website updating etc. The plan should also give an indication of allocated budget for skills transfer, focused outputs, indicators, time frames and quarterly reporting on progress to the DEA Project Manager. These progress reports should include challenges and suggestive remedial measures in undertaking such skills transfer activities.

The process plan must be submitted to the National Air Quality Officer for approval.

Table 1: Output A.1: Process Plan and Skills Transfer Success Indicators

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
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</thead>
<tbody>
<tr>
<td>Output A.1: Process Plan and skills transfer plan</td>
<td>A clear and unambiguous plan on how Output A is to be generated.</td>
<td>Implementation of the process and skills development plans results in the desired outcome.</td>
</tr>
</tbody>
</table>

5.2 Outputs in respect of Immediate Objective B – Participation Objective

Working in close cooperation with the Sub-Directorate Air Quality Management Planning, the appointed service provider must generate, but is not limited to the generation of the following outputs that will ensure that the draft Air Quality Management Planning Status-Quo and the Support Programme are developed in accordance with the spirit and letter of the cooperative and participatory governance requirements and principles contained in Chapter 3 of the Constitution, the NEMA, Government’s Policy on Integrated Pollution and Waste Management (2000) and the AQA.

5.2.1 Output B.1: Efficient and Effective Governance Coordination and Cooperation

DEA and the service provider will effectively serve as the project management team for the project. Working in close cooperation with the DEA Sub-Directorate: Atmospheric Air Quality Management Planning, the appointed service provider will provide the necessary secretariat and logistical support to 3 governance workshops (around 200 people each) to be hosted at appropriate project milestones. This will ensure that research outcomes are grounded in field experience. This will include, but is not limited to: organisation of meeting venues and refreshments, compilation and circulation of workshops agendas; minute-taking; workshops announcements; compilation and circulation of meeting and other documentation; provision of audio-visual equipment for workshops; the compilation and maintenance of an interested and affected party database; and the maintenance of a stake-holder feedback database.

The first workshop should be aimed at introducing and presenting the project concept to the governance structure for their buy-in, introduction of the appointed service provider and receive inputs from provinces and municipalities. The second workshop is aimed at presenting a draft document to the governance structure, and the closing workshop is aimed at presenting the final draft AQMP Status-Quo report.

Table 2: Output B.1: Efficient and Effective Governance Coordination and Cooperation Success Indicators

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
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</table>
5.2.2 Output B.2: Project Website

Working with the DEA Chief Directorate: Communications, the appointed service provider will carry out all the required work to ensure that interested and affected parties are kept abreast of project developments through the use of the internet. This will include, but is not limited to: the re-design of the AQMP project webpage (where necessary) and the publication of the project webpage on the SAAQIS website. The appointed service provider will then capacitate the sub-directorate: Air Quality Management Planning in ensuring that they are able to regularly update and maintain the project webpage. The website should also include among others, an interactive blog on air quality management planning issues and responses by DEA, what’s new, upcoming priority area events, summary of meeting minutes as well as a space for comments on the website etc.

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<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
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<tbody>
<tr>
<td>Output B.2: Project Website</td>
<td>A project webpage containing current and relevant information relating to the project is available on the website and the AQMP--Sub-Directorate is fully in charge of the website.</td>
<td>Stakeholder feedback and webpage hits.</td>
</tr>
</tbody>
</table>

5.3 Outputs in respect of Immediate Objective C – Report Writing Objective

Working in close cooperation with the Sub-Directorate AQMP, the appointed service provider must generate, but is not limited to the generation of the following outputs:

5.3.1 Output C.1: AQMP Status-Quo Survey and Data Analysis

The appointed service provider will carry out all the work related to data collection, collation and analysis required for the compilation of the initial chapter of the AQMP Status-Quo report (National, Provincial, Municipal). This will include the identification and review of all available AQMPs in order to generate a report that will, among others clearly describe the current AQMP status in the country, the number of completed AQMPs, planned, and those under implementation, reflect what the specific problem areas are, highlight conflicting interests, assess the existing policies and regulations for AQMP development, assess the content, extend and quality of Air Quality Management Plans, assess AQMPs compliance with planning requirements, assess AQMP development process and challenges experienced, assess procurement experiences and challenges; Identify areas requiring AQMPs with no action yet, assess the quality, effectiveness and usability of data from monitoring stations in the AQMP baseline assessment, identify significant information gaps in the AQMP, level of public participation in the AQMP development processes, assess the extend of DEA involvement in developing the AQMP, the level of application of the AQMP manual, evidence and extend of skill transfer by consultants in the AQMP development process, duration for AQMP development and, assess whether plans are put in place to implement AQMP interventions and finally whether AQMP interventions feature in the IDPs and any necessary additional investigations into the AQMP. The findings must also be summarised and illustrated in the form of a “problem tree” that clearly illustrates cause-and-effect relationships.

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<th>Description</th>
<th>Verifiable Indicator</th>
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<tbody>
<tr>
<td>Output C.1: AQMP Status Quo and Data Analysis Success Indicator</td>
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</table>
5.3.2 Output C.2: Draft AQMP Status-Quo Report

The appointed service provider will carry out all the work required to compile a draft AQMP Status-quo report. The report should present a general overview followed by an in-depth description and analysis of the present AQMP situation and trends to serve as the basis for future improvement. This report should include, but is not limited to: (i) a summary of the results of the status-quo survey (ii) the information and data analysis results; (iii) key findings: successes and failures, (iv) regulation issues for enforcement, (v) recommendations on corrective measures and (vi) a report summary in the form of a Gantt Bar etc. The draft report must be presented to governance structure for comments before being finalised for presentation to DEA for approval. The consultants must compile an illustrated Power Point presentation that summarises the key elements contained in the report.

Table 5: Output C.2: Draft AQMP Status-Quo Report Success Indicators

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
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</thead>
<tbody>
<tr>
<td>Output C.2: Draft AQMP Status-Quo Report</td>
<td>A draft AQMP Status-Quo report based on current, accurate and relevant information, informed by best practice in the field of air quality management research, and that provides a clear and practical picture of how big is the problem</td>
<td>Draft plan submitted to the CD: AQM for approval</td>
</tr>
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</table>

5.3.3 Output C.3: AQMP Status-Quo Report

The consultants will carry out all the work required to consolidate all comments and amend the draft report. The proposed amendments must be presented to DEA before presentation to the governance structure. The service provider will finalise the report for presentation to the Chief Director: Air Quality Management for approval.

Table 6: Output C.3: AQMP Status-Quo Report Success Indicators

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output C.3: AQMP Status-Quo report</td>
<td>The final AQMP Status-Quo report presented to DEA</td>
<td>Plan submitted to the CD: AQM for approval</td>
</tr>
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</table>

5.4 Outputs in respect of Immediate Objective D – Strategy Development Objective

Working in close cooperation with the Sub-Directorate AQMP, the appointed service provider must generate, but is not limited to the generation of, the following outputs:

5.4.1 Output D.1: AQMP Support Programme

Based on the AQMP Status-Quo report, the service provider is required to develop a national AQMP Support Programme to serve as a DEA roadmap for shaping, improving and harmonizing AQMP priorities and procedures, in a coordinated, consistent and integrated manner. This should be aimed at improving DEA’s effectiveness in response to AQMP needs, and enhance the relevance of its cooperation and support for air quality management in congruent with the National Framework. The AQMP support programme should highlight three critical functions in ensuring a proper implementation. These include: defining procedures for implementation, estimation of operational cost, minimum human and technical resources required facilitating the support programme; and the specification of the extent of support required per province. It is also expected that the Support Programme will
strive to identify ways and means to mobilize political buy-in, prescribe the DEA knowledge base and capacity needed to carry out their AQMP duties; propose ways and means for non-hierarchical and participatory dialogue among stakeholders, define Support Programme performance and verifiable indicators, provide overall guidance and directions for the implementation of the programme etc.

Table 7: Output D.1: AQMP Support programme Success Indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output C.1: AQMP Support programme</td>
<td>Unambiguous programme ready for implementation</td>
<td>The programme objectively describes interventions that ensure a high probability for success</td>
</tr>
</tbody>
</table>

5.4.2 Output D.2: National Air Quality Management Capacity

To ensure that the AQMP staff is capacitated post project execution, the appointed service provider is responsible for implementation of the plan in section 5.1.2. The Department will assign the staff of the Sub-Directorate: AQMP on this project (1 Deputy Director and 2 Assistant Directors) and the appointed service provider is required to engage and involve these departmental personnel in all aspects of the project and provide hands-on training, mentorship and ensure effective skills-transfer. The appointed service provider should provide where necessary, space, at their offices, to enable DEA personnel to perform their tasks efficiently. Continuous reporting is required with respect to this activity.

Table 8: Output D.2: National Air Quality Management Planning Capacity Success Indicators

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output D.2:</td>
<td>Active involvement of departmental staff in the implementation of the project.</td>
<td>Staff able to efficiently and effectively implement the support programme</td>
</tr>
</tbody>
</table>


Based on the AQMP Status-Quo findings, the appointed service provider will review, amend and combine both existing Manual for Developing and Implementing Priority Area AQMP developed in 2006 and the Manual for Air Quality Management Planning in South Africa, developed in 2008. The combines manual should among others, include AQMP implementation case studies such as the integration of air quality activities into the IDPs etc.

Table 9: Output D.3: Combined National AQMP Manual Success Indicators

<table>
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<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output D.2: Combined National AQMP manual</td>
<td>DDG approval of manual</td>
<td>AQMP officials able to efficiently and effectively implement AQMPs using the manual</td>
</tr>
</tbody>
</table>

6 ACTIVITIES

Specific activities to be carried out by the appointed service provider in generating the above outputs must be detailed in the proposal contained in the bid.

7 INPUTS AND BUDGET

In order to generate the above outputs, the DEA will cover the expenses relating to the work of the appointed service provider to a value not exceeding that agreed in the service level agreement.
In this regard, bidders must note the prime cost budget items to be included in the project quotation (see 9.2).

8 SCOPe AND EXTENT OF WORK
This assignment is to be conducted in three phases:

8.1 Phase 1
The service provider is required to conduct an AQMP status quo survey and data analysis in order to understand the extent and current state of AQMP, in order to recommend the best way to address most pressing needs, all identified problems and to align and coordinate AQMP in South Africa. For this to be achieved, the Service Provider will collect and collate all existing Air Quality Management Plans in the planning phase, those developed, those in the process of being developed and those under implementation in South Africa (Provincial, Metros, District and Local Municipality AQMPs).

8.2 Phase 2
The service provider is required to develop a Status-Quo report with a detailed analysis of the current state, reflecting key findings with a projection of the extent of the problem. Key findings will serve as a basis for the service provider to develop an AQMP support system model.

8.3 Phase 3
To service provider is required to develop an AQMP support programme as a strategy and plan of action. This should set out the strategy to be used by DEA to expand and transform its AQMP objectives throughout the country, prioritises needs, setting the framework for implementation monitoring and proposes measure by which to evaluate its effectiveness.

9 TIMING OF ASSIGNMENT
9.1 The project will commence following the signing of a contract between the department and the appointed Service Provider/s.
9.2 The project must be completed and final invoices received on, or before, 30 November 2011.
9.3 All work is to be carried out in accordance with a project plan and time schedule as agreed with the Departmental Project Director.

10 PERFORMANCE MEASURES
10.1 The performance measures for the delivery of the outputs as specified in the project plan will be closely monitored by Departmental Project Manager (see 9.2).

11 REPORTING
11.1 The Service Provider/s will submit fortnightly progress reports to the Departmental Project Manager for the duration of the project.

12 MONITORING PROGRESS ON ASSIGNMENTS
12.1 The Departmental Project Manager shall undertake the ongoing management of the Service agreement.
13 **CONTINUITY AND PROFILE OF SENIOR STAFF ON THE PROJECT**

13.1 The Service Provider's must guarantee the presence of a senior staff member who will act as the Service Provider Project Manager throughout the duration of the contract. If the Service Provider Project Manager has to leave the project, a period of at least a month is required in which the Service Provider Project Manager must work in parallel with her/his replacement (i.e. a senior staff member with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge.

14 **CONDITIONS OF BID**

14.1 Bids will be subject to Supply Chain Management conditions as follows:

14.1.1 The Preferential Procurement Policy Framework Act, Act No. 05 of 2000 will apply to this tender. In accordance with this Act, submission will be adjudicated in two stages:

14.1.2 Firstly on functionality which must be done in terms of the evaluation criteria indicated in 20.1 and the minimum threshold referred to in 15.3 below. A bid must be disqualified if it fails to meet the minimum threshold points for functionality as per the bid invitation and secondly, only qualifying bids will be evaluated in terms of the 90/10 preference points system, where the 90 points will be used for price only and the remaining 10 points are used for equity ownership.

14.1.3 The proposal should include, amongst other, the following: (i) Name, contact details and legal status of the company (or companies if a consortium); (ii) A proposed project implementation plan with clear milestones, deliverables and time frames (see 9.2); (iii) Proposed budget or cost implications; (iv) Demonstration of capacity, knowledge and experience in delivering the required services; (v) The materials, manufacturing and printing specifications for the proposed signage and the alignment of these specifications with any relevant local or national standards for road signs; (vi) Company information (ownership, financial status etc); (vii) A list of similar work carried out in the last 12 months; and (vii) Details of any guarantees on the quality of the road signs to be supplied.

14.1.4 All bidders are advised to adhere to these instructions as closely as possible.

15 **SPECIAL CONDITIONS**

15.1 The Curriculum Vitae of the key staff who will be available for the duration of the work - Failure to submit the CV's will invalidate your bid.

15.2 The department reserves the right to appoint a company that demonstrates a strong BEE component, in order to address South Africa’s socio-economic disparities.

15.3 Only bidders scoring more than 40 points on technical information will be considered and evaluated in accordance with the 90/10 principle as shown in section 20.

16 **ADDITIONAL INFORMATION ON BID**

16.1 Details of staff training and development policies and procedures, with specific mention of affirmative action policies.

16.2 A breakdown of the hourly tariff inclusive of value-added tax for services rendered. Expenditure incurred without the prior approval of the Departmental Project Manager will not be reimbursed.
16.3 The department reserves the right to sign a service level agreement with the preferred bidder. The preferred bidder will sign a formal contract with the department (includes SBD 7.1 to 7.3). The successful bidder may not change (buy out HDI points) BEE status during the contract period. The department reserves the right to terminate the contract should the successful bidder no longer meet the BEE requirement.

16.4 How a joint venture (if the bids are a joint venture between a BEE firm and a non BEE firm) will split the work between the firms. The detail must be such that the department can audit the actual work allocation during the delivery to enforce the transfer of skills between the two firms. The percentage involvement of each company in the joint venture should also be indicated. Please note that all members of the joint venture should sign the contract and are jointly and severally liable for the entire assignment.

16.5 The department will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bid.

16.6 Please take note that the department is not bound to select any of the firms submitting proposals. The department reserves the right not to award any of the bids and not to award the contract to the lowest bid price as well as to renegotiate the price of the preferred applicant.

16.7 Travelling costs and time spent or incurred between home and office of the Service Provider and the department head office will not be for the account of the department.

17 FURTHER INFORMATION

17.1 Should you require any further information in this regard, contact the Departmental Project Director: Dr Thulie Mdluli, Director: Atmospheric Policy, Regulation and Planning, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001, Fax: 012 320 1167, Tel: (012) 310 3436, E-mail: TNMdluli@environment.gov.za

18 INFORMATION REQUIRED

18.1 Bid evaluation can only be done on the basis of information which we asked for. The comprehensiveness of the bid can therefore be decisive in the awarding thereof.

19 PAYMENT TERMS

19.1 The Department undertakes to payout in full within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.

20 BID EVALUATION

20.1 All bids will first be evaluated based on technical information and the evaluation will follow the following criteria:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Maximum Possible Score</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Technical Information</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>A.1. Bidder's understanding of the brief</td>
<td>12.5</td>
<td></td>
</tr>
<tr>
<td>A.2 Innovation</td>
<td>12.5</td>
<td></td>
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</tbody>
</table>
AN ASSESSMENT OF THE NATIONAL AIR QUALITY MANAGEMENT PLANNING STATUS QUO AND THE DEVELOPMENT OF THE NATIONAL AQMP SUPPORT PROGRAMME

20.2 All bids meeting the criteria in 20.1 will be evaluated in accordance with the 90/10 principle as follows:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Maximum Possible Score</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.3 Ability of the proposed approach to meet project outcomes</td>
<td>12.5</td>
<td></td>
</tr>
<tr>
<td>A.4 Proven track record</td>
<td>7.5</td>
<td></td>
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<tr>
<td>A.5 Quality of the bid</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>A.6 Demonstrated firm's affirmative action program.</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>A.7 Initiatives in respect of skills transfer to historically disadvantaged individuals</td>
<td>2.5</td>
<td></td>
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</tbody>
</table>

20.3 In evaluating the technical information contained in the bid, the evaluation committee will be guided by the following:

20.3.1 Bidder's understanding of the brief – The bid provides a clear indication that the bidder fully understands the purpose and scope of the work and the bidders' own roles and functions in this regard.

20.3.2 Quality – The bid provides a clear indication that the signage to be supplied by the bidder complies with highest materials, manufacturing and printing specifications which are fully aligned with any relevant local or national standards for road signs.

20.3.3 Track Record – The bid provides clear information on previous, relevant projects that confirm that the bidder has the required experience and success track record in road sign design, manufacture, printing and erection.

20.3.4 Quality of the Bid – The bid is structured, laid-out, formatted and organised in such a way that the evaluation committee is easily able to assess the bid in accordance with the evaluation criteria and are provided with an insight into the quality of deliverables that may be expected from the bidder if successful.

20.3.5 Affirmative action – The bid clearly describes the bidder's contribution to ensuring the transformation of the services sector through affirmative action programmes and provides insight into the success, or otherwise, of these programmes.
20.3.6 Skills transfer – The bid clearly describes the bidder’s contribution to ensuring the transformation of the services sector through initiatives that successfully transfer skills to historically disadvantaged individuals.
DEPARTMENT OF ENVIRONMENTAL AFFAIRS

INVITATION FOR PROSPECTIVE SERVICE PROVIDERS TO REGISTER ON THE DEPARTMENTAL DATABASE OF SUPPLIERS FOR GOODS AND SERVICES. THE AIM OF THIS DATABASE IS TO INCLUDE AS MANY AS POSSIBLE SMALL BUSINESSES AND HISTORICALLY DISADVANTAGED INDIVIDUALS IN THE PUBLIC SECTOR PROCUREMENT PROCESS.

NB: This form must be accompanied by an original valid tax clearance certificate during registration, application form to register for tax at SARS is also attached for your conveniences.

DETAILS OF APPLICANT

1. NAME OF COMPANY

2. INCOME TAX REGISTRATION NUMBER

3. VAT REGISTRATION NUMBER

4. COMPANY REGISTRATION NUMBER (copy of registration to be attached)

5. POSTAL ADDRESS

STREET ADDRESS
INSTRUCTIONS AND DEFINITIONS

2. GENERAL DEFINITIONS

2.1 "Acceptable bid" means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.

2.2 "Bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods, works or services.

2.3 "Comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.

2.4 "Consortium or joint venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.

2.5 "Contract" means the agreement that results from the acceptance of a bid by an organ of state.

2.6 "Specific contract participation goals" means the goals as stipulated in the Preferential Procurement Regulations 2001.

2.6.1 In addition to above-mentioned goals, the Regulations [12(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.

2.7 "Control" means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.

2.8 "Disability" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

2.9 "Equity Ownership" means the percentage ownership and control, exercised by individuals within an enterprise.

2.10 "Historically Disadvantaged Individual (HDI)" means a South African citizen

(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) ("the interim Constitution"); and/or

(2) who is a female; and/or
(3) who has a disability:

provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI;

2.11 “Management” means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.

2.12 “Owned” means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.

2.13 “Person” includes reference to a juristic person.

2.14 “Rand value” means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.

2.15 “Small, Medium and Micro Enterprises (SMMEs) bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).

2.16 “Sub-contracting” means the primary contractor’s assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

2.17 “Trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.

2.18 “Trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
**Trade Name** The trade names that the company owns or distributes, which you wish to be registered for as a supplier to the Department. Applicants should indicate this on page 5 of the application.

7.1 List all Shareholders by Name, **Position**, Identity Number, Citizenship, HDI status and Ownership, as relevant.

| Name | Position occupied in Enterprise | ID Number | Date RSA Citizenship obtained | *HDI Status
No franchise prior to elections | Women | Disabled |
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<td></td>
<td></td>
<td></td>
<td></td>
<td>No franchise prior to elections</td>
<td>W</td>
<td>A</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>No franchise prior to elections</td>
<td>W</td>
<td>A</td>
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</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>No franchise prior to elections</td>
<td>W</td>
<td>A</td>
</tr>
</tbody>
</table>

**EQUITY OWNERSHIP CLAIMED IN TERMS OF THE ABOVE:**

Equity Ownership by persons who had no franchise in the national elections prior to 1994: ___% 

Equity Ownership by white women: ________________________________% 

Equity Ownership by African women: ________________________________% 

Equity Ownership by disabled persons: ________________________________% 

☐ Is the company 50.1% or more black owned? (Black enterprise, which means the majority of shares, is owned by blacks) 

☐ Or is the company 25.1% or more black owned? (Black empowered, which means the traditionally white owned company has empowered blacks in terms of shares in their company)
Please indicate the number of employees __________

What is the current employment equity in terms of levels? Please attach prove.

*Indicate YES or NO

8 SMME STATUS / BUSINESS ACTIVITIES

☐ Office stationery, computer consumables and cleaning material
☐ Printing, layout, design, publications, portfolios and banners
☐ Office furniture, audiovisual equipment, office equipment and labour saving devices
☐ Communication specialist (writing and producing of information)
☐ TV, radio and exhibits production
☐ Entertainers i.e. dancers, musicians, poets, craftsperson etc
☐ Building maintenance: electrical, plumbing, office partitioning, painting, replacement of carpets, pest control etc
☐ Cleaning service (e.g steam cleaning of carpets, curtains etc)
☐ Tracing
☐ Panel beating
☐ Event organizers: Conferences and accommodation
☐ Training and workshops (Project management, customer service, computer training, finance & budgeting, performance management, strategic planning, organizational development and team building, change management, competency test, management development programme, Negotiation skills, presentation skills, professional coaching services)
☐ Suppliers of aircraft and Helicopters
☐ Professional services specializing in the following categories:
  ☐ Financial auditing, Forensic Auditing,
  ☐ Feasibility studies, project implementation, determination of norms and norms and standard for the Expanded Public Works Programme (EPWP), development of training programme related to the environment and culture sector of the (EPWP),
  ☐ Service providers who specializes in Waste Management, cleaner production and air quality, geotechnical investigation, archaeological survey, land survey, flood line investigation, environmental impact assessment, quantity survey, environmental engineering,
  ☐ Environmental reporting, geographic information systems and environmental journalists, research compilation and publication of various environmental impact management related to guidelines and public
information material, integrated environmental planning, alternative dispute resolution, environmental law, legislation drafting, facilitation, integrated environmental management, sustainable development indicators and research,

☐ Environmental impact inspectors for Antarctica and Islands, environmental compliance, monitoring and auditing systems and software development, environmental crime risk and impact assessors, environmental crime liability assessors, environmental management authorization (e.g. landfill permitting),

☐ Project management and community participation management skills related to community base Natural Resources and land degradation/desertification, researchers related to listing of species and ecosystems

☐ Economic impact assessment, Human Resource analysis of needs in Tourism sector,

☐ Environmental education specialist, researchers in environmental education, environmental law, environmental management, skills development, needs analysis, providers in capacity building, training and education facilitators, project managers, developers of resource material, designers of posters and promotional plastics

9 THE FOLLOWING SHOULD BE ATTACHED IN THE CASE OF CONSULTANTS:

☐ CV's OF KEY STAFF
☐ REFERENCES
☐ COMPANY PROFILE
☐ TRACK RECORD
☐ HOURLY/DAILY RATE
☐ IN THE CASE OF SUPPLIER OF FURNITURE & STATIONERY, CATALOGUE MUST BE SUPPLIED

10 GENERAL

Payment of suppliers through electronic banking transfer is compulsory (banking details will be requested for payment). The person/company should be able to deliver to the departmental street address.

11 ENQUIRIES

Department of Environmental Affairs
Private Bag X447
Pretoria 0001

Mr T Matheane
(012) 310-3133
Fax (012) 320-3328
tmatheane@deat.gov.za

Database Administrator
Ms V Tshivhase
Tel (012) 310 3072
Fax (012) 320 3328
vtshivhase@deat.gov.za
"Commodities" Applicants should indicate in the column above, the categories of supplies / services which they would like to be registered for, as well as the specific items under the categories, for instance:

<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy Service</td>
<td>Financial Management</td>
</tr>
</tbody>
</table>

NB:

1. It shall be the responsibility of the registered supplier/service provider to inform the Department immediately in writing of any change of address, telephone and facsimile numbers and, in particular, of any changes in respect of the equity ownership by historically disadvantaged individuals (HDI Status) and the small / medium / micro enterprise (SMME) status of the business. Should a contract be awarded to a business as a result of incorrect particulars on the HDI/SMME status of that business, the Department shall have the right to, in addition to any other remedy that it may have in terms of the Preferential Procurement Regulations (2001), cancel the contract and to claim damages.

2. The Department reserves the right to enter into term contracts with any supplier (whether registered or not) for any category of goods or services if the frequency of procurement in the particular category warrants a term contract.
DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICE

1. This Standard Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
   a. abused the institution’s supply chain management system;
   b. committed fraud or any other improper conduct in relation to such system; or
   c. failed to perform on any previous contract.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the bidder or any of its directors listed on the National Treasury’s database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied.)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 4.2  | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury’s website, www.treasury.gov.za click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445. | Yes | No |
| 4.2.1| If so, furnish particulars: | | |

| 4.3  | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? | Yes | No |
| 4.3.1| If so, furnish particulars: | | |

| 4.4  | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform or comply with the contract? | Yes | No |
| 4.4.1| If so, furnish particulars: | | |
I, THE UNDERSIGNED (FULL NAME) ...........................................................................
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

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

------------------------------------------  ------------------------------------------
Signature                                      Date

------------------------------------------  ------------------------------------------
Position                                       Name of Bidder