INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE
DEPARTMENT OF ENVIRONMENTAL AFFAIRS

BID NUMBER: E1210 CLOSING DATE: 02-03-2012 CLOSING TIME: 11:00

DESCRIPTION: Appointment of an expert service provider to develop a strategy for the segregation and Management of the HCRW (Health Care Risk Waste) from Public Health Care Institutions

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 P/Bag X447, PRETORIA 0001

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) 2ND Floor, Fedsure Forum building C/o Van der Walt and Pretorius street Pretoria.

Bidders should ensure that bids are delivered timely 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 PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, 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)

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<tr>
<th>NAME OF BIDDER</th>
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<td>POSTAL ADDRESS</td>
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<td>STREET ADDRESS</td>
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<td>TELEPHONE NUMBER</td>
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<td>CELLPHONE NUMBER</td>
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<tr>
<td>FACSIMILE NUMBER</td>
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<tr>
<td>E-MAIL ADDRESS</td>
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<td>VAT REGISTRATION NUMBER</td>
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HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) □
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR. □
A REGISTERED AUDITOR □

(TICK APPLICABLE BOX)

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO [IF YES: ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE .................................. TOTAL NUMBER OF ITEMS OFFERED ..................................

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: of Environmental Affairs
Contact Person: Ina Lensley / Jonas Nktseng
Tel: (012) 310-3558/3064
Fax: (012) 320 2894
E-mail address: ilensley@environment.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Ms. Mamosa Africa
Tel: 012) 310 3820
Fax: 012) 320 0024
E-mail address: mafrica@environment.gov.za
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.
### Purpose

Select the applicable option

- Tender
- Good standing

If "Good standing", please state the purpose of this application

### Particulars of applicant

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<thead>
<tr>
<th>Name/Legal name (Incl. &amp; Surname or registered name)</th>
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<td>Trading name (If applicable)</td>
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<td>Income Tax ref no</td>
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<td>VAT registration no</td>
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<td>Customs code</td>
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<td>Telephone no</td>
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<td>Physical address</td>
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<td>Postal address</td>
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<th>Company/Close Corp. registered no</th>
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| PAYE ref no                                           |
| SDL ref no                                            |
| UIF ref no                                            |

### Particulars of representative (Public Officer/Trustee/Partner)

| Surname                                              |
|                                                     |
| First names                                          |
|                                                      |
| ID/Passport no                                       |
| Income Tax ref no                                    |
| Telephone no                                         |
| Fax no                                               |
| E-mail address                                       |
|                                                      |
| Physical address                                     |

Page 1 of 2
Particulars of tender (If applicable)

Tender number
Estimated Tender amount
Expected duration of the tender

Particulars of the 3 largest contracts previously awarded

<table>
<thead>
<tr>
<th>Date started</th>
<th>Date finalised</th>
<th>Principal</th>
<th>Contact person</th>
<th>Telephone number</th>
<th>Amount</th>
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Audit

Are you currently aware of any Audit investigation against you/the company? YES NO
If "YES" provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent Date
Name of representative/agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer Date
Name of applicant/Public Officer

Notes:

1. It is a serious offence to make a false declaration.
   (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
   (b) without just cause shown by him, refuses or neglects to-
      (i) furnish, produce or make available any information, documents or things,
      (ii) reply to or answer truly and fully, any questions put to him ...
   As and when required in terms of this Act ... shall be guilty of an offence ...
3. SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.
1. The accompanying information must be used for the formulation of proposals.

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

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

4. PERSON AND POSITION

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<tr>
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<th>HOURLY RATE</th>
<th>DAILY RATE</th>
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5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

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5.1 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.

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<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
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TOTAL: R.
5.2 Other expenses, for example accommodation (specify, e.g. 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.

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**[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

(INsert name and address of department/entity)

Ina Lensley / Jonas Nketsing

Tel: 012) 310 3558 / 3064

Or for technical information –

(INsert name of contact person) Mamosa Africa

Tel: 012) 310 3920 Fax no. 012) 320 0024 E-mail mafrica@environment.gov.za
ANNEXURE B

SBD 4

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 an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

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

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

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

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

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: ...........................................................

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

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

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

"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.

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder / member: ..........................................................
Name of state institution at which you or the person connected to the bidder is employed: ..........................................................
Position occupied in the state institution: ..........................................................

Any other particulars:
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

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

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

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

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

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

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

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

2.9.1 If so, furnish particulars.
........................................................................................................................................
2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

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

2.11.1 If so, furnish particulars:

3 Full details of directors / trustees / members / shareholders.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Income Tax Reference Number</th>
<th>State Employee Number / Personal Number</th>
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DECLARATION

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

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

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

..................................................  ..................................................
Position  Name of bidder

November 2011
THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US$ 10 million or other currency equivalent to US$ 10 million will have a NIP obligation. This threshold of US$ 10 million can be reached as follows:

(a) Any single contract with imported content exceeding US$10 million.
   or

(b) Multiple contracts for the same goods, works or services each with imported content exceeding US$3 million awarded to one seller over a 2 year period which in total exceeds US$10 million.
   or

(c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US$10 million.
   or

(d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US$10 million.

1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

a. the contractor and the DTI will determine the NIP obligation;
b. the contractor and the DTI will sign the NIP obligation agreement;
c. the contractor will submit a performance guarantee to the DTI;
d. the contractor will submit a business concept for consideration and approval by the DTI;
e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
f. the contractor will implement the business plans; and
g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

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 R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the......................... system shall be applicable.

1.3 Preference points for this bid shall be awarded for:
(a) Price; and
(b) B-BBEE Status Level of Contribution.

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

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<th>POINTS</th>
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<tbody>
<tr>
<td>1.3.1.1 PRICE</td>
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<td>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</td>
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Total points for Price and B-BBEE must not exceed 100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution 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. DEFINITIONS

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

2.2 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 "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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 "consortium or joint venture" 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;

2.8 "contract" means the agreement that results from the acceptance of a bid by an organ of state;

2.9 "EME" means any enterprise with an annual total revenue of R5 million or less.

2.10 "Firm price" means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 "functionality" means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 "non-firm prices" means all prices other than "firm" prices;

2.13 "person" includes a juristic person;

2.14 "rand value" means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 "sub-contract" means the primary contractor's assigning, leasing, 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;

2.16 "total revenue" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
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, and

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.

3. ADJUDICATION USING A POINT SYSTEM

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

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

\[
Ps = 80 \left(1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}} \right)
\]

Where

- \( Ps \) = Points scored for comparative price of bid under consideration
- \( Pt \) = Comparative price of bid under consideration
- \( P_{\text{min}} \) = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:
<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
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<td>6</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
6. **BID DECLARATION**

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

7. **B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution:  = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8. **SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted? 

(ii) the name of the sub-contractor?

(iii) the B-BBEE status level of the sub-contractor?

(iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm

9.2 VAT registration number

9.3 Company registration number

9.4 TYPE OF COMPANY/FIRM

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

9.6 COMPANY CLASSIFICATION

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

9.7 Total number of years the company/firm has been in business? ........................................

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

(i) The information furnished is true and correct;

(ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.

(iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

(iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

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

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution

WITNESSES:

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

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

SIGNATURE(S) OF BIDDER(S)

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 claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
       - Declaration of interest;
       - Declaration of bidder's past SCM practices;
       - Certificate of Independent Bid Determination;
       - 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.

<table>
<thead>
<tr>
<th>NAME (PRINT)</th>
<th>CAPACITY</th>
<th>SIGNATURE</th>
<th>NAME OF FIRM</th>
<th>DATE</th>
</tr>
</thead>
</table>

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 (ALL APPLICABLE TAXES INCLUDED)</th>
<th>COMPLETION DATE</th>
<th>BBEE STATUS LEVEL OF CONTRIBUTION</th>
<th>MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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 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 <em>audi alteram partem</em> rule was applied.)</td>
<td>Yes</td>
<td></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 Combating 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 facsimil number (012) 326 5445.</td>
<td>Yes</td>
<td></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></td>
</tr>
<tr>
<td>4.3.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></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>---</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
</tr>
<tr>
<td>4.4.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I, THE UNDERSIGNED (FULL NAME) ........................................................................................................
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

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

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

.............................................................. ..............................................................
Position                      Name of Bidder
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids 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 pe se prohibition meaning that it cannot be justified under any grounds.

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

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

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

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

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

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 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.

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
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 bank details provided should be exactly as per record held by the banks.

I/we understand that the Department will not hold 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>
</tr>
<tr>
<td>VAT Number</td>
</tr>
<tr>
<td>Title:</td>
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<tr>
<td>Initials:</td>
</tr>
<tr>
<td>Full Names</td>
</tr>
<tr>
<td>Surname</td>
</tr>
<tr>
<td>Persal Number</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Address Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>( Compulsory if Supplier  )</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Detail</th>
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</thead>
<tbody>
<tr>
<td>New Supplier information</td>
</tr>
<tr>
<td>Update Supplier information</td>
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<td>Supplier Type:</td>
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</tr>
<tr>
<td>Company</td>
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<tr>
<td>Trust</td>
</tr>
<tr>
<td>Partnership</td>
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<tr>
<td>CC</td>
</tr>
<tr>
<td>Other ( Specify )</td>
</tr>
</tbody>
</table>

Department Number
# Supplier Account Details

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

<table>
<thead>
<tr>
<th>Account Name</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Account Number</td>
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<td></td>
</tr>
<tr>
<td>Branch Name</td>
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<tr>
<td>Branch Number</td>
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</tbody>
</table>

**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></th>
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</thead>
<tbody>
<tr>
<td>Cheque Account</td>
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</tr>
<tr>
<td>Savings Account</td>
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<tr>
<td>Transmission Account</td>
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<td>Bond Account</td>
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<tr>
<td>Other (Please Specify)</td>
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<thead>
<tr>
<th>ID Number</th>
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<tr>
<td>Passport Number</td>
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</table>

**Company Registration Number**

<table>
<thead>
<tr>
<th>*CC Registration</th>
<th>/</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Please include CC/CK where applicable</td>
<td></td>
</tr>
</tbody>
</table>

## Supplier Contact Details

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

Contact Person:

<table>
<thead>
<tr>
<th>Supplier Signature</th>
<th></th>
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</table>

<table>
<thead>
<tr>
<th>Print Name</th>
<th></th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Date (dd/mm/yyyy)</th>
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</tr>
</thead>
</table>

**NB:** All relevant fields must be completed.
TABLE OF CONTENTS

1. CONSULTANCY INFORMATION SUMMARY ................................................................. 2
2. PURPOSE .................................................................................................................. 2
3. BACKGROUND ........................................................................................................... 2
4. PROBLEM ANALYSIS ............................................................................................... 2
5. STRATEGY ANALYSIS .............................................................................................. 3
6. OVERALL PROJECT OBJECTIVE ............................................................................. 3
7. IMMEDIATE PROJECT OBJECTIVES ....................................................................... 3
8. CONDITIONS OF BID ............................................................................................... 8
9. SPECIAL CONDITIONS ............................................................................................. 8
10. ADDITIONAL INFORMATION .................................................................................. 8
11. EVALUATION CRITERIA .......................................................................................... 9
12. INPUTS AND BUDGET ............................................................................................ 9
13. METHOD OF WORK ................................................................................................. 10
14. PROJECT MANAGEMENT ......................................................................................... 10
15. CONSULTANCY INFORMATION MANAGEMENT .................................................. 10
16. TIMING AND IMPLEMENTATION ......................................................................... 10
17. INHERENT REQUIREMENTS OF THE JOB – COMPETENCY PROFILES ........... 10
18. REPORTING ........................................................................................................... 11
19. PAYMENT TERMS ................................................................................................ 11
20. CONTACT PERSON ............................................................................................... 11
1. CONSULTANCY INFORMATION SUMMARY

<table>
<thead>
<tr>
<th>PROJECT / JOB TITLE:</th>
<th>Strategy for the segregation and management of Health Care Risk Waste in public institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEY QUALIFICATION:</td>
<td>Engineering sciences and financial management</td>
</tr>
<tr>
<td>KEY EXPERIENCES:</td>
<td>Health care waste management, financial modelling, data base design,</td>
</tr>
<tr>
<td>DESIRED START DATE:</td>
<td>Immediate</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>Department of Environmental Affairs and the National Department of Health, Pretoria and home office</td>
</tr>
<tr>
<td>COMPONENT:</td>
<td>Directorate: Hazardous Waste Management and the Directorate: Environmental Health</td>
</tr>
<tr>
<td>REPORTING TO:</td>
<td>Director: Hazardous Waste Management and the Director: Environmental Health</td>
</tr>
<tr>
<td>PERIOD:</td>
<td>24 months</td>
</tr>
</tbody>
</table>

2. PURPOSE

The Department of Environmental Affairs and the National Department of Health have identified a need to improve the segregation and management of HCRW within public institutions. This document provides the terms of reference for a HCRW management specialist, who will assist the Department in the development of a strategy for the segregation and management of Health Care Risk Waste (HCRW) in public institutions.

3. BACKGROUND

HCRW is potentially infectious and poses a threat to human health. This waste must therefore be separated from other wastes and treated before disposal. The segregation of HCRW from other wastes must take place as soon as possible after its generation. Systems must therefore be put in place which facilitate this segregation and to ensure that this waste is managed in a manner which is environmentally sound and protective of human health.

Work to develop such a segregation and management system has been undertaken both at the provincial and national spheres of government through two separate pilot projects. The first pilot project, which was implemented by the Gauteng Department of Agriculture, Conservation and Environment in partnership with the Gauteng Department of Health, developed a system for the segregation and management of HCRW generated within health care institutions in urban environments. The second pilot project, which was implemented by the Department of Environmental Affairs in partnership with the National Department of Health, developed a system for the segregation and management of HCRW generated within a rural environment.

The segregation of HCRW in urban systems is initiated where the health care professional administers treatment to the patients. The nurse’s trolley is fitted with a container to facilitate the separation of HCRW from general and infectious waste sharps from all other waste types. On completion of the rounds, the HCRW waste is transferred to a rack and bag system located in the sluice rooms within each ward. The HCRW from the various wards is consolidated by collection from the sluice room via a wheelie bin. Once the wheelie bin is full, it is closed, labelled and stored in a dedicated HCRW storage area from where it is collected and transported to the treatment facility. At the treatment facility, the wheelie bin is captured into the system, the lid is opened and the waste is automatically lifted and tipped into the treatment facility for treatment and disposal. The rural system is similar, however, the HCRW waste is transported from the rural clinics and community health centers to the provincial hospitals for collection and further processing.

A training and awareness project administered through a tertiary institution was initiated in parallel with the segregation system. Awareness material was also developed and distributed. The pilot project was supported by an improved general waste management collection system.

4. PROBLEM ANALYSIS

Through the development and piloting of the urban and rural systems for the management of HCRW in public institutions, several improvements were identified which included among others the following:
- the reduction of the waste stream through improved segregation;
- the improved third party protection through the removal of HCRW from locations accessible to the public;
- the protection of health care professionals and waste managers through the introduction of puncture proof containers;
- the reduced costs of HCRW management through the reduction of the waste stream, the introduction of reusable containers and the payment for the actual HCRW treated;
- the improved tracking and reporting on waste through the labelling and identification of health care institutions at which the waste was generated; and
- the reduced carbon footprint of HCRW management by the reduction of greenhouse gases from landfilling of cardboard boxes.

Having determined the success of the advantages of the two piloted segregation systems, the benefits must now be realised by the implementation of the systems at all public health care institutions in the country. In order to implement the systems, the specifications for the systems must be documented, the associated costs must be determined and the most efficient implementation strategy identified determined with the view to present these findings to Cabinet for approval and funding. The This work requires the assistance of a suitably qualified and experienced consultancy team in the field of HCRW management to support the Department of Environmental Affairs and the Department of Health in achieving these objectives.

5. STRATEGY ANALYSIS

Given the problem outlined above, the following strategy has been drafted for the consultancy that is the subject of these terms of reference.

5.1 Learning from experience

The consultancy that is the subject of these terms of reference is to focus on capacity building through the effective transfer of skills, experience, knowledge and expertise to DEA and DOH staff.

6. OVERALL PROJECT OBJECTIVE

Develop strategy for the segregation and management of HCRW in public institutions.

7. IMMEDIATE PROJECT OBJECTIVES

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

7.1 Immediate objective A – Inception meeting and detailed workplan

The Department of Environmental Affairs in consultation with the National Department of Health will consolidate the work undertaken in the two pilot projects and will document the systems to be implemented. This segregation systems work will be documented in a report and will be presented to the consultant team at the inception meeting. The inception meeting with the Project Management Group is to be held as the first task of the project.

At this meeting aspects of the project will be discussed and agreed. Following this workshop a comprehensive workplan is to be developed by the consultant team which will detail the project activities and timeframes for outputs. The workplan must include a payment schedule related to project outputs and must be approved by the project Director before work proceeds.

<table>
<thead>
<tr>
<th>Table 1: Success indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Inception meeting and detailed workplan</td>
</tr>
</tbody>
</table>

7.2 Immediate objective B – Consultation and confirmation of the rural and urban HCRW segregation and management system

The segregation systems report prepared by the Department describing the segregation systems is implemented is to be consulted with the health care professionals at all spheres of government. Once consulted, the segregation and
management system must be presented to the National Department of Health for approval after which this segregation and management system will become the official system to be presented to the Cabinet for approval for implementation in the country. The consultation process is to be recorded and a comments and responses document must be prepared.

Table 2: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultation process</td>
<td>Consultation workshops are set up in order to confirm the segregation and management system.</td>
<td>Workshop documents available and comments and responses document and approval letter from the Minister of Health.</td>
</tr>
</tbody>
</table>

7.3 Immediate objective C – Generators database developed

The consultant team is to update the HCRW generation rates provided in the National Waste Management Strategy Implementation (NWMSI) project and the subsequent survey conducted in 2008 and capture the revised data into an access database. The database must be able to provide reports including but not limited to:

- HCRW generation rates for the country;
- HCRW generation rates for hospitals and clinics for the country;
- HCRW generation rates for private and public facilities for the country;
- HCRW generation rates per province for private and public facilities;
- Numbers of beds; and
- The number of health care facilities.

The database must be designed in a manner to allow easy updates by the Department of Health. Training on utilising the database must be provided to ten Health Officials. The consultant must take into consideration any existing databases in use by the Department of Health and must align the database to the extent possible.

Table 3: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated generation rates.</td>
<td>A survey of the latest HCRW generation rates for hospitals and clinics throughout the country is available.</td>
<td>Generation rates updated and report developed.</td>
</tr>
<tr>
<td>Access database.</td>
<td>A database of the HCRW generation rates for hospitals and clinics throughout the country is developed and available.</td>
<td>Access database developed.</td>
</tr>
</tbody>
</table>

7.4 Immediate objective D – Equipment requirements and costs

The consultant team is to identify the durable and capital items associated with the approved HCRW segregation and management system. Using the information provided by the database on numbers and types of health care institutions, the Consultant team is to determine and document the number of items required to implement the system for each health care institution type. Once the items and the number of items have been determined the associated costs are to be determined and documented. It is anticipated that the costing will include the following:

- Number of containers required in system, in transport and in cleaning (wheele bins, specie cans, kick-about trolley etc.);
- Number of racks required;
- Number of trolleys required;
- Vehicles (vehicle and trailers);
- Fridges;
- Number of consumables required (sharps containers, bags, cable ties, labels etc.);
- Frequency of purchase of consumables;
- On site storage facility requirements;
- Internal and external transport requirements;
- Distance between generator and treatment facility;
- Costs of treatment (scenarios to be developed);
- Frequency of collection (scenarios to be developed);
- Training requirements;
- Awareness materials;
- Costs associated with weighing and labelling;

The consultant team is to identify the breakages and the estimated annual replace costs of the capital equipment.

### Table 4: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification of durable items per category</td>
<td>The durable items associated with segregation and management systems as well as the number of items to be used to implement the system monthly are to be identified.</td>
<td>List and number of durable items required and the monthly requirements for durable items for each type of HC institution developed.</td>
</tr>
<tr>
<td>Identification of capital items per category</td>
<td>The capital items associated with the segregation and management systems as well as the number of items to be used to implement the systems are to be identified. The annual maintenance/replacement costs are also to be identified.</td>
<td>List and number of capital items for each type of HC institutions identified including annual maintenance and replacement rate developed.</td>
</tr>
<tr>
<td>Number and costs of durable and capital items per category of health care institution</td>
<td>The costs of the durable and capital items are to be determined for each type of HC institution.</td>
<td>Costs of durable and capital items including the annual maintenance and replacement costs.</td>
</tr>
</tbody>
</table>

### 7.5 Immediate objective E – Development of a costing model and running of implementation scenarios

The consultant team is to design, develop and run a costing model which will utilise the information provided in segregation systems report and the information developed in 7.4 above to provide determine the costs for implementing and running the segregation and management system in the various types of health care facilities and include various implementation scenarios and timeframes. The costing scenarios must include among others the following:

- Costs of implementation in all hospitals or all clinics in a particular province;
- Costs of implementation in all hospitals and clinics within a particular province;
- Costs of implementation in all hospitals in South Africa;
- Costs of implementation all clinics in South Africa;
- Costs of implementation in all community health centres and clinics in a province; and
- Various timeframes for implementation of the scenarios.

The model must be approved by the Department before being implemented.

### Table 5: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costing model</td>
<td>Develop a model which can be used to determine the cost of implementing the system for each type of health care facility, using different implementation strategies and timeframes.</td>
<td>Costing model developed.</td>
</tr>
<tr>
<td>Approval of the model</td>
<td>The Department is to approve the model before implementation.</td>
<td>Documented approval</td>
</tr>
<tr>
<td>Costing</td>
<td>Apply the costing model to determine the cost of the implementation in all the various health care institutions and under various implementation scenarios.</td>
<td>Cost of implementing the segregation and management system at various health care institutions and under various implementation scenario.</td>
</tr>
</tbody>
</table>

### 7.6 Immediate objective F – Strategy for implementing the national HCW management system

The consultant team will investigate the possible options to implement the HCRW management system including but not limited to implementation through the HCRW management tenders. In determining possible methods of implementation the team is to review the HCRW management implementation strategy proposed through the Gauteng and NWMSI projects as well as the existing provincial tender processes in place. In doing this the consultant team will need to meet with a
representative sample of procurement officials at national and provincial health and local government, with the responsible officials in hospitals and clinics as well as with HCRW contractors. This review must include details of, amongst others:
- a detailed analysis of the existing procurement systems in place for HCW management within each Province;
- the current budget allocations for HCW management;
- an analysis of current provincial tender specifications included in tender documentation;
- the typical duration of tenders including an assessment of an appropriate tender duration;
- the costs of the existing tenders relate to a cost per bed;
- value of the existing contracts;
- contractual arrangements in place;
- conditions of tender including for example back up plans and insurances required;
- penalty clauses in the tender;
- the current status of the existing tender within each Province, and
- due date for renewal.

A report on the current system being implemented is to be drafted which is to include recommendations for an appropriate implementation system which considers among other the above considerations.

Using the information on possible implementation strategies developed in 7.5 and having considered the methods for implementing the segregation and management system, the consultant team is to draft a report recommending various implementation strategies which includes the strengths and weaknesses and financial costs of each scenario. The scenarios must include the methods of implementation as well as costs for implementation i.e. implementation of the national system per province one province per year, or in all clinics nationally, then all provincial hospitals nationally etc. The development of the recommendations should be consulted with the two Departments as well as waste contractors and stakeholders who would be able to provide guidance on implementation.

The report prepared must provide a firm motivation for a preferred option for implementation. This report will be submitted to Cabinet for consideration and approval of funds depending on requirements.

Table 6: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing tender procedures</td>
<td>Develop a report outlining the current tender procedures in place in the Provinces</td>
<td>Review report developed</td>
</tr>
<tr>
<td>Possible scenarios</td>
<td>Draft possible scenarios for the implementation of the system including advantages and disadvantages</td>
<td>Possible scenarios developed</td>
</tr>
<tr>
<td>Preferred implementation strategy</td>
<td>Identify the preferred option to implement the system nationally.</td>
<td>Implementation strategy developed.</td>
</tr>
</tbody>
</table>

7.7 Immediate objective G – Detailed installation plan per category of HCI
Once the implementation plan has been agreed to the consultant team is to draft a detailed installation plan for each category of HCI which is to identify the relevant activities required to successfully implement the HCRW management system within that type of institution. Through the development of the HCI category installation plan attention must be paid to providing templates and checklists as appropriate which can be used by service providers to ensure effective installation in each institution.

Table 7: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation plans per HCI</td>
<td>Develop a detailed installation plans to be used to implement the system countrywide.</td>
<td>Detailed installation plans per HCI available.</td>
</tr>
</tbody>
</table>

7.8 Immediate objective H - National HCRW management tender specifications, tender and audit protocol
Using information gathered through the review conducted in objective F of the existing tender specifications in place as well as the tender material developed during the Gauteng and NWMSI pilot projects as well as the recent Gauteng Health tender specifications, the consultant team must develop national tender specifications for the approved HCRW segregation and management system. The tender specifications must, amongst others, include specifications for:
- Infrastructure (if required);
- Capital equipment;
- Consumables;
- internal and external transport;
- weighing and labelling;
- tracking system or manifest;
- treatment;
- training, and
- reporting requirements.

The consultant team is to develop an audit protocol which will be used to assess the service provider’s adherence to the tender specifications. Based on the results of output above and using the specification developed through this output a generic tender is to be drawn up.

Table 8: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender specifications</td>
<td>Develop appropriate technical specifications.</td>
<td>Tender specifications available.</td>
</tr>
<tr>
<td>Tender</td>
<td>Using the data prepared in the outputs above develop a generic tender for the provision of HCRW management services for public institutions.</td>
<td>Generic tender available.</td>
</tr>
<tr>
<td>Audit protocol</td>
<td>A audit protocol is to be developed against which the services provided by the waste contractor can be assessed related to the tender specification requirements.</td>
<td>Audit protocol available.</td>
</tr>
</tbody>
</table>

7.9 Immediate objective I - HCW training and awareness material institutionalised
The consultant team is to review and update the five day training course and awareness material developed through the pilot projects. One full set of awareness material is to be printed. Once the training and awareness material has been revised to ensure compatibility with the HCRW the team, together with the relevant stakeholders, will determine methods of institutionalising the training materials and the procedure for obtaining SETA accreditation. This will include interviews or discussions with the proposed institutions to determine where the training material could be housed, making it available to any suitably qualified body wishing to conduct the training.

Based on the assessment undertaken the consultant team is to make a recommendation with respect to the most appropriate option for institutionalising the training material.

Table 9: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training and awareness</td>
<td>Training and awareness material updated.</td>
<td>Updated training and awareness material</td>
</tr>
<tr>
<td>material update</td>
<td></td>
<td>available. One full set of awareness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>materials is available.</td>
</tr>
<tr>
<td>Methods of</td>
<td>Identify proposed methods of institutionalising the training materials.</td>
<td>Methods of institutionalising the training</td>
</tr>
<tr>
<td>institutionalisation</td>
<td></td>
<td>material identified.</td>
</tr>
<tr>
<td>Preferred method</td>
<td>Detail the preferred method of institutionalising the training.</td>
<td>Training material accepted by a training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>institution.</td>
</tr>
</tbody>
</table>

7.10 Immediate objective J – Consultation process
This project will require a significant amount of discussion and consultation with various specific and general stakeholders. Over and above the discussions that will be required in developing the outputs, the consultants will be required to assist with the planning of the workshops 5 general stakeholder workshops and 3 workshops with the DoH. The consultant team will be responsible for recording all discussions held with stakeholders, including focus group meetings, and for preparing the necessary comments and responses document.

Table 10: Success indicator
8. CONDITIONS OF BID

8.1 Bids will be subject to Supply Chain Management Conditions as follows - The Preferential Procurement Policy Framework Act (Act No. 05 of 2000) and Preferential Procurement Regulations 2011. In accordance with this Act, submissions will be adjudicated in two stages: firstly, on functionality which must be done in terms of the evaluation criteria indicated in section 11 and the minimum threshold referred to in 8.2. A bid must be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation and secondly, only the qualifying bids will be evaluated in terms of the 90/10 preference points systems, where the 90 points will be used for price only and the 10 points will be awarded in terms of the B-BBEE Contributor level as per the B-BBEE Verification Certificate submitted by the service provider.

8.2 Only bidders who score at least 45 points for the technical information will be preferred.

9. SPECIAL CONDITIONS

9.1 The bid submitted must contain the following:

- The Curriculum Vitae of all personnel that will be involved in the project; NOTE: Failure to submit the CVs will invalidate your bid proposal.
- As part of their CV’s, reference to and a short overview of previous experience in similar projects related to HCRW and the management thereof for each team member involved must be provided.
- Time related to each output including staff members and staff time per output
- The consultants must outline in detail the proposed methodology, activities and procedures for executing the work.
- A breakdown of the hourly tariff inclusive of value-added tax for services rendered. Expenditure incurred without the prior approval of the Project Manager will not be reimbursed.
- The price based on the outputs in the TOR.
- The price is to include all local travel, accommodation, S&T and must be inclusive of VAT.

9.2 DEA reserves the right to invite short listed suppliers/companies to present their bid for final decision.

9.3 Bidders must be prepared to work at rates not exceeding those prescribed by the office of the Auditor-General or the Department of Public Service and Administration (DPSA).

9.4 Service providers who do not supply information in respect of B-BBEE preference points or who are found to have supplied incorrect information in the affidavit provided for in the bid documents will be disqualified.

9.5 Service providers are requested to submit a certified B-BBEE accreditation certificate from reputable service providers accredited by SANAS, failing which the B-BBEE points claimed will be forfeited.

9.6 A service level agreement shall be signed with the preferred bidder.

9.7 A service level agreement shall be signed with the preferred bidder.

9.8 A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate. Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.

9.9 A bidder will not be awarded the points claimed for B-BBEE Status Level of Contribution if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capacity and the ability to execute the sub-contract.

10. ADDITIONAL INFORMATION

10.1 The service provider should provide details of staff training, highlighting training and development policies and procedures, with specific reference to affirmative action policies and initiatives.

10.2 How a joint venture (if the bidders are a joint venture between a BEE firm and a non-BEE firm) will split the work between firms. The detail must be such that DEA 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.

10.3 DEA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bids.

10.4 Please take note that DEA is not bound to select any of the firms submitting proposals. DEA reserves the right not to award any of the bids and not to award the contract to the lowest bidding prices as well as to renegotiate the bid of the preferred applicant.

10.5 Travelling costs and time spent or incurred between home and office of consultants and DEA head office will not be for the account of DEA.

11. EVALUATION CRITERIA

CV's submitted will be evaluated in accordance with the following evaluation criteria:

<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>Maximum</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>PRICE</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>TECHNICAL INFORMATION</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Bidder understands the brief and the methodology to be employed</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Capability (profiles of key staff and persons to be assigned to the project)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Proposal for execution (methodology, activities and procedures)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Experience in the field of hazardous waste management, AFR and use thereof</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Company profile</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>B-BBEE Status Level Contributor</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>9</td>
<td></td>
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<td>3</td>
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<td>2</td>
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<tr>
<td>8</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-compliant contributor</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

In evaluating the CV's contained in the bid, the evaluation committee will be guided by the following:

- **Price** – The price related to the outputs and consultants.
- **Capability** – The bidder provides a clear indication that the project team comprises of people with the necessary experience, qualifications, knowledge and skills required to ensure the efficient and effective delivery of project objectives.
- **Track Record** – The bid proposal should provide information on relevant projects that confirm that the bidder has the required experience and success track record in the relevant areas of the project and general project management.
- **Proposed methodology, activities and procedures** – The consultants understanding of what is required and the manner in which they intend to execute the work.
- **Quality of the BID** – the bid is structured, laid-out, formatted and organised in such a way that the evaluation committee is easily able to access the bid in accordance with the evaluation criteria and are provided with an insight into the quality of deliverables that may be expected from the bidder is successful
- **Affirmative action** – the bid clearly describes the bidder's contribution to ensuring the transformation of the project (be specific) management services sector through affirmative action programmes and provides insight into the success, or otherwise, of these programmes
- **Skills transfer** – the bid clearly describes the bidder's contribution to ensuring the transformation of this work e.g. environmental management services sector thought, amongst others, mentorship, bursary, on-the-job-training and/or other initiatives that successfully transfer skills to historically disadvantage individuals.

12. INPUTS AND BUDGET

Consultancy fees, travel and other reimbursable costs to a value not exceeding that agreed in the consultant team's contract will be covered by the DEA.
13. METHOD OF WORK

The consultant team must provide sufficient time for discussions with the project team throughout the project, for amending the documents after discussion, for incorporating comments from internal and external stakeholders and for responding to comments and issues raised during the process. The proposal must indicate the time allocation per output per consultant.

14. PROJECT MANAGEMENT

14.1 Project Director

The Director: Hazardous Waste Management will be the Project Director. As such, the contracted consultants will be directed by and report to the Director.

14.2 Project Team

The Project team will comprise of the Director: Hazardous Waste Management, the Director: Environmental Health, the Deputy Director: HWM Support Assistant Director: HWMS and support staff from the NDoH. The day to day management of the project will be the responsibility of the Deputy Director: HWMS.

15. CONSULTANCY INFORMATION MANAGEMENT

15.1 Internal Consultancy Communication

All decisions, suggestions, recommendations, reports, etc. concerning the consultancy must be submitted in writing. All documents shall be prepared in MS Word and bar charts and spreadsheets in either MS Project or in Microsoft Excel. All required reports must be submitted to the Project Director in 2 hard copies as well as on an appropriate electronic storage medium (CD or memory stick).

15.2 External Consultancy Communication

All communication external to the consultancy (e.g. response to complaints, press/media queries, etc.) will be carried out by either the Project Director or the department’s communication section. As such, all complaints, press/media queries, etc. must be referred to the Project Director together with a written briefing on a possible response.

16. TIMING AND IMPLEMENTATION

The consultancy will commence following the signing of a contract between the Department and the selected consultancy. The consultancy is expected to have duration of no longer than 24 months. The consultant team must indicate if the time allocation is acceptable and if the intended outputs can be achieved within the timeframe indicated.

17. INHERENT REQUIREMENTS OF THE JOB – COMPETENCY PROFILES

<table>
<thead>
<tr>
<th>Technical Consultants: HCRW implementation strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Knowledge</strong></td>
</tr>
<tr>
<td>In order to carry out contract efficiently and effectively, the consultancy must have specialist knowledge of:</td>
</tr>
<tr>
<td>- Healthcare risk waste management</td>
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<tr>
<td>- Tender procedures</td>
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<tr>
<td>- Financial costing</td>
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<tr>
<td>- Training</td>
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<tr>
<td>- Procurement procedures</td>
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<tr>
<td>In order to carry out the contract efficiently and effectively, the consultant team must have general knowledge of:</td>
</tr>
<tr>
<td>- Environmental issues, especially those relating to healthcare risk waste.</td>
</tr>
<tr>
<td>- Governmental environmental quality and protection related policies, priorities and strategies.</td>
</tr>
<tr>
<td>- Governmental standard administrative procedures.</td>
</tr>
<tr>
<td>- General management practise.</td>
</tr>
<tr>
<td><strong>2. Skills</strong></td>
</tr>
<tr>
<td>Leadership</td>
</tr>
<tr>
<td>Innovative thinking</td>
</tr>
</tbody>
</table>
### 3. Learning field
Engineering and science specialising in waste management.

### 4. Learning indicator
Masters degree in natural or engineering sciences; and/or 10 or more years of experience in the area of waste management specifically healthcare management.

### 5. Personal attributes
Ability to work in a multi-skilled team, Ability to gather and analyse information, Objective, Integrity, Ability to work under pressure, Ability to meet tight deadlines, Ability to meet tight deadlines, Ability to motivate staff, Ability to develop and apply policies, standards, procedures etc.

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18. **REPORTING**

The contracted consultant will compile and submit and indication of progress in the agreed format to the Project Director with each invoice submitted for payment.

19. **PAYMENT TERMS**

The Department undertakers to pay-out 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 until that outstanding information is submitted.

20. **CONTACT PERSON**

Acting Director: Hazardous Waste Management, MS Mamosa Afrika, Tel: (012) 310 3920 Fax: (012) 3200024, E-mail: mafrika@environment.gov.za
GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and

(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

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

• The General Conditions of Contract will form part of all bid documents and may not be amended.

• Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.
TABLE OF CLAUSES

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

1. Definitions

1. The following terms shall be interpreted as indicated:

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

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

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

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

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

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

1.7 “Day” means calendar day.

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

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

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

1.11 "Dumping" occurs when a private enterprise abroad 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
obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

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

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

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

3. General

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

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 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;
13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

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

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

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

15. Warranty

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

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

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

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

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

16. Payment

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

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

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

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

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

Js General Conditions of Contract (revised July 2010)
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
6. **ANNUAL TURNOVER** per annum

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<tr>
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</table>

7. **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 researchers in cultural heritage researchers, institutional and legal expert on Biodiversity and Heritage,

- 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

8 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

9 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.

10 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>Consultancy Service</th>
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<tbody>
<tr>
<td>Item</td>
<td>Financial Management</td>
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</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.

SIGNATURE OF AUTHORISED PERSON

DATE: