



NORTH WEST PROVINCIAL LEGISLATURE

APPOINTMENT OF EXPERIENCE AND COMPETENT SERVICE PROVIDER TO BID FOR THE PROVISION OF ORACLE SUPPORT SERVICES ON AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF TWO YEARS .

TENDER NUMBER : NWPL01/25/26

CLOSING DATE : 28 AUGUST 2025

CLOSING TIME : 11H00AM

DATA SHEET FOR TENDERERS

CONTRACT DESCRIPTION	APPOINTMENT OF EXPERIENCE AND COMPETENT SERVICE PROVIDER TO BID FOR THE PROVISION OF ORACLE SUPPORT SERVICES ON AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF TWO YEARS.
TENDER CLOSING DATE	28 AUGUST 2025 AT 11H00: AM
OWNER	NORTH WEST PROVINCIAL LEGISLATURE
ADDRESS	NORTH WEST PROVINCIAL LEGISLATURE BUILDING, DR JAMES MOROKA DRIVE, MMABATHO 2735
TENDER DOCUMENT LOCATION	www.nwpl.gov.za www.etenders.go.za
OPEN FOR ACCEPTANCE:	90 DAYS FROM TENDER CLOSING
BRIEFING MEETING:	COMPULSORY BRIEFING SESSION WILL BE HELD AT 11H00AM ON THE 14TH AUGUST 2025 AT THE NORTH WEST PROVINCIAL LEGISLATURE BUILDING, COMMITTEE ROOM 1, DR JAMES MOROKA DRIVE.MMABATHO 2735. FAILURE TO ATTEND THE COMPULSORY BREIFING SESSION WLL AUTOMATICALLY RESULTS BIDDERS TO BE DISQUALFIED

INVITATION TO BID

1. **BID NO NWPL01/25/26: APPOINTMENT OF EXPERIENCED AND COMPETENT SERVICE PROVIDER TO BID FOR THE PROVISION OF ORACLE SUPPORT SERVICES ON AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF TWO YEARS.**

1.1. You are hereby invited to bid for the above-mentioned bid. Kindly receive the attached documents for full completion and to be returned with the bid documents as follows:

- SBD 1. Invitation to bid
- SBD 3.3 Professional Service
- SBD 4. Bidders Disclosure
- SBD 6.1 Claim Form in terms of the Preferential Procurement Regulations of 2022
- SBD 7.2. Contract Form – Rendering of Service
- SBD 8. Declaration of the bidders past Supply Chain Management Practices
- SBD 9. Certificate of Independent Bid Determination
- The conditions contained in the General Conditions of Contract (GCC), as well as any special conditions relating to this bid are applicable.

1.2. Duly completed and signed documents must be put in a clearly marked envelope with the following information;

BID NO NWPL01/25/26

CLOSING DATE 28 AUGUST 2025

CLOSING TIME 11H00AM

1.3. For more information on the technical specifications please contact

Technical : Ms B. Mphatswa @ 082 779 4650

Bid Info : Mr. T. Setuki @ 018 392 7300

 : Mr K. Metsileng @ 018 392 7026

1.4. There will be a **compulsory briefing session for** the tender on the **14th August 2025** at 11h00am, NWPL Building. Ground Floor, Committee Room No 1. Bidders who will be attending the compulsory briefing session are advised to bring along their identity documents to be allowed into the building.

1.5. Enquirers received after 14:00 on the 21 August 2025 will not be attended to.

1.6. The bid will close on the **28 August 2025** 11h00am.

1.7. The Tender box is situated on the ground floor of the Legislature Building:

North West Provincial Legislature Building

Dr James Moroka Drive, Mmabatho, 2735

1.8. Bid requirements:

1.8.1. Late bids will not be considered.

1.8.2. Validity Period is ninety (90) days.

1.8.3. All bids must be quoted in SA Rand value.

1.8.4. All relevant documents must be completed in ink signed and initialized each page.

1.8.5. Use of correction pen (*tippex*) and pencil in the bid document will render the document invalid.

1.8.6. Cancellations made in the bid documents should be endorsed by signature of the relevant signatory.

2. EVALUATION CRITERIA

2.1. Evaluation Phase One – Returnable Documents

2.2. Evaluation Phase Two – Mandatory

2.3. Evaluation Phase Three – Functionality

2.4. Evaluation Phase Four – 80/20 Preference Points

2.1. PHASE One – RETURNABLE DOCUMENTS

Bids received will be verified for completeness and correctness. The North West Provincial Legislature reserves the right to accept or reject a bid based on the completeness and correctness of the documentation and information provided.

Bidders are to ensure that they submit the following documentation / information with their bid.

DOCUMENT	COMMENTS
Original Tender Document Issued	Completed and <i>initialize each page</i>
SBD 3.1 for Goods (Pricing Schedule)	Completed and signed
SBD 4 (Declaration of interest)	Completed and signed
SBD 6.1 (Preferential Procurement Point)	Completed and signed
SBD 8 (Declaration of Bidder's past supply chain management practices)	Completed and signed

SBD 9 (Certificates of Independent Bid Determination)	Completed and signed
Valid Certified Copies of ID(s) Directors or Main Shareholders	Submit
Valid Tax Compliance Status with PIN	Submit
Latest CSD Report	Submit

PLEASE NOTE: PROPER CERTIFICATION OF DOCUMENTS MEANS:

A copy of the original document must be certified with an original certification stamp.

Certification must be signed by a registered commissioner of oaths, or at the police station, it must be dated, and the date stamp must not be older than six (6) months

2.2. PHASE TWO – MANDATORY DOCUMENTS

DOCUMENT	COMMENTS
Valid Company Registration Certificate (CIPC)	Submit
Valid Certified Oracle Partner Certificate <i>In the case of a Partnership or Consortium, all parties must be Certified Oracle Partners. Please note that NWPL reserves the right to confirm your oracle partner certificate with Oracle.</i>	Submit

SHOULD THE ABOVE DOCUMENTS NOT BE ATTACHED, YOUR BID WILL BE DECLARED INVALID

2.3. PHASE THREE: FUNCTIONALITY

Functionality may only be applied as a prequalification criterion. Such criteria is used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.

No	FUNCTIONALITY RATING MATRIX		CRITERIA-TENDER	A	B	C
				WEIGHTING	MAXIMUM SCORE	TENDER SCORE
1	Skills and Capacity to Deliver	Key personnel for the project, DBA (CV with certified copies of tertiary qualifications and Oracle E-Business Suite R12 Applications Database Administrator Certified Professional certification must be attached) <i>Proof of CV, Qualification and required Oracle certification – Submitted = 1; Not Submitted = 0</i> Personnel experience will not be considered without CV with tertiary qualification and required Oracle certification. <i>Relevant Experience - {1 - 4yrs = 1; 5 - 9yrs = 2; 10yrs and above = 3}</i> <i>Employment</i> Certificate/Confirmation Letter must be submitted for personnel experience to be considered	4	40		
		Key personnel for the project, Finance Technical Developers (CV with certified copies of tertiary qualifications and Oracle Forms Developer/Oracle PL/SQL Professional certification must be attached) <i>Proof of CV, Qualification and required Oracle certification – Submitted = 1; Not</i>	4			

No	FUNCTIONALITY RATING MATRIX	CRITERIA-TENDER	A	B	C
			WEIGHTING	MAXIMUM SCORE	TENDER SCORE
		<i>Submitted = 0</i> <i>Personnel experience will not be considered without CV with tertiary qualification and required Oracle certification.</i> <i>Relevant Experience - {1 - 4yrs = 1; 5 - 9yrs = 2; 10yrs and above = 3}</i> <i>Employment</i> <i>Certificate/Confirmation Letter must be submitted for personnel experience to be considered</i>			
		Key personnel for the project, SCM Technical Developers (CV with certified copies of tertiary qualifications and Oracle Forms Developer/Oracle PL/SQL Professional certification must be attached) <i>Proof of CV, Qualification and required Oracle certification – Submitted = 1; Not Submitted = 0</i> <i>Personnel experience will not be considered without CV with tertiary qualification and required Oracle certification.</i> <i>Relevant Experience - {1 - 4yrs = 1; 5 - 9yrs = 2; 10yrs and above = 3}</i> <i>Employment</i> <i>Certificate/Confirmation Letter must be submitted for personnel experience to be considered</i>	4		
		Key personnel for the project, HR Technical Developers (CV with certified copies of tertiary qualifications and Oracle Forms Developer/Oracle PL/SQL	4		

No	FUNCTIONALITY RATING MATRIX	CRITERIA-TENDER	A	B	C
			WEIGHTING	MAXIMUM SCORE	TENDER SCORE
		Professional certification must be attached) <i>Proof of CV, Qualification and required Oracle certification – Submitted = 1; Not Submitted = 0</i> <i>Personnel experience will not be considered without CV with tertiary qualification and required Oracle certification.</i> <i>Relevant Experience - {1 - 4yrs = 1; 5 - 9yrs = 2; 10yrs and above = 3}</i> Employment <i>Certificate/Confirmation Letter must be submitted for personnel experience to be considered</i>			
		Key personnel for the project, Payroll Technical Developers (CV with certified copies of tertiary qualifications and Oracle Forms Developer/Oracle PL/SQL Professional certification must be attached) <i>Proof of CV, Qualification and required Oracle certification – Submitted = 1; Not Submitted = 0</i> <i>Personnel experience will not be considered without CV with tertiary qualification and required Oracle certification.</i> <i>Relevant Experience - {1 - 4yrs = 1; 5 - 9yrs = 2; 10yrs and above = 3}</i> Employment <i>Certificate/Confirmation Letter must be submitted for personnel</i>	4		

No	FUNCTIONALITY RATING MATRIX	CRITERIA-TENDER	A	B	C
			WEIGHTING	MAXIMUM SCORE	TENDER SCORE
		<i>experience to be considered</i>			
		Key personnel for the project, Finance Functional Consultant (CV with certified copies of tertiary qualifications and Oracle E-Business Suite R12 Financial Management Certified Implementation Specialist Professional certification must be attached). <i>Proof of CV, Qualification and required Oracle certification – Submitted = 1; Not Submitted = 0</i> <i>Personnel experience will not be considered without CV with tertiary qualification and required Oracle certification.</i> <i>Relevant Experience - {1 - 4yrs = 1; 5 - 9yrs = 2; 10yrs and above = 3}</i> <i>Employment Certificate/Confirmation Letter must be submitted for personnel experience to be considered</i>	4		
		Key personnel for the project, Supply Chain Management Functional Consultant (CV with certified copies of tertiary qualifications and Oracle E-Business Suite R12 Supply Chain Management Certified Implementation Specialist Professional certification must be attached) <i>Proof of CV, Qualification and required Oracle certification – Submitted = 1; Not Submitted = 0</i> <i>Personnel experience will not be considered without CV with tertiary qualification and required Oracle certification.</i> <i>Relevant Experience - {1 - 4yrs = 1; 5 - 9yrs = 2; 10yrs and above = 3}</i> <i>Employment Certificate/Confirmation Letter must be submitted for personnel experience to be considered</i>	4		

No	FUNCTIONALITY RATING MATRIX		CRITERIA-TENDER	A	B	C
				WEIGHTING	MAXIMUM SCORE	TENDER SCORE
		Key personnel for the project, Human Resource Functional Consultant (CV with certified copies of tertiary qualifications and Oracle E-Business Suite R12 Human Capital Management Certified Implementation Specialist Professional certification must be attached) <i>Proof of CV, Qualification and required Oracle certification – Submitted = 1; Not Submitted = 0</i> Personnel experience will not be considered without CV with tertiary qualification and required Oracle certification. <i>Relevant Experience - {1 - 4yrs = 1; 5 - 9yrs = 2; 10yrs and above = 3}</i> Employment Certificate/Confirmation Letter must be submitted for personnel experience to be considered	4			
		Key personnel for the project, EPM/Hyperion/OBIEE Technical Developer (CV with certified copies of tertiary qualifications and Oracle Forms Developer/Oracle PL/SQL Professional certification must be attached) <i>Proof of CV, Qualification and required Oracle certification – Submitted = 1; Not Submitted = 0</i> Personnel experience will not be considered without CV with tertiary qualification and required Oracle certification. <i>Relevant Experience - {1 - 4yrs = 1; 5 - 9yrs = 2; 10yrs and above = 3}</i> Employment Certificate/Confirmation Letter must be submitted for personnel experience to be considered	4			
		Key personnel for the project, EPM/Hyperion/OBIEE consultant (CV with certified copies of tertiary qualifications and Oracle Business Intelligent Certification must be attached) <i>Proof of CV, Qualification and required Oracle certification – Submitted = 1; Not Submitted = 0</i>	4			

No	FUNCTIONALITY RATING MATRIX		CRITERIA-TENDER	A	B	C
				WEIGHTING	MAXIMUM SCORE	TENDER SCORE
			<i>Personnel experience will not be considered without CV with tertiary qualification and required Oracle certification.</i> <i>Relevant Experience - {1 - 4yrs = 1; 5 - 9yrs = 2; 10yrs and above = 3}</i> <i>Employment Certificate/Confirmation Letter must be submitted for personnel experience to be considered</i>			
	Company work experience (Please provide Appointment Letter/Signed Order; Signed Practical Completion Certificate and Value)	6 or more successfully completed projects in providing ERP System Consultation and Support with OCI Certificate. Appointment Letter OR Order and Signed Reference Letters must be attached.	30	30		
		5 successfully completed projects in providing Oracle ERP System Consultation and Support with OCI Certificate. Appointment Letter OR Order and Signed Reference Letters must be attached.	25			
		4 successfully completed projects in providing Oracle ERP System Consultation and Support with OCI Certificate. Appointment Letter OR Order and Signed Reference Letters must be attached.	20			
		3 successfully completed projects in providing Oracle ERP System Consultation and Support with OCI Certificate. Appointment Letter OR Order and Signed Reference Letters must be attached.	15			
		2 Successfully completed projects in providing Oracle ERP System Consultation and Support with OCI Certificate. Appointment Letter OR Order and Signed Reference Letters must be attached.	10			
		1 Successfully completed projects in providing Oracle ERP System Consultation and Support with OCI Certificate. Appointment Letter OR Order and Signed Reference Letters must be attached.	5			

No	FUNCTIONALITY RATING MATRIX		CRITERIA-TENDER	A	B	C
				WEIGHTING	MAXIMUM SCORE	TENDER SCORE
		0 Successfully completed projects in providing Oracle ERP System Consultation and Support with OCI Certificate. <i>Appointment Letter OR Order and Signed Reference Letters must be attached.</i>	0			
3	Methodology	Methodology should include understanding of the deliverables of the bid and how the company plan to achieve deliverables in line with the Scope of work.				
		Methodology – Must address the NWPL requirements in relation to the project overview background and scope of work. • <u>Good Methodology</u> – Must address all the NWPL requirements in response to the scope of work (30 Points) • <u>Acceptable Methodology</u> – Partially address the NWPL requirements in response to the scope of work (15 Points) • <u>Not Acceptable Methodology</u> – Failed to address the NWPL requirements in response to the scope of work (0 Points)		30		
Total Score (100%)					100%	
Bidders must obtain a minimum of 70 Points to pass to the next stage of evaluation criteria						

2.4. PHASE FOUR: PRICE AND**PREFERENCE POINTS**

The bid will be evaluated on Price and Specific Goals., where 80 points will be allocated for price and 20 points allocated for Specific Goals. Bidders must qualify on all phases to be considered for this final phase. The bidder who is awarded the highest points on price and Specific Goals at this stage will be awarded the bid.

1	PRICE				80
2	SPECIFIC GOALS	POINTS	EVIDENCE REQUIRED	POINTS	20
3	HDI Goals			10	
	Black	5	ID Document/CSD Report/BBBEE Certificate		
	Women (51%) or more of Ownership	3	ID Document		
	Disabilities	2	Medical Certificate		
4	LOCALITY				
	Enterprise Located in North West Province	5	CIPC Certificate/CSD	5	
5	RDP Goal			5	
	Youth	5	ID Document		
6	TOTAL				100

The North West Legislature is a National Key Point, and as such the awarded bidder and key personnel will undergo security screening and vetting.


Adv. L. I. NETSHITUMBU

SECRETARY OF THE NWPL

04/08/25.
DATE

3.TERMS OF REFERENCE FOR TENDER NWPL01/25/26 – PROVISION OF ORACLE SUPPORT SERVICES ON AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF TWO YEARS

3.1. BACKGROUND

NWPL implemented the Oracle ERP E-Business Suite (EBS) and went live on 1 April 2007, with the following main areas: Financial, Procurement and Human Resources and the year 2021/2022 additional modules were introduced OBIEE, Hyperion, Performance Management, Learning Management.

North West Provincial Legislature requires a comprehensive service which should include any aspect related to support and maintenance not limited to application of patches, upgrades, re-implementations, implementations of various Oracle modules (existing and new) training, DBA services etc. that might be required.

For North West Provincial Legislature to meet its mandate, it is required to have processes, structures and systems in place to ensure that the services are delivered efficiently, cost-effectively and to the satisfaction of those who benefit from these services, namely the users.

3.2. SCOPE OF WORK

The successful bidder will be expected to execute and conduct the following services / tasks for the NWPL for a period of two (2) years:

Provide full scale Off-site support and maintenance services to the NWPL by supporting all Oracle applications, as well as the users and business users whose work is related to the system or integrates with the system, which will accrue to the benefit of NWPL.

The successful Bidder will be required to provide a comprehensive service **(in terms of User Support - DBA services, Functional services, technical services, Training Services)** to NWPL for all Business Support and Maintenance services.

The bidders will supply the Oracle specified detail support summery; this must include the support and maintenance. North West Provincial Legislature seeks to identify and appoint a suitable Service Provider (Oracle Accredited Partner) to provide consultation and support services to the ERP.

3.2.1. SUPPORT AND MAINTENANCE SERVICES WILL BE REQUIRED FOR THE FOLLOWING AREAS ON THE ORACLE E-BUSINESS SUITE SYSTEM:

- Oracle Human Resource Management
- Oracle Payroll
- Oracle DBA
- Oracle Human Resource Management
- Financial and Supply Chain Management
- Oracle Technical support
- Oracle Functional Support
- Oracle OCI and Linux Support
- Training Management
- Quality Assurance i.e., testing, acceptance, standards, and procedures
- System Configuration and Management

3.2.2. SUPPORT AND MAINTENANCE SERVICES FOR THESE TWO YEARS WILL INCLUDE AMONGST OTHERS MATTERS SUCH AS:

- Upgrades (as and when required)
- Assistance with additional report as and when required.
- Training and skills transfer (either individually or classroom based); etc,

3.3.3. SUPPORT AND MAINTENANCE LOCATION

- The support and maintenance services will be performed on as and when required basis and at times service provider will be required to visit the NWPL Building in Mmabatho.

3.3.4. **SUPPORTS & CONTRACTS**

Service fee scale as applicable and as determined in terms of ICT standard tariffs.

Indicate in the pricing fee cost for each of the following expected specialist.

Item No	Description	Quantity	Cost Per Consultant Rate Hourly Rate
1	DBA	1	R
2	SCM Functional Consultant	1	R
3	SCM Technical Developer	1	R
4	Finance Modules Consultant	1	R
5	Finance Technical Developer	1	R
6	Payroll and Human Resources Module Functional Consultant	1	R
7	Payroll and Human Resource Technical Developer	1	R
8	EPM Application (Hyperion) Consultant	1	R
9	EPM Technical Developer	1	R
10	OBIEE Functional Consultant	1	R
11	OBIEE Technical Developer	1	R
12	Linux Administrator	1	R
13	OCI Architect Professional or OCI Cloud Operations Professional.		R
14	Accommodation Cost for one night	1	R

15	Training (Rate per hour)	1	R
16	SUB TOTAL		R
17	VAT (15%)		R
18	GRAND TOTAL		R

DISBURSEMENTS

- The claim for accommodation will be submitted with supporting documentation (invoices and receipts), Travelling costs will be in line with Approved AA Rates **(Limited to 2L Capacity)**
- *These prices will remain fixed for the first twelve months and will only be reviewed annually, in Line with Consumer Price Index.*

4. SPECIAL TERMS AND CONDITIONS

- 4.1. NWPL cannot award contracts to provide goods and services to a Member of Legislature or Executive, A Member of a Provincial Legislature or Member of the Provincial Executive Council, a Municipal Councillor, a person employs of state whose participation in bidding for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a director or has controlling or other substantial interest.
- 4.2. Bidders must certify that the personnel identified in its response to this bid will be the persons actually assigned to NWPL. Any changes in the personnel from those identified in the response to the bid must be approved by NWPL.
- 4.3. The NWPL, at its discretion, require the removal and replacement of any of the service provider's personnel who do not perform adequately.
- 4.4. Prospective bidders may submit their questions to kagiso@nwpl.org.za or contact the person assigned to deal with enquire on the advertisement for this bid.
- 4.5. The NWPL is not intending to award the bidder **who doesn't** have Valid Oracle Partner Certification
- 4.6. The NWPL reserves the right to award this bid to one or more bidders.
- 4.7. The successful bidder/s must enter into a formal service level agreement with NWPL upon appointment and must go through a security clearance process.
- 4.8. The successful bidder/s /must be willing to sign confidentiality or non-disclosure agreement.
- 4.9. All times referred to in this document are Standard South African Time (SAST)

5. VETTING

The North West Provincial Legislature building is a National Key Point and such, the recommended bidders' employees will be subjected to security screening and vetting.

SBD 1**PART A****INVITATION TO BID**

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

BID NUMBER:	NWPL01/25/26	CLOSING DATE:	28 AUGUST 2025	CLOSING TIME:	11H00am
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DESCRIPTION	PROVISION OF ORACLE SUPPORT SERVICES ON AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF TWO YEARS
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

The North West Provincial Legislature

Dr James Moroka Drive

Mmabatho

2735

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Mr K Metsileng	CONTACT PERSON	Ms B Mphatswa
TELEPHONE NUMBER	018 392 7000	TELEPHONE NUMBER	082 779 4650
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	kagiso@nwpl.org.za	E-MAIL ADDRESS	

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			

FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] Yes No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] Yes No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

SBD 3.3**PRICING SCHEDULE
(PROFESSIONAL SERVICES)**

PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

NAME OF BIDDER.....BID NUMBER: **NWPL01/25/26** CLOSING
TIME 11:00 CLOSING DATE: **28 AUGUST 2025**

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

Item No	Description	Quantity	Cost Per Consultant Rate / Hourly Rate
1	DBA	1	R
2	SCM Functional Consultant	1	R
3	SCM Technical Developer	1	R
4	Finance Modules Consultant	1	R
5	Finance Technical Developer	1	R
6	Payroll and Human Resources Module Functional Consultant	1	R
7	Payroll and Human Resource Technical Developer	1	R
8	EPM Application (Hyperion) Consultant	1	R
9	EPM Technical Developer	1	R

10	OBIEE Functional Consultant	1	R
11	OBIEE Technical Developer	1	R
12	Linux Administrator	1	R
13	OCI Architect Professional or OCI Cloud Operations Professional.	1	R
14	Accommodation Cost for one night	1	R
15	Training (Per Hour)	1	R
16	SUB TOTAL		R
17	VAT (15%)		R
18	GRAND TOTAL		R

DISBURSEMENTS

- The claim for accommodation will be submitted with supporting documentation (invoices and receipts), Travelling costs will be in line with Approved AA Rates **(Limited to 2L Capacity)**
- *These prices will remain fixed for the first twelve months and will only be reviewed annually, in Line with Consumer Price Index.*

PRICING STRUCTURE

The cost structure shall be formulated in a manner to reflect the cost per consultant per hour.

The rates per consultant, per hour must as regulated by DPSA consulting fees.

Bidders must quote in line with the Job title provided above.

DISBURSEMENTS

- *The claim for accommodation will be submitted with supporting documentation (invoices and receipts), Travelling costs will be in line with Approved AA Rates (**Limited to 2L Capacity**)*
- *These prices will remain fixed for the first twelve months and will only be reviewed annually in Line with Consumer Price Index.*

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

BIDDERS SIGNATURE: _____

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, Employed by the State?
YES/NO

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

Full Name	Identity Number	Name of institution	State

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

- 2.2.1 If so, furnish particulars:

.....

.....

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

3. DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

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

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

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

.....	
Signature	Date
.....	
Position	Name of bidder

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**
(delete whichever is not applicable for this tender).
- a) The applicable preference point system for this tender is the 90/10 preference point system.
 - b) The applicable preference point system for this tender is the 80/20 preference point system.
 - c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. **POINTS AWARDED FOR PRICE**

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. **POINTS AWARDED FOR SPECIFIC GOALS**

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
PROMOTION OF HDI		10		
Black		5		
Women (51%) or more of Ownership		3		
Disabilities		2		
RDP GOALS		5		
Youth		5		
LOCALITY		5		
Enterprise Located in South Africa		5		
TOTAL		20		20

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- Partnership/Joint Venture / Consortium

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

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.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

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 numberdated.....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.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	PREF- POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2
- 3 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.
- 4
- 5 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

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

Item	Question	Yes	No
6.1	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 <i>audi alteram partem</i> rule was applied).	Yes	No
6.1.1	If so, furnish particulars:		
6.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes	No
6.2.1	If so, furnish particulars:		
6.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
6.3.1	If so, furnish particulars:		

6.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
6.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

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

.....

Signature

.....

Position

.....

Date

.....

Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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).² 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) Methods, factors or formulas used to calculate prices;
 - (d) The intention or decision to submit or not to submit, a bid;
 - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad markets its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

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

- | | |
|--|--|
| 2. Application | <p>2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p> |
| 3. General | <p>3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>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</p> |
| 4. Standards | <p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p> |
| 5. Use of contract documents and information; inspection. | <p>5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance 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.</p> <p>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.</p> <p>5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.</p> <p>5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p> |
| 6. Patent rights | <p>6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p> |
| 7. Performance security | <p>7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> |

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

**8. Inspections,
tests and
analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with

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

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

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (c) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

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

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

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

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

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

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

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