



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE CHIEF PROCUREMENT OFFICER (OCPO)

FEBRUARY 2021

TERMS OF REFERENCE

FOR

**THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER SPECIALISING IN
ENVIRONMENTAL ASSESSMENT AND ENVIRONMENTAL IMPACT MANAGEMENT
TO ASSIST THE OCPO WITH THE DEVELOPMENT OF A SOURCING STRATEGY
FOR THE BULK FUEL TANKS**

FOR A PERIOD NOT EXCEEDING 12 MONTHS

BID NO NT002-2021

THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER SPECIALISING IN ENVIRONMENTAL ASSESSMENT AND ENVIRONMENTAL IMPACT MANAGEMENT TO ASSIST THE OCPO WITH THE DEVELOPMENT OF A SOURCING STRATEGY FOR THE BULK FUEL TANKS FOR A PERIOD NOT EXCEEDING 12 MONTHS

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1 INTRODUCTION AND CONTEXT

- 1.1 The National Treasury; Office of the Chief Procurement Officer (OCPO) is undertaking a project of assisting various government institutions with their bulk fuel tanks sourcing strategy by requesting the services of environmental assessment and environmental impact management service providers to conduct assessment at the identified fuel sites.
- 1.2 This project is in line with the requirements of chapter 2, section 24 of the Constitution of the Republic of South Africa where it provides for the right to an environment that is not harmful to the health or wellbeing of the citizens, the promotion of prevention of pollution and ecological degradation; conserving and securing ecologically sustainable development and use of natural resources. The National Environmental Management Act (NEMA) was promulgated providing a framework for management of environment in the country and to ensure that there is sustainable use of natural resources and the natural environment.

2 CURRENT STATE OF AFFAIRS

- 2.1 The various government institutions have both under and above ground bulk fuel tanks situated at their various sites and or premises. These tanks are currently servicing the RT70 supply and delivery of fuel transversal contract. These bulk fuel tanks have been installed by various government institution through separate contract arrangements from the RT70.

3 SCOPE OF WORK

- 3.1 This section provides the scope of work to be conducted by the service provider and all the reporting requirements. The deliverables required will involve amongst others diagnosing the current situation, conducting site and screening assessments, compiling reports, drafting specifications according to the relevant regulatory requirements. All this information must be ultimately packaged in a business case format which also includes costing models as well as recommendations. (see the detailed outline below). The service provider will be required to travel to all the identified sites that has bulk fuel tanks for this project. The list of sites where the work will be conducted is attached as **Annexure A**.

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- 3.2 Assist the OCPO with conducting environmental assessment, environmental impact management and compilation of site screening reports in accordance with Part 8 of the National Environmental Management: Waste Act No. 59 of 2008 and provide a report in terms of the requirements of paragraph 3.3 below:
- 3.3 Conduct a detailed site screening and compile a report which must include:
- (i) Details of the current landowner and occupiers of the land;
 - (ii) The location and size of the site;
 - (iii) The site coordinates irrespective of the site of the facility;
 - (iv) The farm, plot, and/or erf numbers;
 - (v) The street number, street name, suburb and town/city
 - (vi) A locality map (and or GPS coordinates)
- 3.4 Diagnosing the current situation of the bulk fuel tanks at the identified sites
- 3.5 Conducting a total cost of ownership analysis for the tanks and provide recommendations on costing models that could be explored.
- 3.6 Drafting of the specifications for the bulk fuel equipment, accessories, spill kits and any other related equipment.
- 3.7 Drafting of the specifications for the relevant services and service providers (who will install, commission, maintain and repair tanks, pumping equipment, fuel level meters, and other related equipment, forecourt condition assessments that will include the environmental impact study and testing of tanks (Pressure, Vacuum and Sonic) in line with South African National Standards.
- 3.8 Drafting of the specifications for the relevant services and service providers for rehabilitation and spillage clean-up at point of disbursement.
- 3.9 Drafting of the specifications for the relevant services and service providers for testing of fuel and quality control.
- 3.10 Documenting the relevant regulatory compliance issues related to the commodity.
- 3.11 Drafting of the business case containing the diagnosis report, technical detailed specifications as outlined above and cost analysis as well as recommendations for further improvement.
- 3.12 Due to the current Covid-19 situation sites visits may not be possible, bidders are encouraged to contact people listed on Annexure A to obtain Information on the fuel sites. Bidders will not be compensated for any visiting of the fuel sites prior to bid award.

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3.13 Project Administration Activities

The service provider will be expected to perform the below project administration activities to ensure smooth running of the project

3.13.1 Planning

- a) Develop a project plan
- b) Establish project charter and project governance documents such as risk log, stakeholder engagement plan and communication plan etc.

3.13.2 Management and Communication

- a) Project manager progress reports
- b) Workgroup meetings
- c) Project Team and CFST Presentations
- d) Project deliverables workshop as and when deliverables are completed
- e) Steercom presentation

3.13.3 Deployment

- a) Submit a project kick-off inception report
- b) Develop and submit a project plan clearly defining activities, timelines, roles and responsibilities to the NT project manager
- ~~c) Operationalization (refer to the output table on section 5 below)~~
- d) Evaluation of deliverables

3.14 The service provider will be required to work closely with the internal OCPO personnel throughout the project.

3.15 The service provider will be required to ensure that all the deliverables submitted are properly edited for language, grammar and layout.

3.16 The service provider will be responsible for their own administration work for the entire contract period.

3.17 The service provider will be required to consult industry bodies during the specification development phase.

3.18 The service provider will also be required to liaise with the National Treasury project managers to make the necessary arrangements and obtain permissions for the site visits during the running of the contract.

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4 OUTPUTS

4.1 The service provider will be expected to provide a team that display experience, skills and expertise in environmental assessment and environmental impact management in the energy / fuel sector and demonstrate knowledge on the deliverables mentioned below:

PROJECT PHASES	DELIVARABLES
<p>PHASE 1A: PROJECT ONBOARDING</p>	<p>1.1 Project Conception, Planning and Initiation</p> <p>1.2 Project Plan</p>
<p>PHASE 1B: DIAGNOSIS OF THE CURRENT SITUATION</p>	<p>1.3 Project Research: Analysis of:</p> <ul style="list-style-type: none"> i. Site details (paragraph 3.3) ii. Tanks Sites at each institution iii. Tanks condition status iv. Environmental screening requirements v. Installation diagnosis requirements vi. Refurbishment diagnosis requirements vii. Decommissioning diagnosis requirements viii. Fire, lightning and lightning protection diagnosis requirements
<p>OUTCOME</p>	<p>PHASE 1A: outcome- project initiation documents. PHASE 1B: site screening report including the diagnosis report requirements clearly describing the current situation in relation to the above-mentioned elements.</p>
<p>PHASE 2: COSTING MODEL</p>	<p>Total Cost Analysis of Tanks and Accessories for the following elements:</p> <ul style="list-style-type: none"> i. Supply ii. Delivery iii. Installation iv. Commissioning v. Refurbishment vi. Re-Installation vii. Soil Rehabilitation viii. Decommissioning ix. Expansion

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OUTCOME	PHASE 2: outcome- TCO report with recommendations on the different costing model options that could be considered
PHASE 3: SPECIFICATIONS DEVELOPMENT	<p>3: Specification Development</p> <ul style="list-style-type: none"> i. Specifications for the service provider + staff requirements for the ii. Installation iii. commissioning iv. rehabilitation, v. spillage clean up, vi. testing of fuel quality, vii. maintenance and repairs of the pumping equipment and fuel level meters, viii. technical specifications for bulk fuel equipment and accessories, ix. forecourt condition assessments in line with South African National Standards, x. Detailed plan for obtaining authorisation for fuel site development, xi. Documentation of all the relevant legislative requirements for activities listed on phase 2 above xii. Business Case containing the diagnosis report, technical detailed specifications as outlined above and cost analysis as well as recommendations for further improvement.
OUTCOME	PHASE 3: outcome- specification booklet and business case.
PHASE 4: PROJECT CLOSE OUT REPORT	PHASE 4: Project close out report

5 CONTRACTING ARRANGEMENTS AND CONTRACT MANAGEMENT

- 5.1 National Treasury will be the contracting authority on behalf of the OCPO through an official Service Level Agreement or Contract between National Treasury and the Service Provider.
- 5.2 The project will be managed by the Chief Directorate: Strategic Procurement within the OCPO of the National Treasury.
- 5.3 The Service Providers performance will be managed as per the agreed deliverables and in relation to the approved project plan. In the event that the performance is below the acceptable level; such unsatisfactory performance will be discussed with the

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service provider and remedial action(s) will be agreed upon. Consistent unsatisfactory performance after remedial actions have been put in place will result in the termination of the contract. In the event of termination of the contract, the service provider will be expected to produce all the work done thus far in the manner specified by the Project Manager.

- 5.4 The appointed service provider will be prohibited in participating in future bids opportunities that will be emanating from this TOR at various State institutions.

6 FACILITIES FOR THE PROJECT

6.1 The assignment will be delivered at the National Treasury at 240 Madiba Street, Pretoria. Domestic travel to other South African provinces will be required.

6.2 National Treasury will provide workstation for the appointed service provider on site.

6.3 The service provider will be responsible for their own:

- a) Administrative and secretarial support
- b) Laptops, connectivity, photocopying, printing and mobile telephone costs
- c) Travel and logistical arrangements as per the National Treasury Cost Containment instruction note.

6.4 Location where the services are required:

- a) The centre of appointment shall be Pretoria and travelling to the various identified government sites as part of implementation of these terms of reference will be required. The travelling cost is estimated at 20% of the contract fee which should be included in the total project costing as indicated on Annexure B (pricing schedule).
- b) The National Treasury and the appointed Service Providers will agree on the expected physical presence at the centre of appointment namely 240 Madiba Street, Pretoria.

7 SECURITY COMPLIANCE

7.1 The Service Provider shall be required to comply with the security procedures and requirements of the different end-user facilities such as (identification, access control, searching, and prohibition of unauthorized items). The Department will familiarise the service provider with such required security measures and procedures.

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8 DURATION OF THE PROJECT

- 8.1 The contract will be for a period not longer than 12 months commencing on the date of appointment.

9 QUALIFICATIONS, SKILLS AND EXPERIENCE

- 9.1 The National Treasury is seeking service providers to provide the services as stipulated in section 4 and 5 above. The Bidder must allocate three resources for this project in the form of one key resource and two supporting resources.
- 9.2 The bidder must submit CV's of all three resources including **certified copies of qualifications**. The bidder must indicate the role of each resource according to the format stipulated in the returnable **Annexure C** document. Please note that only 1(one) CV per resource must be provided.
- 9.3 Should the bidders submit more than three CVs, only the first 3 (three) CVs will be evaluated. The CVs must be according to the format outlined in **Annexure C**. All the information provided in **Annexure C** and **Annexure D** will be verified during the evaluation and due diligence processes.
- 9.4 **Bidders who submit less than three CVs will not be considered.**
- 9.5 **Qualifications of Resources:**
- a) **1 Key Resource (Lead Consultant)** - Key resource must have a minimum of NQF level 7 qualification in Environmental Management/ Environmental Science/ Natural Resource Management or related qualification
 - b) **2 Support Resources** – must have a minimum of NQF level 6 qualification in Environmental Management/ Environmental Science/ Natural Resource Management or related qualification

9.6 Key Resource Skills:

- i. Advanced ability to develop and make presentations and to facilitate stakeholder engagements and workshops
- ii. An understanding and application of environmental policy and legislation
- iii. Understand the environment, sustainable development, environmental assessment and impact management
- iv. Manage, review procedures and monitor the implementation
- v. Conduct applied research
- vi. Project management skills
- vii. Advanced communication requirements through reporting, stakeholder

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engagement and conflict management

9.7 Key Resource Experience:

- a) A key resource must have a minimum of 6 years' experience in Environmental Assessment and Environmental Impact Management.
- b) A key resource must have experience in the public or private sector Environmental Assessment and Environmental Impact Management.

9.8 Support Resources Skills

- i. Interpersonal and analytic skills
- ii. Research and report writing skills

9.9 Support Resources Experience:

- a) The two (2) support resources must have a minimum of two years' experience each in Environmental Assessment and Environmental Impact Management.
- b) The experience must be in the public or private sector Environmental Assessment and Environmental Impact Management

9.10 Company experience

- a) The bidder must indicate three references and provide evidence of projects undertaken in Environmental Impact Management, Environmental Assessment, bulk fuel storage and Management as well as on waste management using the attached **Annexure D**.
- b) The **Annexure D** must be completed in full and clearly outline the company experiences from previous projects. Bidders should note that the **Annexure D** will be used to verify and validate the information submitted and utilised for functionality evaluation.

10 REMUNERATION

- 10.1 Service provider will be remunerated on cost basis for work done on deliverables. Refer to the pricing schedule attached as **Annexure B**.
- 10.2 The payments will be per deliverable completed and signed off with the project manager.

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11 PROGRAMME / PROJECT PLAN

11.1 The project plan must outline the project outputs and associated initiatives over the expected project duration. The detail of the programme/project plan will be developed in conjunction with the planning of the Office of the Chief Procurement Officer and agreed between the parties within one month after the acceptance of the inception report. The agreed programme/project plan will be approved by the CPO or his or her delegated person.

12 REPORTING REQUIREMENTS

12.1 Reporting

To summarise, in addition to any documents, reports and output specified above, the Service Provider shall provide the following reports:

Name of report	Content	Time of submission
Inception Report	Analysis of existing situation and work plan for the project and project management documentation (risk log, stakeholder engagement plan, communication plan, stakeholder matrix)	To be produced within 2 weeks of the inception meeting. In the report the Service Provider shall describe, amongst others, anticipated approach, project milestones, project scope, anticipated risks, etc.
Monthly Progress Reports	Summary description of progress (technical and financial) including problems encountered; planned work for the next task.	At the end of every task during the project and to be accompanied by an invoice
Draft Report	Final Short description of achievements including problems encountered and recommendations.	According to the project plan times (No later than 45 working days before the end of the project).
Project Close out Report	Detailed report of project achievements, problems encountered and recommendations.	Two weeks after submission of the final technical deliverable.

12.2 Submission and Approval of Reports

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The inception, progress and final reports must be to the Chief Director: Strategic Procurement at the National Treasury (Office of the Chief Procurement Officer) through the National Treasury Project Manager. These reports are to be approved by the Chief Director prior to the invoice being submitted.

13 EVALUATION

13.1 The National Treasury has set minimum standards (phases) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

PHASE 1	PHASE 2	PHASE 3
Mandatory Requirements	Functionality	Price and B-BBEE
Compliance with mandatory requirements	Compliance with Functionality Requirements.	Bids are evaluated in terms 80/20 of the PPPFA,2017

13.2 Phase 1: Mandatory Requirements:

All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' response will be evaluated based on compliance with administration and mandatory bid requirements as listed on the special conditions of contracts. The bidder(s) proposal may be disqualified for non-submission of any of the mandatory documents.

13.3 Phase 2: Functionality Criteria = 100 points

Only Bidders that have met the Mandatory Requirements in (phase1) will be evaluated in phase 2 for Functionality. The responses received will be evaluated against the following functionality criteria:

The panel members will evaluate the responses received against the following functionality criteria as set out:

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No	Functionalty Requirement	Evaluation Scoring Criteria		Weight
		Criteria	Score	
1	<p>Company Technical Experience</p> <p>The bidder must provide proof that the company has years of track record and experience in providing services addressing the following elements:</p> <ul style="list-style-type: none"> a) Environmental impact management b) Environmental assessment, c) Bulk fuel storage d) Waste management <p>Annexure D must be utilised to provide this information.</p>	Company Technical Experience		25
		The bidder provided the company's technical experience of 10 years and-above on all the 4 elements combined. .	5	
		The bidder provided the company's technical experience of 7 to 9 years on all the 4 elements combined.	4	
		The bidder provided the company's technical experience of 6 years on all the 4 elements combined.	3	
		The bidder provided the company's technical experience of 1 to 5 years on all 4 elements combined.	2	
		The bidder does not have technical experience on all 4 elements or no information has been submitted.	1	
2.	<p>References</p> <p>The bidder must provide a list of a minimum of three and not more than five contactable referees outlining experience in the rendering of the following services:</p> <ul style="list-style-type: none"> a) Environmental Impact Management, b) Bulk fuel storage, c) Environmental Assessment and d) Waste Management. <p>Annexure D must be utilised to provide this information.</p>	Three References		5
		The bidder provided five (5) references reflecting the bidder's capabilities on 4 elements.	5	
		The bidder provided four (4) references reflecting the bidder's capabilities on all 4 elements	4	
		The bidder provided three (3) references reflecting the bidder's capabilities on all 4 elements.	3	
		The bidder provided one to two (1-2) references reflecting the bidder's capabilities on 4 elements.	2	

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		The bidder provided at least one (1) reference not covering all 4 elements or no information has been submitted.	1	
	Project Approach and Methodology	Criteria	Score	
		Approach and Methodology Elements (Operational, Risk and Project Plans)		
		Methodology and approach outline all three elements and more than one innovative solution	5	
		Methodology and approach outline all three elements and one innovative solution	4	
		Methodology and approach outline all three elements	3	
		Methodology and approach outline only two elements	2	
		Methodology and approach outline only one element or no information has been submitted.	1	
3.	<p>The bidder must provide details on the roll out of the project considering the elements: (operational plan, risk management plan and project plan) as outlined below and any additional Innovative solution that might enhance the execution of this project:</p> <p>a. Operational plan detailing how the bidder will execute the project.</p> <p>b. Risk management plan for executing this project, mitigation plans for resources and dependencies on stakeholders.</p> <p>c. Project plan clearly detailing the anticipated project timelines, sequence of events, lead personnel and the duration considering travel requirements for a period of not more than 12 months.</p> <p>The project plan must be in an excel format e.g. Gant Chart or any project management template.</p>			20
	Qualifications of the Key Resource	Criteria	Score	
		Key Resource Qualification		
		The key resource has above NQF level 8 or related qualification.	5	
		The key resource has an NQF level 8 or related qualification.	4	
		The key resource has an NQF level 7 or related qualification.	3	
		The key resource has an NQF level 6 or related qualification.	2	
4.	The key resource must have a minimum NQF level 7 in Environmental Management/ Environmental Science/Natural Resource Management/ or a related qualification.			5

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	Certified copies of the qualifications must be submitted	The key resource has an NQF level 5 or less related qualification.	1	
5.	Technical Experience of the key Resource The bidder is required to provide a CV of the Key Resource reflecting their experience in public or private sector in the following: <ul style="list-style-type: none"> • Environmental Assessment, • Environmental Impact Management CVs must be as per Annexure C.	Criteria	Score	25
		The bidder provided a CV for the Key Resource. This reflect experience of 10 years and above on both 2 elements.	5	
		The bidder provided a CV for the Key Resource. This reflect 7 to 9 years of experience on both 2 elements.	4	
		The bidder provided a CV for the Key Resource. This reflect 6 years of experience on both 2 elements.	3	
		The bidder provided a CV for the Key Resource. This reflect experience of less than 4 to 5 years on both 2 elements.	2	
		The bidder provided a CV for the Key Resource. This reflect experience of 3 or less years on both or 1 or no element.	1	
6.	Qualifications of support resource no.1 The support resource must have a minimum NQF level 6 in Environmental Management/ Environmental Science/ Natural Resource Management or related qualification	Criteria	Score	5
		The support resource has NQF level 8 or related qualification.	5	
		The support resource has NQF level 7 or related qualification.	4	
		The support resource has NQF level 6 or related qualification.	3	
		The support resource has NQF level 5 or related qualification.	2	
	Qualification of the support resource no.2 The support resource must have a minimum NQF level 6 in Environmental Management/ Environmental Science/ Natural Resource Management or related qualification.	Criteria	Score	5
		The support resource has NQF level 8 or related qualification.	5	
		The support resource has NQF level 7 or related qualification.	4	
		The support resource has NQF level 6 or related qualification.	3	
		The support resource has NQF level 5 or related qualification.	2	

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<p>Certified copies of the qualifications must be submitted</p>	<p>The support resource has NQF level 5 or less related qualification.</p>	<p>1</p>	
<p>Technical Experience of the Support Resource 1</p> <p>The bidder is required to provide a CV of the Support Resource reflecting their experience in public or private sector in the following:</p> <ul style="list-style-type: none"> • Environmental Assessment, • Environmental Impact Management <p>CVs must be as per Annexure C</p>	Support Resources 1 Technical Experience		
	<p>The bidder provided CV of the support resource reflecting an experience of more than 5 years on both 2 elements.</p>	<p>5</p>	5
	<p>The bidder provided CV of the support resource reflecting an experience of than 4-5 years on both 2 elements.</p>	<p>4</p>	
	<p>The bidder provided CV of the support resource reflecting an experience of 3 years on both 2 elements.</p>	<p>3</p>	
	<p>The bidder provided CV of a support resource reflecting an experience of 1-2 years in 1 element.</p>	<p>2</p>	
	<p>The bidder provided CV of the support resource with less than one (1) year relevant experience.</p>	<p>1</p>	
<p>Technical Experience of the Support Resource 2</p> <p>The bidder is required to provide a CV of the Support Resource reflecting their experience in public or private sector in the following:</p> <ul style="list-style-type: none"> • Environmental Assessment, • Environmental Impact Management <p>CVs must be as per Annexure C</p>	Support Resources 2 Technical Experience		
	<p>The bidder provided CV of the support resource reflecting an experience of more than 5 years on both 2 elements</p>	<p>5</p>	5
	<p>The bidder provided CV of the support resource reflecting an experience of than 4-5 years on both 2 elements.</p>	<p>4</p>	
	<p>The bidder provided CV of the support resource reflecting an experience of 3 years on both 2 elements.</p>	<p>3</p>	
	<p>The bidder provided CV of a support resource reflecting an experience of 1-2 years in 1 element.-</p>	<p>2</p>	
	<p>The bidder provided CV of the support resource with less than one (1) year relevant experience.</p>	<p>1</p>	
<p>Minimum Qualifying Threshold</p>			
<p>Total</p>			100

13.4 Bidders that have achieved the minimum qualifying threshold score of 60% on functionality will be evaluated further on PHASE 3.

13.5 The Functionality scoring will be measured on a scale of 1-5 where 1=Poor, 2=Average, 3=Good, 4=Very Good and 5= Excellent.

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13.6 Phase 3: Price and B-BBEE Evaluation (80 plus 20) = 100 points

Only Bidders that have met 60% thresholds in functionality will be evaluated for price and B-BBEE. Price and B-BBEE will be evaluated according to the Preferential Procurement Regulations, 2017.

14 CONTACT DETAILS

All bid enquires can be directed to:

Name : Mandy Masango

Email : mandy.masango@treasury.gov.za

Contact Number: 012 315 5481

Name : Balekile Ngalo

Email : balekile.ngalo@treasury.gov.za

Contact Number: 012 315 6533

Note: Email communication is encouraged.

ANNEXURE B – PRICING SCHEDULE

ANNEXURE B: PRICING SCHEDULE			
Bid No:			
Bid Description: TO BE FILLED BY SCM			
Name of Bidder:			
Bidder Contact Number:			
Bidder BBBEE Status Level:			
Deliverables	Amount	15% VAT	VAT Inclusive Amount
Phase 1A: Project Onboarding			
1.1 Project Conception, Planning and Initiation			
1.2 Project Documents-Project plan			
Phase 1B: Project Research Analysis of:			
1.3 Site details as per paragraph 3.3 (TOR) requirements			
1.4 Requirements for tanks condition and site			
1.5 Environmental screening requirements			
1.6 Installation of tanks and pumps requirements			
1.7 Refurbishment of site requirements			
1.8 Decommissioning of site requirements			
1.9 Fire and lightning protection of site requirements			
Phase 2: Costing Model			
2.1 Supply of fuel tanks, equipment and accessories			
2.2 Delivery of fuel tanks, equipment and accessories			
2.3 Installation fuel tanks			
2.4 Commissioning of fuel site			
2.5 Refurbishment of fuel site			
2.6 Re-Installation of fuel tanks			
2.7 Soil Rehabilitation of fuel site			
2.8 Decommissioning of fuel site			
2.9 Expansion of fuel site			

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Phase 3: Specification Development			
3.1 Specifications for the relevant service provider +staff requirements for: i. the installation, ii. commissioning, iii. soil rehabilitation, iv. spillage clean up, v. testing of fuel quality, vi. maintenance and repairs of the pumping equipment and fuel level meters			
3.2 Technical specifications for bulk fuel equipment and accessories			
3.3 Detailed plan for obtaining authorisation for fuel site development			
3.4 Documentation of all the relevant legislative requirements for activities listed on phase 2 above			
3.5 Business Case			
3.6 Project Close out Report			
TOTAL AMOUNT OF ALL DELIVERABLES VAT INCLUSIVE			
ADD 20% FROM TOTAL AMOUNT FOR DISBURSEMENT			
TOTAL BID AMOUNT			

Bidders are required to make use of the scope of work details when completing pricing schedule.



Special Conditions of Contract

NT002-2021

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CLOSING DATE: 09 April 2021 AT 11:00 AM

VALIDITY PERIOD: 90 DAYS

1 LEGISLATIVE AND REGULATORY FRAMEWORK

- 1.1 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with of the Treasury Regulations 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract takes precedence.

2 SCOPE OF WORK

- 2.1 This section provides the scope of work to be conducted by the service provider and all the reporting requirements. The deliverables required will involve amongst others diagnosing the current situation, conducting site and screening assessments, compiling reports, drafting specifications according to the relevant regulatory requirements. All this information must be ultimately packaged in a business case format which also includes costing models as well as recommendations. (see the detailed outline below). The service provider will be required to travel to all the identified sites that has bulk fuel tanks for this project. The list of sites where the work will be conducted is attached as **Annexure A**.
- 2.2 Assist the OCPO with conducting environmental assessment, environmental impact management and compilation of site screening reports in accordance with Part 8 of the National Environmental Management: Waste Act No. 59 of 2008 and provide a report in terms of the requirements of paragraph 2.3 below:
- 2.3 Conduct a detailed site screening and compile a report which must include:
- (i) Details of the current landowner and occupiers of the land;
 - (ii) The location and size of the site;
 - (iii) The site coordinates irrespective of the site of the facility;
 - (iv) The farm, plot, and/or erf numbers;
 - (v) The street number, street name, suburb and town/city
 - (vi) A locality map (and or GPS coordinates)
- 2.4 Diagnosing the current situation of the bulk fuel tanks at the identified sites
- 2.5 Conducting a total cost of ownership analysis for the tanks and provide recommendations on costing models that could be explored.
- 2.6 Drafting of the specifications for the bulk fuel equipment, accessories, spill kits and any other related equipment.
- 2.7 Drafting of the specifications for the relevant services and service providers (who will install, commission, maintain and repair tanks, pumping equipment, fuel level meters, and other related

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equipment, forecourt condition assessments that will include the environmental impact study and testing of tanks (Pressure, Vacuum and Sonic) in line with South African National Standards.

2.8 Drafting of the specifications for the relevant services and service providers for rehabilitation and spillage clean-up at point of disbursement.

2.9 Drafting of the specifications for the relevant services and service providers for testing of fuel and quality control.

2.10 Documenting the relevant regulatory compliance issues related to the commodity.

2.11 Drafting of the business case containing the diagnosis report, technical detailed specifications as outlined above and cost analysis as well as recommendations for further improvement.

2.12 Due to the current Covid-19 situation sites visits may not be possible, bidders are encouraged to contact people listed on Annexure A to obtain information on the fuel sites. **Bidders will not be compensated for any visiting of the fuel sites prior to bid award.**

2.13 Project Administration Activities

The service provider will be expected to perform the below project administration activities to ensure smooth running of the project

2.14 Planning

- a) Develop a project plan
- b) Establish project charter and project governance documents such as risk log, stakeholder engagement plan and communication plan etc.

2.15 Management and Communication

- a) Project manager progress reports
- b) Workgroup meetings
- c) Project Team and CFST Presentations
- d) Project deliverables workshop as and when deliverables are completed
- e) Steercom presentation

2.16 Deployment

- a) ~~Submit a project kick-off~~ inception report
- b) Develop and submit a project plan clearly defining activities, timelines, roles and responsibilities to the NT project manager
- c) Operationalization (refer to the output table on section 5 below)
- d) Evaluation of deliverables

2.17 The service provider will be required to work closely with the internal OCPO personnel throughout the project.

2.18 The service provider will be required to ensure that all the deliverables submitted are properly edited for language, grammar and layout.

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- 2.19 The service provider will be responsible for their own administration work for the entire contract period.
- 2.20 The service provider will be required to consult industry bodies during the specification development phase.
- 2.21 The service provider will also be required to liaise with the National Treasury project managers to make the necessary arrangements and obtain permissions for the site visits during the running of the contract.

3 EVALUATION PROCESS AND CRITERIA

3.1 All bids will be evaluated in terms of functionality and preference point system which comprises of the following:

3.2 Phase I: Mandatory Requirements

- a) All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' response will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the mandatory documents.
- b) The bidder must submit CV's of all three resources including certified copies of qualifications. The bidder must indicate the role of each resource according to the format stipulated in the returnable Annexure C document. Please note that only 1(one) CV per resource must be provided.
- c) Should the bidders submit more than three CVs, only the first 3 (three) CVs will be evaluated. The CVs must be according to the format outlined in Annexure C. All the information provided in Annexure C and Annexure D will be verified during the evaluation and due diligence processes.
- d) Bidders who submit less than three CVs will not be considered.

3.3 The bidder must complete and submit the following mandatory documents:

- a) **Annexure B: Pricing Schedule**
- b) **Annexure C: CV format, copies of CVs and certified copies of qualifications**
- c) **Annexure D: Company References (Annexure D must be completed in full and clearly outline the company experiences from previous projects. Bidders should note that the Annexure D will be used to verify and validate the information submitted and utilised for functionality evaluation.**
- d) **Project Approach and Methodology document**
- e) **Proof of Registration summary report from Central Supplier Database.**

Failure to adhere to mandatory requirements will lead to the bid being invalidated.

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3.4 In terms of National Treasury Instruction No. 4A of 2016/2017 regarding the National Central Supplier Database (CSD), all bidders must register on the CSD to provide the following information to be verified through the CSD:

- a) Business registration, including details of directorship and membership;
- b) Bank Account holder information;
- c) In the service of the State status;
- d) Tax compliance status;
- e) Identity number;
- f) Tender default and restriction status; and
- g) Any additional and supplementary verification information communicated by National Treasury.

3.5 Phase II: Functionality evaluation as per attached Terms of Reference

- a. Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.
- b. Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- c. Bidders will not rate themselves, but need to ensure that all information is supplied as required.
- d. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- e. The panel members will individually evaluate the responses received against the following criteria as set out below: each individual criterion on the score sheet using the following scale:

No	Functionality Requirement	Evaluation Scoring Criteria		Weight
		Criteria	Score	
1	Company Technical Experience	Company Technical Experience		25
	The bidder must provide proof that the company has years of track record and experience in providing services addressing the following elements:	The bidder provided the company's technical experience of 10 years and above on all the 4 elements combined.	5	
	<ul style="list-style-type: none"> a) Environmental impact management b) Environmental assessment, 	The bidder provided the company's technical experience of 7 to 9 years on all the 4 elements combined.	4	

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	<p>c) Bulk fuel storage d) Waste management</p> <p>Annexure D must be utilised to provide this information.</p>	<p>The bidder provided the company's technical experience of 6 years on all the 4 elements combined.</p>	3	
		<p>The bidder provided the company's technical experience of 1 to 5 years on all 4 elements combined.</p>	2	
		<p>The bidder does not have technical experience on all 4 elements or no information has been submitted.</p>	1	
		Criteria	Score	
		Three References		
		<p>The bidder provided five (5) references reflecting the bidder's capabilities on 4 elements.</p>	5	
		<p>The bidder provided four (4) references reflecting the bidder's capabilities on all 4 elements</p>	4	
		<p>The bidder provided three (3) references reflecting the bidder's capabilities on all 4 elements.</p>	3	
		<p>The bidder provided one to two (1-2) references reflecting the bidder's capabilities on 4 elements.</p>	2	
		<p>The bidder provided at least one (1) reference not covering all 4 elements or no information has been submitted.</p>	1	
2.	<p>References</p> <p>The bidder must provide a list of a minimum of three and not more than five contactable referees outlining experience in the rendering of the following services:</p> <p>a) Environmental Impact Management, b) Bulk fuel storage, c) Environmental Assessment and d) Waste Management.</p> <p>Annexure D must be utilised to provide this information.</p>			5
		Criteria	Score	
		Approach and Methodology Elements (Operational, Risk and Project Plans)		
		<p>Methodology and approach outline all three elements and more than one innovative solution</p>	5	
		<p>Methodology and approach outline all three elements and one innovative solution</p>	4	
		<p>Methodology and approach outline all three elements</p>	3	
		<p>Methodology and approach outline only two elements</p>	2	
		<p>Methodology and approach outline only one element or no information has been submitted.</p>	1	
3.	<p>Project Approach and Methodology</p> <p>The bidder must provide details on the roll out of the project considering the elements: (operational plan, risk management plan and project plan) as outlined below and any additional innovative solution that might enhance the execution of this project:</p> <p>a. Operational plan detailing how the bidder will execute the project. b. Risk management plan for executing this project, mitigation plans for resources and dependencies on stakeholders. c. Project plan clearly detailing the anticipated project timelines, sequence of events, lead personnel and the duration considering travel requirements for a period of not more than 12 months.</p>			20

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	The project plan must be in an excel format e.g. Gant Chart or any project management template.			
4.	Qualifications of the Key Resource The key resource must have a minimum NQF level 7 in Environmental Management/ Environmental Science/Natural Resource Management/ or a related qualification. Certified copies of the qualifications must be submitted	Criteria	Score	
		Key Resource Qualification		
		The key resource has above NQF level 8 or related qualification.	5	5
		The key resource has an NQF level 8 or related qualification.	4	
		The key resource has an NQF level 7 or related qualification.	3	
		The key resource has an NQF level 6 or related qualification. —	2	
		The key resource has an NQF level 5 or less related qualification.	1	
5.	Technical Experience of the key Resource The bidder is required to provide a CV of the Key Resource reflecting their experience in public or private sector in the following: <ul style="list-style-type: none"> • Environmental Assessment, • Environmental Impact Management CVs must be as per Annexure C.	Criteria	Score	
		The bidder provided a CV for the Key Resource. This reflect experience of 10 years and above on both 2 elements.	5	25
		The bidder provided a CV for the Key Resource. This reflect 7 to 9 years of experience on both 2 elements.	4	
		The bidder provided a CV for the Key Resource. This reflect 6 years of experience on both 2 elements.	3	
		The bidder provided a CV for the Key Resource. This reflect experience of less than 4 to 5 years on both 2 elements.	2	
		The bidder provided a CV for the Key Resource. This reflect experience of 3 or less years on both or 1 or no element.	1	
6.	Qualifications of support resource no.1 The support resource must have a minimum NQF level 6 in Environmental Management/ Environmental Science/ Natural Resource Management or related qualification	Criteria	Score	
		The support resource has NQF level 8 or related qualification.	5	5
		The support resource has NQF level 7 or related qualification.	4	
		The support resource has NQF level 6 or related qualification.	3	
		The support resource has NQF level 5 or related qualification.	2	
	The support resource has NQF level 5 or less related qualification.	1		
	Qualification of the support resource no.2 The support resource must have a minimum NQF level 6 in Environmental Management/ Environmental Science/	Criteria	Score	
		The support resource has NQF level 8 or related qualification.	5	4
The support resource has NQF level 7 or related qualification.		4		

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Natural Resource Management or related qualification. Certified copies of the qualifications must be submitted	The support resource has NQF level 6 or related qualification.	3	5
	The support resource has NQF level 5 or related qualification.	2	
	The support resource has NQF level 5 or less related qualification.	1	
Technical Experience of the Support Resource 1 The bidder is required to provide a CV of the Support Resource reflecting their experience in public or private sector in the following: <ul style="list-style-type: none"> • Environmental Assessment, • Environmental Impact Management CVs must be as per Annexure C	Support Resources 1 Technical Experience		5
	The bidder provided CV of the support resource reflecting an experience of more than 5 years on both 2 elements.	5	
	The bidder provided CV of the support resource reflecting an experience of than 4-5 years on both 2 elements.	4	
	The bidder provided CV of the support resource reflecting an experience of 3 years on both 2 elements.	3	
	The bidder provided CV of a support resource reflecting an experience of 1-2 years in 1 element.	2	
	The bidder provided CV of the support resource with less than one (1) year relevant experience.	1	
Technical Experience of the Support Resource 2 The bidder is required to provide a CV of the Support Resource reflecting their experience in public or private sector in the following: <ul style="list-style-type: none"> • Environmental Assessment, • Environmental Impact Management CVs must be as per Annexure C	Support Resources 2 Technical Experience		Score
	The bidder provided CV of the support resource reflecting an experience of more than 5 years on both 2 elements	5	5
	The bidder provided CV of the support resource reflecting an experience of than 4-5 years on both 2 elements.	4	
	The bidder provided CV of the support resource reflecting an experience of 3 years on both 2 elements.	3	
	The bidder provided CV of a support resource reflecting an experience of 1-2 years in 1 element.	2	
	The bidder provided CV of the support resource with less than one (1) year relevant experience.	1	
Minimum Qualifying Threshold			
Total			100

1=Poor; 2=Average; 3=Good; 4=Very good and 5=Excellent

- a) Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- b) This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 60% for functionality will be evaluated and scored in terms of pricing and socio-economic goals as indicated hereunder.

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- c) Any proposal not meeting a minimum score of 60% functionality proposal will be disqualified and the financial proposal will remain unopened
- d) The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

3.6 Phase III: Price and B-BBEE

- a. Price/ Financial proposals must be submitted in South African Rand.
- b. NT reserves the right to negotiate rates submitted by bidders.

4 EVALUATION CRITERIA

- a. In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point for Broad-Based Black economic empowerment in terms of which points are awarded to bidders on the basis of:
 - The bidder price (maximum 80 points)
 - Broad-based black Economic Empowerment as well as specific goals (maximum 20 points)
- b. The following formula will be used to calculate the points for price in respect of bidders with a Rand value up to R50 000 000:-

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

A maximum of 20 points may be awarded to a bidder for being a Broad-Based Black Economic Empowerment and/or subcontracting with a Broad-Based Black Economic Empowerment stipulated in the Preferential Procurement regulations. For this bid the maximum number of Broad-based black Economic Empowerment status that could be allocated to a bidder is indicated in paragraph 3.1.

- c. The State reserves the right to arrange contracts with more than one contractor

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5 POINTS

- a. The Preferential Procurement Regulations 2017 were gazetted on 20 January 2017 (No. 40553) with effect from 1 April 2017. These regulations require bidders provide relevant proof of their B-BBEE Status Level, the 80/20 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-complaint contributor	0

- b. Failure to submit a fully complete B-BBEE certificates / sworn affidavit will lead to no award of points for preference.
- c. The points scored by a bidder in respect of points indicated above will be added to the points scored for price.
- d. Bidders are requested to complete the various preference claim forms in order to claim preference points.
- e. Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for B-BBEE status.
- f. National Treasury may, before a bid is adjudicated or at any time, require a bidder to substantiate claims made with regard to their B-BBEE status.
- g. Points scored will be rounded off to the nearest 2 decimals.
- h. In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for B-BBEE status. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- i. Contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

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j. Joint Ventures, Consortiums and Trusts

- i. 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.
- ii. 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.
- iii. Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. National Treasury will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- iv. The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

k. Subcontracting after award of tender

- i. A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- ii. A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- iii. A person awarded a contract may not subcontract 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 of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

6 TAX COMPLIANCE STATUS

6.1 Bids received from bidders with a non-compliant tax status may be disqualified with failure to update the Tax Status within 7 days.

7 VALUE ADDED TAX

7.1 All bid prices must be inclusive of 15% Value-Added Tax where applicable.

8 CLIENT BASE

8.1 National Treasury reserves the right to contact references during the evaluation and adjudication process to obtain information.

9 LEGAL IMPLICATIONS

9.1 Successful service providers will enter into a service level agreement with National Treasury.

10 COMMUNICATION

10.1 National Treasury may communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by facsimile, letter or electronic mail or any other form of correspondence to any government official, department or representative of a testing institution or a person acting in an advisory capacity for the National Treasury in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

11 LATE BIDS

11.1 Bids received at the address indicated in the bid documents, after the closing date and time will not be accepted for consideration and where applicable, be returned unopened to the bidder.

12 COUNTER CONDITIONS

12.1 Bidders' attention is drawn to the fact that amendments to any of the Special Conditions by bidders will result in such bids being disqualified.

13 PROHIBITION OF RESTRICTIVE PRACTICES

13.1 In terms of section 4(1) 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:

- a. directly or indirectly fixing a purchase or selling price or any other trading condition;**
- b. dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or**
- c. collusive bidding.**

13.2 If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and 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.

13.3 The appointed service provider will be prohibited in participating in future bids opportunities that will be emanating from this TOR at various State Institutions.

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14 FRONTING

- a. The National Treasury supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through Individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the National Treasury condemns any form of fronting.

- a. The National Treasury, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder/contractor concerned.

15 PRESENTATION

- 15.1 National Treasury may require presentations/interviews from short-listed bidders as part of the bid process.

16 NON-COMPULSORY BRIEFING SESSION:

Date: 19 March 2021

Time: 13:00 pm

Venue: via Microsoft Teams, links provided on the National Treasury Website and eTenders.

17 TIMEFRAMES AND FORMAL CONTRACT

- 17.1 Successful bidder(s) will enter into formal contract with the National Treasury period of not more than 12 months.

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18 PACKAGING OF BID

18.1 The bidder shall place both the sealed Technical Proposal and Price/ Financial Proposal envelopes into an outer sealed envelope or package, and must be clearly marked as follows:

18.2 FUNCTIONALITY/TECHNICAL PROPOSAL

Bid No: NT002-2021

Description: THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER SPECIALISING IN ENVIRONMENTAL ASSESSMENT AND ENVIRONMENTAL IMPACT MANAGEMENT TO ASSIST THE OCPO WITH THE DEVELOPMENT OF A SOURCING STRATEGY FOR THE BULK FUEL TANKS.

Bid closing date and time: 09 April 2021 AT 11H00

Name and address of the bidder:

In this envelope, the bidder shall only address the technical aspects of the bid.

18.3 PRICE/ FINANCIAL PROPOSAL

Bid No: NT002-2021

Description: THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER SPECIALISING IN ENVIRONMENTAL ASSESSMENT AND ENVIRONMENTAL IMPACT MANAGEMENT TO ASSIST THE OCPO WITH THE DEVELOPMENT OF A SOURCING STRATEGY FOR THE BULK FUEL TANKS.

Bid closing date and time: 09 April 2021 AT 11H00

Name and address of the bidder:

In this envelope, the bidder shall provide the price/ financial proposal.

The Technical Proposal envelope must contain one original hard copy document, clearly marked "Original", and four (4) hardcopies, clearly marked "Copy".

19 CONTACT DETAILS

Supply Chain Management, 4th floor at National Treasury,

Private Bag x 115, Pretoria, 0001

Physical address: 240 Madiba Street (Vermeulen), Pretoria

For General enquiries: Thivhileli Matshinyatsimbi/ Knowledge Ndou

E-mail : Thivhileli.Matshinyatsimbi@treasury.gov.za / Knowledge.Ndou@treasury.gov.za

For Technical enquiries:

**THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER SPECIALISING IN ENVIRONMENTAL ASSESSMENT
AND ENVIRONMENTAL IMPACT MANAGEMENT TO ASSIST THE OCPO WITH THE DEVELOPMENT OF A SOURCING
STRATEGY FOR THE BULK FUEL TANKS**

All bid enquires can be directed to:

- a) Name : Mandy Masango
Email : mandy.masango@treasury.gov.za
Number: 012 315 5481
- b) Name : Balekile Ngalo
Email : balekile.ngalo@treasury.gov.za
Number: 012 315 6533

Note: Email communication is encouraged.

Annexure A: Department of Water Affairs Fuel Sites

	Site Name	Location Coordinates	Type of Fuel Storage	Responsible Person	Contact Number	Capacity (litres)
1	DWS - Central Ops - Vaal Dam	-26.8826, 28.1101	Diesel	Harmans Machobane	016-3713047	2000
2	DWS - Construction West - Mmabatho WTW	-25.8898, 25.4836	Diesel	Siphesihle Mbatha	083 627 5924	14000
3	DWS - Construction West - Jankemp Dorp	-27.9146, 24.8236	Diesel	Jacobs Francious	082 500 1449	23000
4	DWS - Construction West - Jankemp Dorp	-27.9146, 24.8236	Diesel	Jacobs Francious	082 500 1449	2000
5	DWS - Construction West - Bloemhof WTW	-27.6551, 25.5815	Diesel	Glenn Kamela	082 804 3022	2000
6	DWS - Construction West - Marico Bosveld	-27.6551, 25.5815	Diesel	Sifiso Zulu	072 111 1619	2000
7	DWS - Construction West - Moutse BWS	-25.1333, 29.0627	Diesel	Musawenkosi Dingile	083 707 3439	2000
8	DWS - Construction West - Moutse BWS	-25.1333, 29.0627	Diesel	Musawenkosi Dingile	083 707 3439	23000
9	DWS - Construction West - Brits WTW	-25.6471, 27.7663	Diesel	Fortesque Ngwenya	082 888 6105	23000
10	DWS - Construction West - Skoonoord	-24.7643, 29.9947	Diesel	Musawenkosi Dingile	083 707 3439	23000
11	DWS - Construction West - Roodekoppies	-25.2424, 27.3440	Diesel	Anele Paliso	084 059 1237	23000
12	DWS - Construction West - Postdene	-28.3006, 23.0799	Diesel	Quinton Jansen	060 544 5740	16000
13	DWS - Central Ops - Usutu River	-26.6603, 30.4786	Petrol	Mulatedzi Mainganye	017 846 6001	9000
14	DWS - Construction East - Grootdraai	-26.9015, 29.2910	Diesel	Fanie du Plessis	060 980 5493	46000
15	DWS - Construction East - Jericho Dam	-26.6603, 30.4786	Diesel	Fanie du Plessis	060 980 5493	23000
16	DWS - Central Ops - Potch	-26.7255, 27.0808	Petrol	Anna Ntsane	018 - 294 9332	10000
17	DWS - Central Ops - Potch	-26.7255, 27.0808	Diesel	Anna Ntsane	018 - 294 9332	10000
18	DWS - Central Ops - Free State - Vanderkloof	-29.9969, 24.7200	Diesel	Johannes Mashime	067 262 4851	2100
19	DWS - Central Ops - Free State - Vanderkloof	-29.9969, 24.7200	Petrol	Johannes Mashime	067 262 4851	9000
20	DWS - Central Ops - Usutu-Vaal	-26.9015, 29.2910	Petrol	Sipho P. Nkutha & Sipho H. Banda	(017) 712 9450 / 25	14000
21	DWS - Northern Ops - Hartebeespoort	-25.7270, 27.8410	Diesel	Hannes Pretorius	082 806 3681	25000
22	DWS - Northern Ops - Hartebeespoort	-25.7270, 27.8410	Diesel	Hannes Pretorius	082 806 3681	9000

23	DWS - Northern Ops - Hartebeespoort	-25.7270, 27.8410	Petrol	Hannes Pretorius	082 806 3681	9000
24	DWS - Northern Ops - Marico-Bosveld	-25.4714, 26.3811	Petrol	Hannes Pretorius	082 806 3681	1000 0
25	DWS - Northern Ops - Roodeplaat Dam	-25.6189, 28.3674	Petrol	Hannes Pretorius	082 806 3681	2000
26	DWS - Northern Ops - Tzaneen	-23.8005, 30.1693	Petrol	Meisie Metebe/ Maswanganye D	015 307 8667	2500 0
27	DWS - Northern Ops - Groblersdal	-25.1753, 29.3445	Diesel	Nomsa Manala	013 262 6809	4500
28	DWS - Northern Ops - Groblersdal	-25.1753, 29.3445	Petrol	Nomsa Manala	013 262 6809	9000
29	DWS - Eastern Ops - Midmar Dam	-29.4885, 30.1991	Petrol	Nishan Singh	082 326 4335	1400 0
30	DWS - Construction South - Drakenstein	-33.8421, 19.0073	Diesel	Edward Mbalula	083 634 6132	2300 0
31	DWS - Construction South - Qamata	-31.9766, 27.4342	Diesel	Edward Mbalula	083 634 6132	2000
32	DWS - Construction South - Qamata	-31.9766, 27.4342	Diesel	Edward Mbalula	083 634 6132	9000
33	DWS - Construction South - Namakwa	-29.2647, 17.7402	Diesel	Edward Mbalula	083 634 6132	2300 0
34	DWS - Construction South - Namakwa	-29.2647, 17.7402	Diesel	Edward Mbalula	083 634 6132	2000
35	DWS - Construction Central - Jankamp Dorp	-27.9146, 24.8236	Diesel	Hugo H de Vries/ A.D. Van Wyk	053 456 0508	2000
36	DWS - Construction North - Levubu	-22.9719, 30.6002	Diesel	DAVID MALEBE	082 329 1679	2300 0
37	DWS - Construction North - Vaalkop	-25.3097, 27.4830	Diesel	DAVID MALEBE	082 329 1679	2300 0
38	DWS - Construction North - Tzaneen	-23.8005, 30.1693	Diesel	DAVID MALEBE	082 329 1679	2000
39	DWS - Construction North - Albasini	-23.1039, 30.1266	Diesel	DAVID MALEBE	082 329 1679	2300 0
40	DWS - Construction North - Mopani	-23.2749, 30.4079	Diesel	DAVID MALEBE	082 329 1679	2000
41	DWS - Construction North - Mopani	-23.2749, 30.4079	Diesel	DAVID MALEBE	082 329 1679	2300 0
42	DWS - Southern Ops - Uitkeer	-32.7664, 25.6686	Diesel	Hennie Eksteen	083 590 2941	1400 0
43	DWS - Central Ops - Tugela-Vaal	-28.5978, 29.1162	Petrol	S Magubane	036 438 8307	9000
44	DWS - Central Ops - Tugela-Vaal	-28.5978, 29.1162	Petrol	S Magubane	036 438 8307	4500
45	DWS - Central Ops - Free State Orange-Fish	-31.4236, 25.6364	Petrol	Z Afrika	081 011 9458	1000 0

ANNEXURE B – PRICING SCHEDULE

ANNEXURE B: PRICING SCHEDULE			
Bid No:			
Bid Description: TO BE FILLED BY SCM			
Name of Bidder:			
Bidder Contact Number:			
Bidder BBBEE Status Level:			
Deliverables	Amount	15% VAT	VAT Inclusive Amount
Phase 1A: Project Onboarding			
1.1 Project Conception, Planning and Initiation			
1.2 Project Documents-Project plan			
Phase 1B: Project Research Analysis of:			
1.3 Site details as per paragraph 3.3 requirements			
1.4 Requirements for tanks condition and site			
1.5 Environmental screening requirements			
1.6 Installation of tanks and pumps requirements			
1.7 Refurbishment of site requirements			
1.8 Decommissioning of site requirements			
1.9 Fire and lightning protection of site requirements			
Phase 2: Costing Model			
2.1 Supply of fuel tanks, equipment and accessories			
2.2 Delivery of fuel tanks, equipment and accessories			
2.3 Installation fuel tanks			
2.4 Commissioning of fuel site			
2.5 Refurbishment of fuel site			
2.6 Re-Installation of fuel tanks			
2.7 Soil Rehabilitation of fuel site			
2.8 Decommissioning of fuel site			
2.9 Expansion of fuel site			

ANNEXURE B – PRICING SCHEDULE

Phase 3: Specification Development			
3.1 Specifications for the relevant service provider +staff requirements for: I. the installation, II. commissioning, III. soil rehabilitation, IV. spillage clean up, V. testing of fuel quality, VI. maintenance and repairs of the pumping equipment and fuel level meters			
3.2 Technical specifications for bulk fuel equipment and accessories			
3.3 Detailed plan for obtaining authorisation for fuel site development			
3.4 Documentation of all the relevant legislative requirements for activities listed on phase 2 above			
3.5 Business Case			
3.6 Project Close out Report			
TOTAL AMOUNT OF ALL DELIVERABLES VAT INCLUSIVE			
ADD 20% FROM TOTAL AMOUNT FOR DISBURSEMENT			
TOTAL BID AMOUNT			

Bidders are required to make use of the scope of work details and site details attached as Annexure A when completing pricing schedule. All cost must be based on developing a guiding tool to conduct the work detailed on the scope of work section 3 of this TOR.

ANNEXURE C- CV FORMAT

[The below shall be filled in by the Bidder and returned with bid documents]

Bid No: _____

Bid Description: _____

Name of Bidder: _____

Bidder contact number: _____

Date: [insert day, month, year] _____

Bidder BBBEE Status Level: _____

Resources Role	Resources Full Names	Qualification Name and NQF Level	Years of Experience In environmental Impact Management	Years of Experience In environmental Assessment
1. Key Resource				
2. Support Resource 1				
3. Support Resource 2				

CV Structure

1. Personal Details [full names; date of birth; gender and nationality]
2. Qualifications
3. Work Experience in environmental impact management
4. Work Experience in environmental Assessment
5. Skills and Attributes
6. References [references of client serviced for similar projects - full names of company and individual reported to for the work assignment; roles played; email address; location and contact number]

Note: Qualifications must be supported by original certified copies. The references must be contactable. Only 3 CV's will be considered for the bid. Ensure that the number and names allocated to the resource corresponds with the number and names indicated on the CV.

Annexure D- COMPANY REFERENCES

Bid No: _____
 Bid Description: _____
 Name of Bidder: _____
 Bidder contact number: _____
 Date: [insert day, month, year] _____
 Bidder BBIBEE Status Level: _____

Note: Provide a minimum of three (3) previous contracts completed that demonstrate experience in implementation of similar projects
 List contracts chronologically, according to their commencement dates
 Previous contracts implemented must not be older than 10 years

Reference No.	Contract start and end date.	Name of Client	Contract Number	Contract Description	Contract Amount	Address where contract work was performed	Contact Person for references	Provide details of environmental impact management work & number of years	Provide details of waste Management work undertaken & number of years	Provide details environmental assessment, work undertaken & number of years	Role of Bidder
1											(Indicate "Main Contractor, Subcontract or, Support Staff")
2											(Indicate "Main Contractor, Subcontract or, Support Staff")
3											(Indicate "Main Contractor, Subcontract or, Support Staff")
4											(Indicate "Main Contractor, Subcontract or, Support Staff")
5											(Indicate "Main Contractor, Subcontract or, Support Staff")

PART A INVITATION TO BID

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

BID NUMBER: **NT002-2020** CLOSING DATE: **9/04/2021** CLOSING TIME: **11:00 AM**

DESCRIPTION **THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER SPECIALISING IN ENVIRONMENTAL ASSESSMENT AND ENVIRONMENTAL IMPACT MANAGEMENT TO ASSIST THE OCPO WITH THE DEVELOPMENT OF A SOURCING STRATEGY FOR THE BULK FUEL TANKS FOR A PERIOD OF 12 MONTHS.**

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE FOLLOWING

ADDRESS:

TENDER INFORMATION CENTRE (TIC)

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

240 Madiba Street between

ABSA and Urban Eatery Restaurant

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

TCS PIN: OR CSD No:

<p>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
---	--

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

<p>AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX</p>	<input type="checkbox"/>	<p>AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)</p>
<p>THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX</p>	<input type="checkbox"/>	<p>A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)</p>
<p>THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX</p>	<input type="checkbox"/>	<p>A REGISTERED AUDITOR</p>
<p>NAME:</p>		

[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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	National Treasury	CONTACT PERSON	Nthabeliseni Monyayi / Smanga Zwane
CONTACT PERSON	Thivhileli Matshinyatsimbi / Knowledge Ndou	TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	<u>nthabeliseni.monyayi@treasury.gov.za</u> / <u>smanga.zwane@treasury.gov.za</u>
E-MAIL ADDRESS	<u>thivhileli.matshinyatsimbi@treasury.gov.za</u> / <u>knowledge.ndou@treasury.gov.za</u>		

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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

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

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO: NT002-2021

CLOSING TIME 11:00 ON 9 April 2021

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VALUE ADDED TAX
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NT002-2021: THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER SPECIALISING IN ENVIRONMENTAL ASSESSMENT AND ENVIRONMENTAL IMPACT MANAGEMENT TO ASSIST THE OCPO WITH THE DEVELOPMENT OF A SOURCING STRATEGY FOR THE BULK FUEL TANKS FOR A PERIOD OF 12 MONTHS.

1. Services must be quoted in accordance with the attached terms of reference and the attached.

Total cost of the assignment (R inclusive VAT)

R.....

NB: Bidders are also advised to indicate a total cost breakdown for this assignment. (Annexure A)

The financial proposal for this assignment should cover for all assignment activities and outputs enumerated above.

2. Period required for commencement with project after acceptance of bid _____

3. Are the rates quoted firm for the full period? Yes/No

4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

Any enquiries regarding bidding procedures may be directed to –

Department: National Treasury

Contact Person: Thivhileli Matshinyatsimbi / Knowledge Ndou

E-mail address: thivhileli.matshinyatsimbi@treasury.gov.za / knowledge.ndou@treasury.gov.za

Any enquiries regarding technical enquiries may be directed to –

Name : Jan Hattingh / Nombulelo.Nzama

Email : jan.hattingh@treasury.gov.za / nombulelo.nzama@treasury.gov.za

Number 012 315 5009 / 012 315 5825

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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, shareholder², 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.

¹"State" means -

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"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?

YES/NO

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?

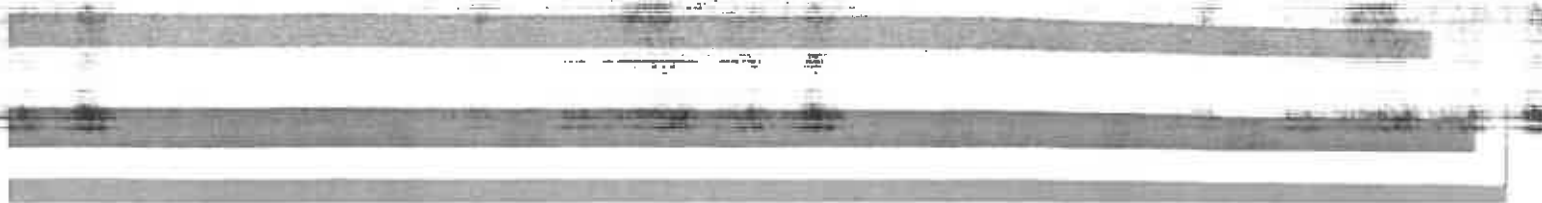
YES/NO

2.11.1 If so, furnish particulars:

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

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Pearsal Number



4 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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

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, 2017.

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 R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 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

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price

- quotations, advertised competitive bidding processes or proposals;
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) "EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) "prices" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B-BBEE status level of contributor" means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) "QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

- P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1

In terms of Regulation 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:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6

7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = (maximum of 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?
 (Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 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 or QSE
 (Tick applicable box):

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
Black people	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>
Black people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
Black people living in rural or underdeveloped areas or townships	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative owned by black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are military veterans	<input type="checkbox"/>	<input type="checkbox"/>
OR		
Any EME	<input type="checkbox"/>	<input type="checkbox"/>
Any QSE	<input type="checkbox"/>	<input type="checkbox"/>

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of
 company/firm:.....

8.2 VAT number..... registration

8.3 Company number..... registration

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 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 contributor indicated in paragraphs 1.4 and 6.1 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 paragraphs 1.4 and 6.1, 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 contributor 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

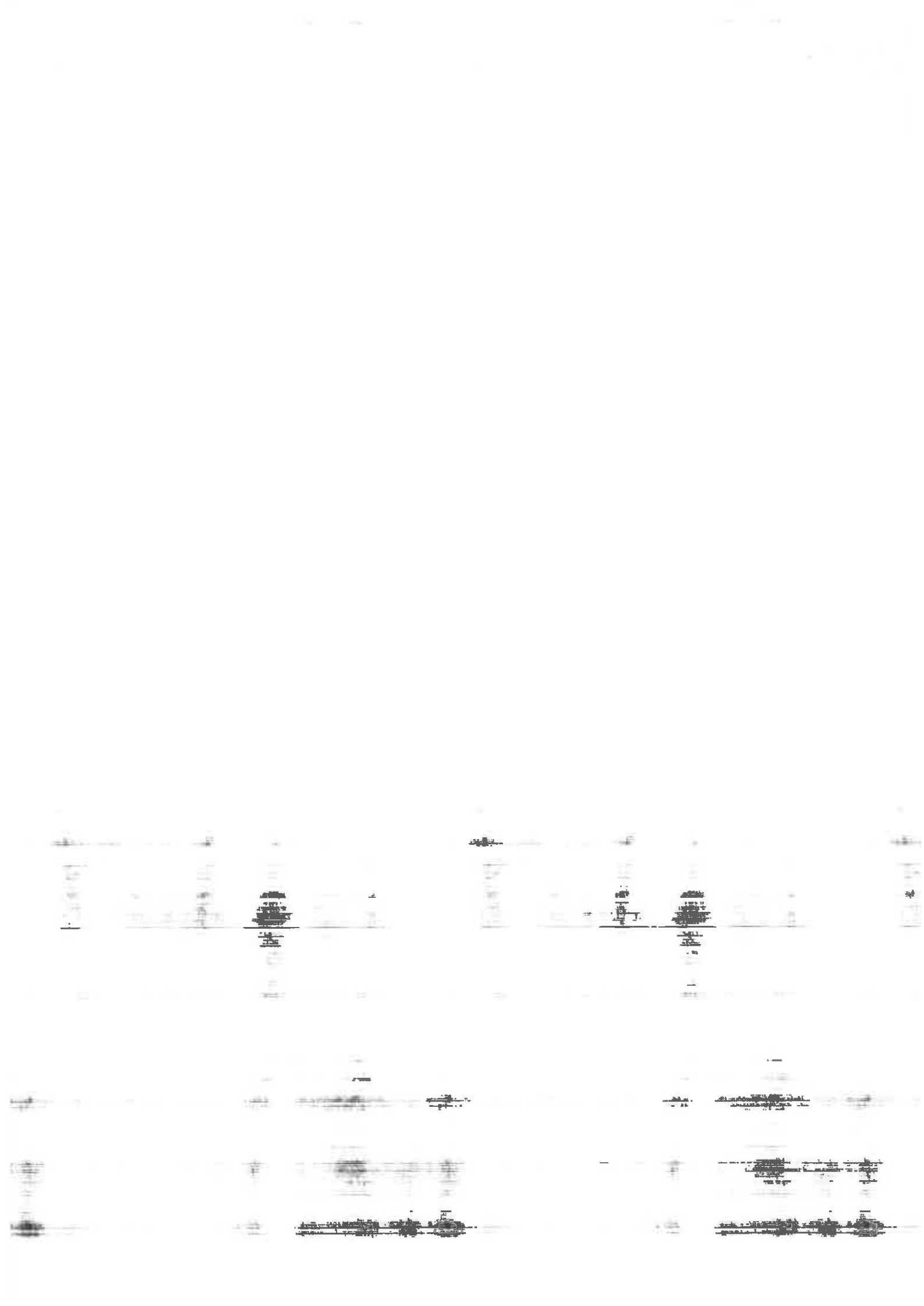
.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....



DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

J365W

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 consortium^a 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.

^a 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 69 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

DEPARTMENT OF NATIONAL TREASURY



PLEASE COMPLETE QUESTIONNAIRE A OR B

**Contractors'/Suppliers' Questionnaire – Individuals:
Questionnaire A**

Please answer the questions by marking the appropriate column with an "X".
Please do not leave out any question relating to your specific circumstances.

Contractor/Supplier Name:	
Natural Persons:	
Surname:	
Initials:	
First two names:	
Title:	
ID number or passport number:	
Nationality:	
Income Tax reference number:	
Date of birth:	
If not a citizen of the RSA, furnish a certified copy of a work permit:	
Postal address and code:	
Residential address and code:	
Telephone numbers:	
Facsimile numbers:	
E-mail address:	
If in possession of a tax clearance certificate or exemption certificate (IRP30), furnish a certified copy thereof:	
Jurisdiction in which contractor is "ordinarily resident" i.e. place of permanent residence:	

DEPARTMENT OF NATIONAL TREASURY

Question		Yes	No
1.	Do you supply services on behalf of a Labour Broker?		
2.	Are you subject to the control or supervision of the National Treasury (NT)? Including, but not limited to, the following: <ul style="list-style-type: none"> • The manner of duties performed; • The hours of work; • The quality of work, 		
3.	Are you paid at regular intervals i.e. daily, weekly, monthly etc? (If the payments are made at regular intervals or by a rate per time period)		
4.	Will payment to you include any benefits? Including, but not limited to, the following: <ul style="list-style-type: none"> • Leave pay; • Medical aid; • Training; • Sick Leave. 		
5.	Will, or have you been in the full time employment of the NT?		
6.	Will you require of the NT to provide any equipment, tools, materials or office space, in order to fulfil the contract?		
7.	Do you supply these, or similar, services only to the NT and not to any other client or the general public?		
8.	Will you be required to work more than 22 hours per week?		
8.1	If "yes", will payment be made on an hourly, daily weekly or monthly basis?		
8.2.1	Will you work solely for the NT?		
8.2.2	Will you provide a written statement to this effect?		
Non-Residents of the RSA			
9.	Will you return to your jurisdiction of residence upon the termination of the contract?		
10.	Is the contract to exceed a period of three years?		
11.	Will you be returning to the jurisdiction of residence during the course of the contract? If so, for what periods of time?		
12.	Is your employer resident in the Republic of South		

DEPARTMENT OF NATIONAL TREASURY

Question	Yes	No
13. Africa or does a permanent establishment or branch represent the employer in the Republic? If a permanent establishment or branch represents the employer in the Republic, will your salary be paid from such permanent establishment or branch?		
14. Will you be required to perform any work outside of the Republic?		
15. Do you agree to submit copies of your passport should the NT, so require?		

PARTICULARS OF PERSON ACTING AS REPRESENTATIVE OF THE ENTERPRISE

I, the undersigned, confirm that the information provided above is accurate, and that while in receipt of payment from NT, will inform NT of any changes that take place pertaining the information provided above.

Representative's Full Names:	Capacity:	Contact number:
Signature:		Date:



DEPARTMENT OF NATIONAL TREASURY



PLEASE COMPLETE QUESTIONNAIRE A OR B

Contractors'/Suppliers' Questionnaire – All Service Providers (excluding Individuals): Questionnaire B:

Please answer the questions by marking the appropriate column with an "X". Please do not leave out any question relating to your specific circumstances.

Contractor/Supplier Name:	
Corporate Contractors (Including companies, close corporations and trusts):	
Registered name and furnish a certified copy of registration:	
Nature of legal entity:	
Trade name:	
Registration number:	
Date of incorporation:	
Jurisdiction of incorporation:	
Jurisdiction where effective management is performed:	
Income tax reference number:	
Employees' Tax reference number:	
Value Added Tax number and furnish a certified copy of VAT 103 Certificate:	
Postal address and code:	
Physical address and code:	
Telephone numbers:	
Facsimile numbers:	
E-mail address:	

DEPARTMENT OF NATIONAL TREASURY

Question	Yes	No
1. Are you a "Labour Broker" i.e. do you provide payment for supplying the National Treasury (NT) with a person/s? If so, furnish a certified copy of an IRP30, which is valid for the period of the contract.		
2. Is the service to be rendered personally by any person, who is a connected person, in relation to the entity? (For example a shareholder, member or their direct family)		
3. Do you employ four or more employees on a full time basis throughout the year, excluding connected parties? If so, are these employees engaged in rendering the service to the NT? (For example secretarial employees would NOT be so engaged)		
4. Would you be regarded as an employee of the NT if the service was rendered by the person directly to the NT, other than on behalf of the contractor?		
5. Do you, the Company, Close Corporation or Trust receive any form of training supplied or paid for by NT? If "yes", please specify the nature and extent of the training:		
6. Are you, the Company Close Corporation or Trust free to choose which tools or equipment, or staff, or raw materials, or routines, patents and technology to use in performing your main duties?		
7. In order to perform your main duties, do you, or does such a person, Company, Close Corporation or Trust, use any tools or equipment supplied or paid for by NT? If "yes", please state the nature thereof:		
8. Are you subject to the control or supervision of the NT, as to the manner in which, or hours during which, the duties are performed or are to be performed in rendering the service?		
9. Will the amounts paid or payable in respect of the service consist of, or include, earnings of any description, which are payable at regular daily, weekly, monthly, or other intervals?		
10. Will more than 80% of your income, during the year		

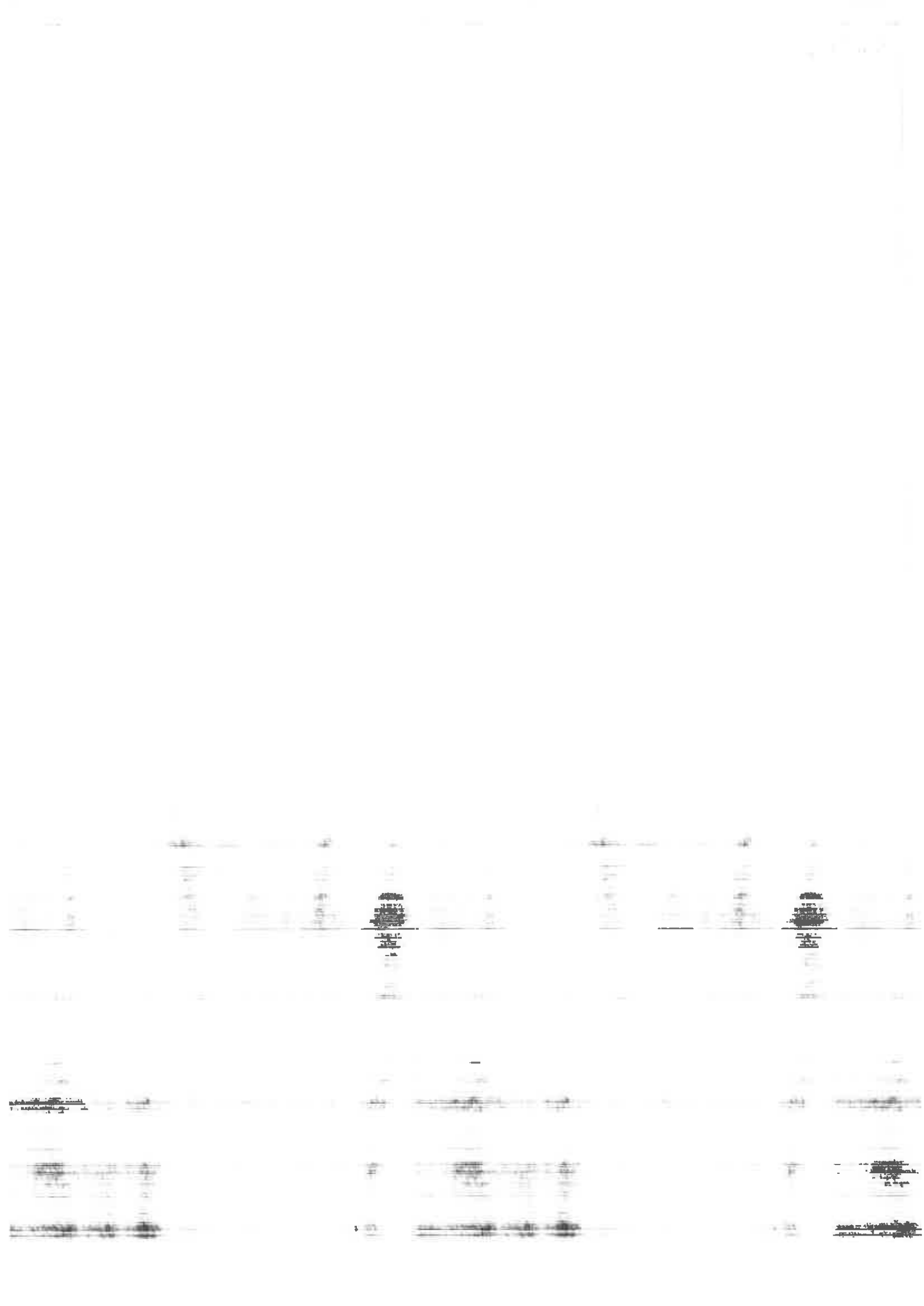
DEPARTMENT OF NATIONAL TREASURY

Question	Yes	No
11. Does your contract contain any elements of an employment contract? [i.e. Job titles, reporting structure in organisation, fixed working hours, employment benefits, performance bonuses (excluding bonus and penalties for early or late delivery)]		
12. Does your contract contain any clause that will enable you to receive payment, even if no work was done?		
13. Have you ever been classified as a Labour Broker or personal services company (including Close Corporation and Trust) by SARS or any other client?		
14. If the answer to question 13 was "yes", did anything change that no longer classifies you as a labour broker or personal services company? If "yes", elaborate:		

PARTICULARS OF PERSON ACTING AS REPRESENTATIVE OF THE ENTERPRISE

I, the undersigned, confirm that the information provided above is accurate, and that while in receipt of payment from NT, will inform NT of any changes that take place pertaining the information provided above.

Representative's Full Names:	Capacity:	Contact number:
Signature:		Date:



Annexure A

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.

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

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 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**
- 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;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

- 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.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable

difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

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 wilful 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

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

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.