



KWAZULU-NATAL PROVINCIAL SHARED SERVICE CENTRE PRIVATE BAG X 9132, PIETERMARITZBURG, 3200  
270 Jabu Ndlovu Street, PIETERMARITZBURG, 3201 Tel: (033) 264 9500

ENQUIRIES: Ms. S Sibisi / Mr. N Ngcobo

BID NO: SS-KZN 5/2/1 (6993) 2L

The Managing Director

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

Dear Sir / Madam

**THE APPOINTMENT OF A PROFESSIONAL RESEARCHER TO CONDUCT COMPREHENSIVE AND DETAILED RESEARCH, HOMESTEAD IDENTIFICATION AND VERIFICATION EXERCISE IN THE MATTER OF MR SIBONGISENI MIDWELL MQADI ON BEHALF OF FAIRVIEW MISSION COMMUNITY, SITUATED IN PORTSHEPSTONE UNDER UGU DISTRICT MUNICIPALITY: KWAZULU-NATAL.**

1. Bid No.: **SS-KZN 5/2/1 (6993) 2L**
2. Closing Date: **17 September 2024** at 11h00 Telkom time. bids submitted after this date and time will not be accepted. Please note that vat vendors must include VAT at 15%.
3. The conditions contained in Supply Chain Management (General Conditions and Procedures) and the attached SBD 1, Pricing schedule, SBD 4, SBD 6.1, terms of reference / specifications, entity forms as well as any other conditions accompanying this request are applicable. Documents are to be completed, signed and witnessed (this is of utmost importance) and submitted with your proposal. Proof of delegation of authority to sign the Bid documents must be included in your proposal.
4. If you are a shareholder or joint venture, it is essential that you indicate your percentage commission or profit before tax in order that the reasonableness of your bid price may be gauged. This information will be treated as strictly confidential. It is of utmost importance that the bidder should attach to the proposal, certified copies of shareholders certificates and identity documents.
5. **(Include the relevant Central Supplier Database summary report and the Tax compliance status pin or (valid tax clearance certificate)**
6. Please contact **Ms Nomusa Zuma on 033 355 8400** for any technical queries related to the project.
7. All the documents accompanying this bid invitation must please be completed in detail where applicable and returned with your bid. Quotations can also be emailed to **SthabileS@dalrrd.gov.za**. The use of correction fluid on the bid document is prohibited.
8. The appointed service provider will be required to sign a contract at the KwaZulu-Natal Provincial Shared Service Centre at 270 Jabu Ndlovu Street, Pietermaritzburg before the commencement of the project. Provision must be made for this compulsory meeting.
9. Please ensure that your bid reaches this office before closing time.
10. When submitting your bid the following information must appear on the sealed envelope:  
Name and address of the bidder  
Bid number  
Closing date
11. All bids/quotations are to be numbered and initialled and sent for the attention of the Procurement Section and placed in the bid box on the first floor at 270 Jabu Ndlovu (Loop) Street, Pietermaritzburg **OR** if posted, place the aforementioned envelope in a covering envelope addressed as follows:  
Bids, Department of Agriculture, Land Reform and Rural Development, Private Bag X9132, Pietermaritzburg, 3200
12. The Department of Agriculture, Land Reform and Rural Development is not bound to accept the lowest or any quotation and reserves the right to accept any quotation or part thereof.

Kind regards

DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT, PSSC KZN  
FOR DIRECTOR-GENERAL: DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT  
DATE: 09/09/2024

## PART A

## INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SS-KZN 5/2/1 (6993) 2L	CLOSING DATE:	17 September 2024	CLOSING TIME:	11:00 Telkom time
DESCRIPTION	<b>THE APPOINTMENT OF A PROFESSIONAL RESEARCHER TO CONDUCT COMPREHENSIVE AND DETAILED RESEARCH, HOMESTEAD IDENTIFICATION AND VERIFICATION EXERCISE IN THE MATTER OF MR SIBONGISENI MIDWELL MQADI ON BEHALF OF FAIRVIEW MISSION COMMUNITY, SITUATED IN PORTSHEPSTONE UNDER UGU DISTRICT MUNICIPALITY: KWAZULU-NATAL.</b>				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms S.Sibisi		CONTACT PERSON	Ms Nomusa Zuma	
TELEPHONE NUMBER	033 264 9575		TELEPHONE NUMBER	033 355 8400	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	SthabileS@dalrrd.gov.za		E-MAIL ADDRESS	Ntzuma.zuma@dalrrd.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: .....	BID NO.: <b>SS-KZN 5/2/1 (6993) 2L</b>
CLOSING TIME <b>11h00am Telkom time</b>	CLOSING DATE: <b>17 September 2024</b>

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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**THE APPOINTMENT OF A PROFESIONAL RESEARCHER TO CONDUCT COMPREHENSIVE AND DETAILED RESEARCH, HOMESTEAD IDENTIFICATION AND VERIFICATION EXERCISE IN THE MATTER OF MR SIBONGISENI MIDWELL MQADI ON BEHALF OF FAIRVIEW MISSION COMMUNITY, SITUATED IN PORTSHEPSTONE UNDER UGU DISTRICT MUNICIPALITY : KWAZULU-NATAL.**

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

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

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
-----	R-----	-----

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

-----	R-----	----- days

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

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	.....	.....	R.....
-----	.....	.....	R.....
-----	.....	.....	R.....
-----	.....	.....	R.....

TOTAL: R.....

Name of Bidder: .....

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

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

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

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

**\*[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

Name: Mr Nhlanhla Ngcobo  
Email: [Nhlanhla.ngcobo@dalrrd.gov.za](mailto:Nhlanhla.ngcobo@dalrrd.gov.za)  
Tel: 033 264 9500

Tel:

Or for technical information –

Name: Ms Nomusa Zuma  
Email: [Ntzuma.zuma@dalrrd.gov.za](mailto:Ntzuma.zuma@dalrrd.gov.za)  
Tel : 033 355 2900

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

<sup>2</sup> 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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....  
Signature Date

.....  
Position Name of bidder

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

**PRICE QUOTATION PROCESS (UP TO R 1 MILLION)**

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

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

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**1. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of tender invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and
- (f) **“Historically Disadvantaged individuals”** means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -
- Before 27 April 1994; or
  - On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

## 2. GENERAL CONDITIONS

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

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

### 2.2 To be completed by the organ of state

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

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

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

### 2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

2.6 Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 2.12 below, will not be awarded points for specific goals.

2.7 Tenderers that make a calculation error when claiming points as per the table in paragraph 2.12 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 2.12 below.

2.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.

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

2.10 Tenderers who wish to claim points in terms of the table in paragraph 2.12 below need to provide proof for each point claimed as guided below:

2.10.1 Historically Disadvantaged individuals (HDI):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.2 Who is female:

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.3 Who has a disability:

- **Attach a certified copy or original doctor's letter confirming the disability.**

2.10.4 Who is youth (a person that is not older than 35 years on the closing date of a bid):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.11 The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

2.12 **Specific goals for the tender and points claimed are indicated per the table below.**

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	3		

The number of points claimed for specific goals, are calculated as follow:

- (I) A maximum of 10 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:
  - **Percentage ownership equity** x 10 ÷ 100 = number of points claimed.
- (II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:
  - **Percentage ownership equity** x 5 ÷ 100 = number of points claimed.
- (III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:
  - **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.
- (IV) A maximum of 3 points may be allocated to tenderers who are youth, on the following basis:
  - **Percentage ownership equity** x 3 ÷ 100 = number of points claimed.

**2.13 It is important to note that failure by a tenderer to complete the table in paragraph 2.12 in full, will result in points for specific goals not to be allocated.**

### **3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

#### **3.1. POINTS AWARDED FOR PRICE**

##### **3.1.1 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 tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

##### **3.2.1. POINTS AWARDED FOR PRICE**

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

## 80/20

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in the table in paragraph 2.12 above as may be supported by proof/documentation stated in the conditions of this tender.

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

4.3 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.

4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.

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

**5. SUB-CONTRACTING**

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

YES		NO	
-----	--	----	--

5.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted: .....%
- ii) The name of the sub-contractor: .....
- iii) Points claimed for HDI by the sub-contractor: .....

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

6.1. Name of company/firm: .....

6.2. Company registration number: .....

6.3. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... .....

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

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

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

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

## TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad 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](http://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.

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

23.4 If a purchaser intends imposing a restriction on a supplier or any

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

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

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

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 willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (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.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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



OFFICE OF THE CHIEF LAND CLAIMS COMMISSIONER  
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**TERMS OF REFERENCE FOR THE APPOINTMENT OF A PROFESSIONAL RESEARCHER TO CONDUCT COMPREHENSIVE AND DETAILED RESEARCH, HOMESTEAD IDENTIFICATION AND VERIFICATION EXERCISE IN THE MATTER OF MR SIBONGISENI MIDWELL MQADI ON BEHALF OF FAIRVIEW MISSION COMMUNITY, SITUATED IN PORTSHEPSTONE UNDER UGU DISTRICT MUNICIPALITY: KWAZULU-NATAL.**

**1. BACKGROUND**

- 1.1. The Commission on Restitution of Land Rights has a mandate to receive land claims, investigate such claims and facilitate settlement of claims that are compliant with section 2 of the Restitution of Land Rights Act.
- 1.2. The Commission requires the services of a suitably qualified service provider to conduct intensive research into the merits of the land claims mentioned below. This brief affects various land claims that are batched, for tender purposes, into packages consisting of district allocations.
- 1.3. The claims are put on Request for Quotation (RFQ) in batches which should be quoted and costed as per request grouped/consolidated as per the districts of the province as one.
- 1.4. The attention of the service provider is drawn to the fact that they will be required to conduct a detailed and comprehensive investigation and research into the history and circumstances of dispossession on each of the above-mentioned claims in relation to the qualification criteria as provided for by section 2 of the Restitution of Land Rights Act read together with Rules of the Commission.

**2. OBJECTIVE**

- 2.1. To procure the services of a suitably qualified service provider or institution to investigate, research and produce Research Report that can help clarify the merits of each claim in terms of section 2 of the Restitution of Land Rights Act read together with the Rules of the Commission; and such envisaged research report/s, if challenged, be able to stand the test of the Land Claims Court.
- 2.2. Also conduct Homestead and name verification and produce final report for **Madlala Community claim and Fairview Mission Community claim** in accordance with the Act.

### **3. SCOPE AND DEFINITION OF THE WORK**

3.1. The service provider will be required to carry out the following tasks:

- 3.1.1. Provide evidence on the information and particulars of the claimants (i.e. who lodged the land claim; date of lodgment of the claim; on whose behalf was it lodged; and claimant entity at the time of dispossession and indicate what the current status is;
- 3.1.2. Provide evidence on the property description as it was at the time of dispossession as well as what it is currently.
- 3.1.3. Provide evidence on the locality or location of the claimed land (i.e. distance and direction from the nearest towns, provincial and/or national road; and Geographical Positioning System (GPS) co-ordinates), spatial apartheid (i.e. was the claimed land at the time of dispossession included or not in the "Schedule Area – 1913, 1925 and 1927 Acts" and "Released Areas – 1936 Act") and encumbrances on the claimed land (i.e. bonds, business rights, mineral rights, water rights, servitudes and their holders);
- 3.1.4. Provide evidence on the history of acquisition of the claimed land – from the first formal registration to the current land owner(s), theirs and particulars and any other relevant information;
- 3.1.5. Provide evidence on nature of rights in land the claimants were dispossessed of – conduct the land rights enquiry on registered/formal (i.e. deeds of transfers) and/or unregistered/informal (i.e. beneficial occupation of more than ten (10) years, labour tenancy and accompanying rights, sharecropping, etc.);
- 3.1.6. Provide evidence on the date(s) and circumstance(s) (i.e. *modus operandi*) of dispossession;
- 3.1.7. Provide evidence on the racial law(s) and/or racial practice(s) used to dispossess the claimants;
- 3.1.8. Provide evidence on the State body(ies), Commission(s) or official(s) responsible for the dispossession;
- 3.1.9. Provide evidence on the compensation and the form thereof that was paid at the time of dispossession;
- 3.1.10. Provide evidence on the land use(s) at the time of dispossession and the current land use(s);
- 3.1.11. Provide evidence on the hardship suffered by the claimants at the time of dispossession and the hardships that have been and are being suffered by claimants since and as a result of the dispossession in question; and
- 3.1.12. Provide evidence on whether or not are there any competing and/or overlapping claims on the same (claimed) property.

- 3.1.13. Conduct a documentary research and use qualitative research methodology to assess whether each claim meets the requirements of Section 2 of the Restitution Act and the Rules of the Commission.
- 3.1.14. Mapping of the claimed land and homestead identification as per the properties listed in the claim form.
- 3.1.15. Conduct Homestead verification per farm/ per property. Based on homestead identification conduct and name verification according to the individual farms. Full report on excel spread sheet is a delivery.
- 3.1.16. Provide an analysis report based on the study of the aerial photographs relating to the claimed properties.
- 3.1.17. These claims have been lodged in terms of the Restitution of Land Rights Act, Act No. 22 of 1994, as amended, in terms of which the Commission has a duty to investigate the acceptance or not of the lodged claims to determine whether they individually and severally meet the requirements of Section 2 of the Restitution Act.
- 3.1.18. Report to the RLCC by way of a comprehensive report, covering all the aspects embodied in the terms of reference;
- 3.1.19. Where applicable, use and refer to previous judgments (precedent/Case Law) relevant to the circumstances of the dispossession in question.
- 3.1.20. Although it is the sole statutory prerogative of the Regional Land Claims Commissioner to pronounce on acceptance or otherwise of the claims, on the strength of the research conducted, the Service Provider is expected to express an independent opinion on whether each of the above-mentioned land claims meets the acceptance criteria or not as per section 2 of the Restitution Act read together with the rules of the Commission.

#### 4. DELIVERABLES

- 4.1. To the extent necessary based on the available deeds and documentary research, it is expected that the Service Provider or an Institution will conduct oral research and visit the Claimants, Deeds Office, National and Provincial Archives, National and Local Libraries, Surveyor-General's Office, Surveyor and Mapping (Cape Town) and other credible sources of information, and produce a detailed and comprehensive research report (Rule 5 Report) that will cover the following:

No.	TASKS	DELIVERABLES OR EVIDENCE
1.	Cover Page	1.1. Cover page
2.	Acknowledgement	1.2. Acknowledging the contribution(s) of others in conducting research, drafting and compiling the Research Report.
3.	Table of Contents	1.3. Table of contents of the detailed and comprehensive research Report.
4.	Executive Summary	4.1. A summary or synopsis of the work conducted,

		conclusion(s) finding(s) and recommendation(s).
5.	<b>Background</b> on the work done, the legislative framework for conducting research and background of the claimants	5.1. Background information
6.	<b>Information and particulars of the claimants</b> (i.e. who lodged the land claim; date of lodgment of the claim; on whose behalf was it lodged; and claimant entity at the time of dispossession and currently).	6.1. Claim form 6.2. Section 10(3) Community or Family Resolution 6.3. Family Tree Affidavits(s) and/or List of Claimants
7.	<b>The property description</b> as was at the time of dispossession and as is currently.	7.1. Parent Diagram(s) 7.2. Portion Diagram(s) 7.3. 1:50 000 Compilation Maps 7.4. 1:50 000 Topographical Maps 7.5. Google Earth (GPS Co-ordinates)
8.	<b>Location of the claimed land</b> (i.e. distance and direction from the nearest towns, provincial and/or national road; and GPS co-ordinates);  <b>The spatial apartheid information and particulars</b> (i.e. was the claimed land at the time of dispossession included or not in the "Schedule Areas" – 1913, 1925 and 1927 Acts" and "Released Areas" – 1936 Act"); and  <b>Encumbrances on the claimed land</b> (i.e. bonds, business rights, mineral rights, water rights, servitudes and their holders);	8.1. 1:50 000 Compilation Maps  8.2. A copy(ies) or schedules of "Scheduled Areas" and Released Areas"  8.3. A copy(ies) of AKTEX Reports; business certificate(s); Deeds of Transfer(s); Notarial Deed(s) of Bond(s), mineral rights, water rights and servitudes.
9.	<b>History of acquisition of the claimed land</b> – from the first formal registration to the current land owner(s), their information and particulars;	9.1. Land Transfer Record(s) 9.2. AKTEX Report(s) 9.3. Deed of Transfer(s)
10.	<b>Nature of rights in land the claimants were dispossessed of</b> – conduct the land rights enquiry on registered/formal (i.e. deeds of transfers) and/or unregistered/informal (i.e. beneficial occupation of more than ten (10) years, labour tenancy and accompanying	10.1. Land Transfer Record(s) 10.2. AKTEX Reports 10.3. Deeds of Transfer(s) 10.4. Aerial photographs 10.5. Archival and documentary

	rights, sharecropping, etc.);	<p>evidence (National and provincial Archives, Magistrate offices, National and Local Libraries, <i>trekpass</i> and other documents in possession of claimants, and etc.)</p> <p>10.6. Oral testimony to be converted into an Affidavit or Sworn Statement to be deposited of by the nominated member of the Community or Family</p> <p>10.7. Oral testimony(ies) to be converted into Two (2) Supporting Affidavits or Sworn Statements to be deposited of by the nominated members of the Community or Family</p>
11.	<b>The date(s) and circumstance(s) (i.e. <i>modus operandi</i>) of dispossession</b>	<p>11.1. Archival and documentary evidence (National and provincial Archives, Magistrate offices, National and Local Libraries, <i>trekpass</i> and other documents in possession of claimants, and etc.)</p> <p>11.2. Oral testimony to be converted into an Affidavit or Sworn Statement to be deposited of by the nominated member of the Community or Family</p> <p>11.3. Oral testimony(ies) to be converted into Two (2) Supporting Affidavits or Sworn Statements to be deposited of by the nominated members of the Community or Family</p>
12.	<b>The racial law(s) and/or racial practice(s) used to dispossess the claimants</b>	<p>12.1. A copy(ies) of legislation(s) used</p> <p>12.2. A copy(ies) of Proclamation(s) used</p> <p>12.3. A copy(ies) of Cabinet Decision(s)</p> <p>12.4. Direct and indirect involvement of the state</p> <p>12.5. Collusion of the then</p>

		<p>dominant race</p> <p>12.6. Archival and documentary evidence (National and provincial Archives, Magistrate offices, National and Local Libraries, <i>trekpass</i> and other documents in possession of claimants, and etc.)</p> <p>12.7. Oral testimony(ies) to be converted into an Affidavit or Sworn Statement to be deposited of by the nominated member of the Community or Family</p> <p>12.8. Oral testimony(ies) to be converted into Two (2) Supporting Affidavits or Sworn Statements to be deposited of by the nominated members of the Community or Family</p>
<p>13.</p>	<p><b>The State body(ies), Commission(s) or official(s) responsible for the dispossession;</b></p>	<p>13.1. Archival and documentary evidence (National and provincial Archives, Magistrate offices, National and Local Libraries, <i>trekpass</i> and other documents in possession of claimants, and etc.)</p> <p>13.2. Oral testimony to be converted into an Affidavit or Sworn Statement to be deposited of by <i>the nominated member of the Community or Family</i></p> <p>13.3. Oral testimony(ies) to be converted into Two (2) Supporting Affidavits or Sworn Statements to be deposited of by the nominated members of the Community or Family</p> <p>13.4. Direct and indirect involvement of the state and corroborating documentary evidence;</p> <p>13.5. Collusion of the then dominant race and the then government (to be corroborated by</p>

		documentary evidence
14.	<b>The compensation and the form thereof</b> (i.e. valuation conducted, acceptance of offer in the form of alternative land and/or financial compensation) that was paid at the time of dispossession.	<p>14.1. Archival and documentary evidence (National and provincial Archives, Magistrate offices, National and Local Libraries, <i>trekpass</i> and other documents in possession of claimants, and etc.)</p> <p>14.2. Oral testimony to be converted into an Affidavit or Sworn Statement to be deposited of by the nominated member of the Community or Family</p> <p>14.3. Oral testimony(ies) to be converted into Two (2) Supporting Affidavits or Sworn Statements to be deposited of by the nominated members of the Community or Family</p>
15.	<b>The nature of land use(s)</b> at the time of dispossession and the current land use(s)	<p>15.1. Photographs (graves, ruins, landmarks and etc.)</p> <p>15.2. Deeds of Transfer(s)</p> <p>15.3. Aerial photographs (i.e. previous and latest)</p> <p>15.4. Archival and documentary evidence (National and provincial Archives, Magistrate offices, National and Local Libraries, and other documents in possession of claimants, and etc.)</p> <p>15.5. Oral testimony to be converted into an Affidavit or Sworn Statement to be deposited of by the nominated member of the Community or Family</p> <p>15.6. Oral testimony(ies) to be converted into Two (2) Supporting Affidavits or Sworn Statements to be deposited of by the nominated members of the Community or Family</p>
16.	<b>The hardship suffered by the</b>	16.1. Archival and documentary

	claimants at the time of dispossession and the hardships that have been and are being suffered by claimants since and as a result of the dispossession in question;	evidence (National and provincial Archives, Magistrate offices, National and Local Libraries, and other documents in possession of claimants, and etc.)  16.2. Oral testimony to be converted into an Affidavit or Sworn Statement to be deposited of by the nominated member of the Community or Family  16.3. Oral testimony(ies) to be converted into Two (2) Supporting Affidavits or Sworn Statements to be deposited of by the nominated members of the Community or Family
17.	Find out whether or not are there ANY competing and/or overlapping claims on the same (claimed) property	17.1. Magic System 17.2. Land base 17.3. Umhlabawethu
18.	Homestead and Name verification	18.1 Conduct homestead verification per farm/ per property. Based on homestead identification conduct name verification according to the individual farms / properties. Full report on excel spread sheet is a delivery.
19.	Information and particulars of parties having a stake in the resolution of the land claims.	18.1. Names and/or Surname 18.2. Registration Numbers 18.3. Physical Addresses 18.4. Postal Addresses 18.5. Telephone Numbers 18.6. Facsimile Numbers 18.7. Cellular Phone Numbers
20.	Bibliography	19.1. Sources consulted
21.	Conclusion(s)	20.1. Based on the findings of the research report as per section 2 of the Restitution Act read together with the Rules of the Commission
22.	Recommendations	21.1. Based on the findings of the research report as per section 2 of the Restitution Act read together with the

4.2. The final report to be submitted by the Service Provider must address in detail the issues stipulated in Rule 3 and Rule 5 of the Rules Regarding Procedure of the Commission read together with section 2 of the Restitution of Land Rights Act, No. 22 of 1994 as amended.

4.3. The Service Provider is expected to provide a written summary of the files which were perused on each claim, including all standard file reference details, to facilitate ease of access to those files and documents should it later be necessary.

4.4. It is important to note that the research information provided might be used as evidence in the Land Claims Court should any affected or interested party in the claim challenge the outcome of the research.

4.5. The Service Provider is also expected to design optimal means of gathering data and ensuring quality control during data collection.

## 5. GENERAL PROCESS CONSIDERATIONS

### 5.1. The Service provider is expected to:

5.1.1. Compile a Project Implementation Plan which specifies (in detail) time frames for completion of specific activities and the method to be used;

5.1.2. Submit a Project Implementation Plan with specific deliverables and milestones;

5.1.3. Submit bi-weekly progress report(s);

5.1.4. Submit 3 bound hardcopies of the research report as well as an electronic version on a CD within the stipulated time frames;

5.1.5. Consult regularly with relevant parties including the Director: Operations, Project Managers, Project Coordinators, Project Officers and members of the claimant families/ communities on issues relating to the work; and

5.1.6. Consult with the office of the Regional Land Claims Commissioner: KwaZulu-Natal on the form and content of the final product.

### 5.2. The Service Provider is also expected to provide a Detailed and Comprehensive Research Report covering the following for each of the allocated claims:

5.2.1. Oral evidence;

5.2.2. Archival Information/ Documentary evidence;

5.2.3. Deeds Information;

5.2.4. Surveyor-General's Office Information – Aerial Photographs, Diagrams and Maps

### 5.3. Clear description of the claimed land – the extent of the land (hectares/maps)

5.3.1. SG diagrams showing the exact cadastre & depicting history of cadastre

5.3.2. SG diagrams showing Administrative Areas if such areas existed at the time of dispossession

5.3.3. Aerial photographs at the time of dispossession & current / latest aerial photographs

5.3.4. Historical topographical maps of the area

- 5.3.5. Current / latest topographical maps of the area
- 5.3.6. Historical land use & land potential maps of the area
- 5.3.7. Current Spatial Development Framework / Zoning Maps of the areas

**5.4. Ownership before dispossession – in terms of the following**

- 5.4.1. Title deeds, who owned the land
- 5.4.2. Permissions to occupy
- 5.4.3. Beneficial occupation
- 5.4.4. Who "owned" the land (Government / State or Tribal Authority, Individuals, Households or Community)
- 5.4.5. Are there competing or overlapping claims in respect of the claimed land – "who is who".

**5.5. How did the dispossession happen?**

- 5.5.1. When (date/year) did the dispossession take place in relation to June 1913?
- 5.5.2. What racial discriminatory laws and/or practices were used for dispossession?
- 5.5.3. How were the "owners" removed from the land?
- 5.5.4. To which land were they moved?
- 5.5.5. What compensation was received at the time of the removal/dispossession

**6. MONITORING AND REPORTING**

- 6.1. The Service Provider is expected to work with or submit all the required reports to the Project Manager (s) in the Office of the Regional Land Claims Commissioner in KwaZulu-Natal who will be available to offer assistance to the Service Provider to ensure that the project is completed with accuracy and within the stipulated time frames.

**7. PAYMENT METHOD**

- 7.1. All payments will be made in accordance with the completed and approved deliverables
- 7.2. Financial penalties will be imposed for agreed upon milestones, targets, and deadline not met without providing "Timely notification of such delays and the reasons for the delays"
- 7.3. Supporting evidence that the delays were outside of the influence of Service Provider.
- 7.4. Original invoices as per the deliverable that substantiate all costs must be provided. The invoices should include the Commission's tender number that will be provided to the selected Service Provider upon acceptance of the bid.
- 7.5. Invoices must clearly indicate the numbers of hours spent on the project, for what purpose those hours were spent and to what extent the objectives were achieved.
- 7.6. An invoice shall only be paid after it has been checked and signed by the Project Manager
- 7.7. No copies or e-mailed invoices will be processed.

**8. RESPONSIBILITY AND ROLE**

- 8.1. The Office of the Regional Land Claims Commissioner: KwaZulu-Natal will supply the appointed Service Provider(s) with:

- 8.1.1. the names of the claimants and their contact details in respect of traceable claimants;
- 8.1.2. claim forms and other useful information and documents that are necessary to facilitate the activities of the Service Provider; and
- 8.1.3. attend the first meeting (which must be arranged and convened by the service provider) of the claimant community in order to introduce the service provider to the claimants.

**8.2. The Service Provider is expected to:**

- 8.2.1. Work with or submit all the required reports to the Project Manager(s) in KwaZulu-Natal who will be available to offer assistance to the service provider to ensure that the project is completed within the stipulated time frames and with accuracy.

**9. PRICING SCHEDULE**

- 9.1. Service providers are required to present a tender (proposal and pricing schedule) specific to each land claims as per District, and there should be an indication of how the pricing schedule relates to envisaged cost per land claim.
- 9.2. All payments will be made in accordance with the completed and approved deliverables;
- 9.3. Invoices must clearly indicate the numbers of hours spent on the project, for what purpose those hours were spent and to what extent the objectives were achieved.
- 9.4. No copies or e-mailed invoices will be processed.

**10. TIME FRAME**

- 10.1. The project is envisaged to take no longer than **Sixty Days** to complete from the date of appointment of the service provider/s.
- 10.2. However, the service provider/s will be required to keep the designated Project Manager(s) informed of the progress made by submitting and presenting bi-weekly reports.
- 10.3. The Commission herewith stipulates the following timeframes for the completion of the under-mentioned activities:
  - 10.3.1. An agreed project plan/work-breakdown structure
  - 10.3.2. An agreed process that will be followed in conducting research
  - 10.3.3. Agreed milestones per activity
  - 10.3.4. A Detailed and Comprehensive Research Reports

**11. EVALAUTION PROCESS**

- 11.1 The following process will be used in particular as the criteria for appointment, apart from those laid down in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act 5 of 2000. Proposals will be evaluated individually, by a representative from Supply Chain Management according  
**Service Provider must comply with the requirements and submit all required document(s) indicated hereunder with their Quotations at the closing date and time of the RFQ. This phase is not scored and Service Providers who fail to comply with all the mandatory criteria will be disqualified**

11.2 The Pricing Schedule must be fully completed for each quoted item.

**Note: Any Service Provider not complying with the above-mentioned stipulations will be regarded as non-responsive and will therefore not be considered for further evaluation**

## **ADMINISTRATIVE REQUIREMENTS**

- a) Tax Requirements:
- Bidders must ensure compliance with their tax obligations.
  - 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 taxstatus.
  - Application for tax compliance status (TCS) or pin may also be made via e-filing. To use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za).
  - Bidders may also submit a printed TCS together with the bid.
  - In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.
- b) The current financial year's registration or proof of good standing for the Proposed Project Lead (Valuer) will be verified prior the award of this RFQ. The OVG reserves the right to disqualify the Service Provider should the outcome of the verification be negative.

## **12. GENERAL CONDITIONS**

- 12.1 The following preference point systems are applicable to invitations to tender: - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 12.2 To be completed by the organ of state a) The applicable preference point system for this tender is the 80/20 preference point system. b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

12.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for: (a) Price; and (b) Specific Goals.

12.4 To be completed by the organ of state: The maximum points for this tender are allocated as follows: POINTS PRICE 80 SPECIFIC GOALS 20 Total points for Price and SPECIFIC GOALS 100

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

12.6 Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 13 below, will not be awarded points for specific goals.

12.7 Tenderers that make a calculation error when claiming points as per the table in paragraph 13 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 13 below.

12.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.

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

12.10 Tenderers who wish to claim points in terms of the table in paragraph 13 below need to provide proof for each point claimed as guided below:

**12.10.1 Historically Disadvantaged individuals (HDI):**

- Attach a copy of Identity Document (ID) and company registration document.

**12.10.2 Who is female:**

- Attach a copy of Identity Document (ID) and company registration document.

**12.10.3 Who has a disability:**

- Attach a certified copy or original doctor's letter confirming the disability.

**12.10.4 Who is youth** (a person that is not older than 35 years on the closing date of a bid):

- Attach a copy of Identity Document (ID) and company registration document.

### 13. POINTS AWARDED FOR SPECIFIC GOALS

The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

**Specific goals for the tender and points claimed are indicated per the table below.**

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I.HDI	10		
II.Who is female	5		
III.Who has a disability	2		
IV.Specific goal: Youth	3		

The number of points claimed for specific goals, are calculated as follow:

- (I) A maximum of 10 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:
- (II) Percentage ownership equity x 10 ÷ 100 = number of points claimed.

(II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis: • Percentage ownership equity x 5 ÷ 100 = number of points claimed.

(III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis: • Percentage ownership equity x 2 ÷ 100 = number of points claimed.

(IV) A maximum of 3 points may be allocated to tenderers who are youth, on the following basis: • Percentage ownership equity x 3 ÷ 100 = number of points claimed.

#### **14. PRICING**

14.1 The total amount of the quotation must be fixed and inclusive of VAT. If registered as VAT vendor provide the cost, VAT and total amount.

#### **15. TERMS AND CONDITIONS**

- 15.1. Appointment shall be subject to the Service Provider's express acceptance of the standard bidding documents inclusive of the Government Procurement General Conditions of Contract.
- 15.2. No material or information derived from the provision of the services under these may be used for any purpose other than those of the Commission except where authorized by the Commission in writing to do so.
- 15.3. Copyright in respect of all documents and electronic data, prepared or developed for the purpose of this project shall be vested in the Commission.
- 15.4. In the case of appointment the Service Provider will enter into a Service Level Agreement with the Commission.
- 15.5. The Service Providers should be available to commence with the project immediately upon appointment.
- 15.6. The Commission reserves the right to award or not to award this contract;
- 15.7. The Commission reserves the right not to accept the lowest cost proposal;
- 15.8. The Commission reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
- 15.9. It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing time and date of the bid. Bids received after closing time and date are late and will NOT be considered;
- 15.10. Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the Commission will not be responsible for.
- 15.11. Any change of information provided in the tender document that may affect delivery of services should be brought to the Commission attention as soon as possible. Failure to comply may result in the contract being terminated;
- 15.12. Services providers presenting information intentionally incorrect or fraudulent will be disqualified;
- 15.13. Service providers who have been declared insolvent and wish to do business with the Commission must have been rehabilitated and provide the necessary proof thereof.
- 15.14. The Service Provider team members named in the proposal should be retained for the duration of the project. Any replacement of team members must first be discussed and approved by the Commission.
- 15.15. A Service Level Agreement (SLA) stipulating time frames and the reporting schedule will be signed between the RLCC KwaZulu-Natal and recommended service provider.

## 16. TRAVEL AND ACCOMMODATION

- 14.1 Travel by air where it is deemed more practical, shall be limited to economy class and may only be undertaken with the prior approval of the Project Manager.
- 14.2. Actual cost of hiring a car in the A class category between airport of arrival and venue of the meeting, shall be reflected on the invoice.
- 14.3. When using private vehicles, claims are limited to the tariff laid down from time to time by the Commission of Transport for "A" category vehicles. (Distance between Service Provider's office and home is viewed as private kilometer's).
- 14.4. Accommodation shall be limited to the three-star accommodation or lower.

## 17. CLAIMS FOR OUTSOURCING

NO.	Reference Number	Project Manager	Claimant Name as Listed on the Claim Form	Type of Claim (use of drop down)	Contact Person	Contact Number
1.	KRN6/2/2/E/41/0/0/63	Nomusa Zuma	Chief ZN Madlala	Community	Chief ZN Madlala	082 820 3629
2.	KRN6/2/2/E/41/0/0/112	Nomusa Zuma	Mr Midwell Sibongiseni Mqadi	Community	Mr Cele	083 432 3329 081 233 4772

Signature

Name: Mnyamezeli Dlamini

2.

Designation: Acting Chief Director: Land Restitution Support: KZN

Date:

18/06/2024