



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

ENQUIRIES: Ms. T Zondi / Ms T Dlungwana

BID NO: SS-KZN 5/2/2 (882) 8B

The Managing Director

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

Dear Sir / Madam

**APPOINTMENT OF SERVICE PROVIDERS FOR THE ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS WHO WILL ASSIST THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT WITH THE SUPPLY AND DELIVERY OF STATIONERY FOR THE PERIOD OF THIRTY-SIX MONTHS (36) IN THE PROVINCE OF KWAZULU NATAL**

1. Bid No.: REF: **SS-KZN 5/2/2 (882) 8B**
2. Closing Date: **23 August 2024 at 11h00 Telkom time**. Bids submitted after this date will not be accepted. Please note that vat vendors must include VAT at 15%.
3. The attached documents consist of [~~60~~] pages.
4. Compulsory Briefing Session: 12 August 2024 at 11:00 at the 1<sup>st</sup> floor 270 Jabu Ndlovu Street in Pietermaritzburg
5. The conditions contained in Supply Chain Management (General Conditions and Procedures) and the attached SBD 1, Pricing schedule(SBD 3.1), 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.
6. 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.
7. **(Include the relevant Central Supplier Database summary report and the Tax compliance status pin or (valid tax clearance certificate)**
8. Please contact **Mr Bongani Magudulela** on **033 264 9587** for any technical queries related to the project.
9. All the documents accompanying this bid invitation must please be completed in detail where applicable and returned with your bid. Emailed copies will **NOT** accepted. The use of correction fluid on the bid document is prohibited.
10. 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.
11. Please ensure that your bid reaches this office before closing time.
12. When submitting your bid the following information must appear on the sealed envelope:  
Name and address of the bidder  
Bid number  
Closing date
13. 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
14. 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: 02/08/2024

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	SS KZN 5/2/2 (882) 8B	CLOSING DATE:	23 AUGUST 2024	CLOSING TIME:	11:00
DESCRIPTION	<b>APPOINTMENT OF SERVICE PROVIDERS FOR THE ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS WHO WILL ASSIST THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT WITH THE SUPPLY AND DELIVERY OF STATIONERY FOR THE PERIOD OF THIRTY-SIX MONTHS (36) IN THE PROVINCE OF KWAZULU NATAL</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>270 JABU NDLOVU STREET</b>					
<b>PIETERMARITZBURG</b>					
<b>3200</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Thobekile Zondi		CONTACT PERSON	Mr Bongani Magudulela	
TELEPHONE NUMBER	033 264 9500		TELEPHONE NUMBER	033 264 9587	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Thobekile.zondi@dalrrd.gov.za		E-MAIL ADDRESS	Bongani.magudulela@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. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
<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: .....

## 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

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<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 bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	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.**

2.10.5 Locality (Kwazulu Natal Province)

- (a) a **valid** municipal services account (water, sanitation, rates and electricity), not older than 3 months, in the name of the bidder/s or active director/s **or**
- (b) a valid lease agreement from the lessor **or**
- (c) a letter not older than 3 months on the letterhead of the ward councillor/traditional authority/council that must be signed, stamped, and dated.

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 on the basis of race	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Youth	2		
V. Specific goal: Kwazulu Natal)	3		

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

(I) A maximum of 8 points may be allocated to tenderers who fall under the Historically Disadvantaged individuals (HDI) category on the following basis:

- Percentage ownership equity x 8 ÷ 100 = number of points claimed.

(II) A maximum of 5 points may be allocated for to tenderers who is female, on the following

a

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 2 points may be allocated to tenderers who are youth, on the following basis:

- Percentage ownership equity x 2 ÷ 100 = number of points claimed.

(V) A maximum of 3 points may be allocated to tenderers for locality, 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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = 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:

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

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## **SECTION B: SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT. REFER TO THE GENERAL CONDITIONS OF CONTRACT AT THE FOLLOWING WEB ADDRESS:

<http://www.treasury.gov.za/divisions/ocpo/ostb/contracts/default.aspx>

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
3. Bid document submitted must be complete in all respects.
4. Bids shall be submitted at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
5. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed, and the bid number written on the envelope.
6. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
7. No bid submitted by telefax, telegraphic or other electronic means will be considered.
8. Any alteration made by the bidder must be initialled.
9. Use of correcting fluid is strictly prohibited.
10. The bidder must initial each and every page of the bid document.

**SECTION C: AUTHORITY TO SIGN A BID**

**A.. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the Board of Directors, personally signed by the Chairperson of the Board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on.....20.....,  
 ..... (Full name)  
 (whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of  
 .....(Name of Company).

**IN HIS/ HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** ..... (PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES:** 1 ..... **DATE:** .....

2 ..... **DATE:** .....

**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned..... (Full name)  
 hereby confirm that I am the sole owner of the business trading as:  
 .....(Name of Business)

**SIGNATURE**..... **DATE**.....

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every partner:

FULL NAME OF PARTNER	RESIDENTIAL ADDRESS	SIGNATURE



.....(full name) whose signature  
appears below, has been authorised to sign all documents in connection with this bid on behalf of .....  
.....(Name of cooperative)

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:**

.....

**IN HIS/ HER CAPACITY AS:** .....

**DATE:** .....

**SIGNED ON BEHALF OF CO-OPERATIVE:**

.....

**FULL NAME IN BLOCK LETTERS:** .....

**WITNESSES: 1** .....

**DATE:** .....

**2** .....

**DATE:** .....

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**F. JOINT VENTURE**

If a bidder is a Joint Venture, a certified copy of the resolution/ agreement passed/ reached, signed by the duly authorised representatives of the entities, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and /or contract on behalf of the Joint Venture must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution/agreement passed/reached by the Joint Venture partners  
on.....20.....

..... (Full name)

..... (Full name)

.....(Full name)

.....(Full name)

whose signatures appear below have been duly authorised to sign all documents in connection with this bid on behalf of:  
..... (Name of Joint  
Venture)

**IN HIS/ HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (ENTITY NAME):** .....

**SIGNATURE:** ..... **DATE:** .....

**IN HIS/ HER CAPACITY AS:** .....

SIGNED ON BEHALF OF (ENTITY NAME): .....

SIGNATURE: ..... DATE: .....

IN HIS/ HER CAPACITY AS: .....

SIGNED ON BEHALF OF (ENTITY NAME): .....

SIGNATURE: ..... DATE: .....

IN HIS/ HER CAPACITY AS: .....

SIGNED ON BEHALF OF (ENTITY NAME): .....

SIGNATURE: ..... DATE: .....

IN HIS/ HER CAPACITY AS:

.....

**G. CONSORTIUM**

If a bidder is a Consortium, a certified copy of the resolution/ agreement passed/ reached, signed by the duly authorised representatives of concerned entities, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/ or contract on behalf of the Consortium must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the Consortium on.....this day of  
.....20.....  
..... (full name)

whose signature appears below have been duly authorised to sign all documents in connection with this bid on behalf of:

.....(Name of Consortium)

IN HIS/ HER CAPACITY AS: .....

SIGNATURE: ..... DATE: .....

## **SECTION D: SPECIAL CONDITIONS OF CONTRACT**

### **2. DELIVERY AND PACKAGING**

- All deliveries must take place from Monday to Friday between 08h00 and 14h00.
- In emergency cases, the Department of Agriculture Land Reform and Rural Development reserves the right to request the successful bidder/s to effect deliveries at any given time including Saturdays, Sundays and public holidays.
- random inspection and sampling of items will be conducted upon delivery to verify quantity and compare the item against the contract sample and any other quality accreditation that is prescribed.
- It is the contractor's responsibility to off load the delivery vehicle.
- Order details must be presented upon delivery-on-delivery notes.
- The following information must appear on the outer Packaging of the carton/Box:
  - Name of the manufacturer/supplier
  - Description of item
  - Date of manufacture

### **3. DELIVERY CONDITIONS**

- Delivery of products must be made in accordance with the instructions appearing on the (SBD 3.1/Specification) order form.
- All deliveries or dispatches must be accompanied by a delivery note stating the official order number against the delivery that has been affected.
- In respect of items awarded to them, contractors must adhere strictly to the delivery periods stipulated by them in their bid document.
- The instructions appearing on the official order form regarding the supply, dispatch and submission of invoices must be strictly adhered to.
- All invoices must be submitted in the original via email/original invoices will also be accepted.
- Deliveries not complying with the specification will be returned to the contractor at the contractor's expense.

### **4. FIRM PRICES AND ESCALATIONS**

- This bid requires that all bid prices offered are firm for the period of the contract, bidders may offer a firm price for year one, year two and year three respectively. If a non-firm price is offered, the bidder shall be disqualified for not complying with the conditions of the bid.

### **5. VALUE ADDED TAX (VAT)**

- All bid prices must be inclusive all applicable taxes, even if the bidder is not a vat vendor,

### **6. INSPECTION FOR QUALITY**

- All deliveries to authorised participants will be subjected to a visual examination and scrutiny by the relevant participants, and/or inspection for quality by Provincial Quality Control Laboratories in the Republic of South Africa, and/or inspection for quality by an accredited South African National Accreditation Section (SANAS) testing agency.

- In the event of products tested, the contractor will bear the cost of any item failing to meet the relevant standard.

## **7. INVOICES AND PAYMENTS**

- All invoices submitted by the Contractor must be Tax Invoices indicating item description, quantity ordered and quantity delivered, unit price, total price, the amount of tax charged and the total invoice amount.
- A tax invoice shall be in the currency of the republic of South Africa and shall contain the following particulars:
  - The name, address and registration number of the supplier.
  - The name and address of the recipient.
  - A description of the goods or services supplied.
  - The quantity or volume of the goods or services supplied and the amount.
- Should a contractor indicate a special discount on his/her account provided payment is made within a certain time, every effort shall be made to take advantage of such discount.

## **8. IRREGULARITIES**

- Companies are encouraged to advise the Department of Agriculture timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

## **9. PERIOD OF CONTRACT**

- Three-year contract / 36 months

## **10. RATE OF EXCHANGE**

- All bids involving imported products must use the rate of exchange that was applicable 14 days prior to the closing date indicated in the bid document. If this day falls on a weekend or public holiday, the next working day must be used.
- Bidders must submit documentary proof (in the form of a certified copy) from their bank or any recognized legal financial Institution, clearly indicating what the rate of exchange was 14 days prior to the closing date, as mentioned above. Information can be sourced from the internet from a financial Institution website.
- The Department of agriculture reserves the right to renegotiate the price should there be a reduction of the price in the market.

## **11. SAMPLES**

- Samples will not be accepted with the closing of the bid document.
- A sample meeting will be arranged with selected companies whereby the companies will be invited to forward their samples on a specified date and time.
- Samples must be made available for the sample meeting, failure to provide a sample will reject their bid offer.

- Samples shall be supplied by the bidder at his/her own cost/risk. Samples must be Packaged as per the specification. Failure to do so will render the bid invalid.
- Representative samples will not be accepted.
- The Department reserves the right not to return such samples and to dispose of them at its discretion.
- Samples must be clearly marked: Item number:
  - Brand Name
  - Name of the Company
  - Bid number
  - Name of the manufacturer/supplier
  - Description of item
  - Date of manufacture
- The appointment of supplier will be based on the sample submitted from a manufacturer based on a letter of undertaking, which is compliant to specification. If, during the contract, the awarded supplier wishes to change the item being supplied, the service provider shall apply to the Department in writing, giving reasons why they want to change the product being supplied, which the Department shall consider. This process will be subject to the sample being submitted to the technical committee for evaluation and if in order, to the adjudication committee for approval. This will be done via the contract management unit of the Department. If there is a change in the product being supplied, and no prior approval has been granted, the Department reserves its right to cancel the contract.

**N.B Failure to clearly mark the samples submitted shall result in the samples not being evaluated and eliminated from further consideration.**

## **12.UNSATISFACTORY PERFORMANCE**

- Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.
- The institution shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (14 days minimum). If the contractor does not perform satisfactorily despite the warning the institution will:
  - Take necessary action in terms of its delegated powers.
  - When correspondence is addressed to the contractor, reference will be made to the contract number/item number/s and an explanation of the complaint.

## **13.PREFERENCES**

- Should the Contractor apply for preferences in the submission of his/her bid, and it is found at a later stage that these applications were incorrect or made under false pretences, the Department may, at its own right:

- Recover from the Contractor all costs, losses or damages incurred or sustained by the Department as a result of the award of the Contract; and/or
- Cancel the contract and claim any damages which the Department may suffer by having to make less favourable arrangements after such cancellation.
- The Department may impose penalties, however, only if provision therefore is made in the Special Conditions of Bid.

#### **14.RESTRICTION OF BIDDING**

The Accounting Officer or his/her delegate must:

- Notify the supplier and any other person of the intention to restrict it doing business with agriculture by registered mail. The letter of restriction must provide for:
  - The grounds for restriction;
  - The period of restriction which must not exceed 10 years;
  - A period of 14 calendar days for the supplier to provide reasons why the restriction should not be imposed.
- The Accounting Officer his/her delegate:
  - May regard the intended penalty as not objected to and may impose such penalty on the supplier, should the supplier fail to respond within the 14 days: and
  - Must assess the reasons provided by the supplier and take the final decision.
- If the penalty is imposed, the Accounting Officer must inform National Treasury of the restriction within 7 calendar days and must furnish the following information:
  - a) The name and address of the entity/ person to be restricted.
  - b) The identity number of individuals and the registration number of the entity; and
  - c) The period of restriction.
- National Treasury will load the details on the Database of Prohibited Vendors.
- The restriction period applicable will be based on the value of award/s made to the supplier over a financial year. The table below illustrates the restriction period that will be applicable per the award threshold:

## SECTION E. CONDITIONS OF BID

The bid is issued in accordance with the following subject to the provisions of the General Conditions of Contract:

- Section 217 of the Constitution,
- The PFMA and its Regulations in general,
- National Treasury guidelines

The special terms and conditions are supplementary to that of the General Conditions of Contract. Where, however, the special terms and conditions are in conflict with the General Conditions of Contract, the Special Terms and Conditions prevail.

- **Bidder/s must ensure that they are fully aware of all the conditions contained in this bid document.**
- **Only bidders that fully meet the specifications and all conditions will be considered.**

### A. ACCEPTANCE OF A BID

- The Department of Agriculture is under no obligation to accept any bid.

### B.CERTIFICATE OF COMPLIANCE

- In the event of the bidder not being the actual manufacturer and will be sourcing the product(s) from the manufacturer, a letter from the manufacturer confirming firm supply arrangement(s) including lead times in this regard, must accompany the bid at closing date and time. If the bidder is the manufacturer, a letter confirming that the bidder is the manufacturer should accompany the bid at the closing date and time.

### C.COMPLIANCE WITH SPECIFICATION

- Offers must comply strictly with the specification.
- Offers exceeding specification requirements will be deemed to comply with the specification.
- The quality of services/ supply must not be less than what is specified.

### D.LATE BIDS

- Bids are late if they are received at the address indicated in the bid documents after the closing date and time.

### E.AWARD OF SUPPLIERS

- The Department
- reserves the right to award the bid to one or more than one bidder, provided that the respective bidders' offers comply with the specification and meets all the conditions attached to the bid. Bidders must ensure that they quote as per the price page failing which they will be disqualified.
- Notification of the intention to award the bid shall be in the same media that the bid was advertised.
- In terms of Practice Note Number: SCM-07 of 2006, Section 5: Appeal Procedure, 5.1 "A bidder aggrieved by a decision of the Departmental Bid Adjudication Committee or a delegate of an accounting officer may appeal to the Bid Appeals Tribunal in the prescribed manner" The bidder must, within five working days of the

publication of the notice of intention to award, in the Government Tender Bulletin, deliver a written notification of an intention to appeal to Provincial Treasury, Secretariat, Bid Appeals Tribunal, Tel no: 033-897 4200

- After all appeals, should they be lodged, have been dealt with by the Bid Appeals Tribunal, the successful bidder (s) shall be notified in writing by a duly authorised official of the Department of Agriculture , Central Supply Chain Management Unit. A formal contract will then be entered into by both parties.

#### **F. REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD)**

- A bidder submitting an offer must be registered on the Central Supplier Database. A bidder who has submitted an offer and is not registered on the Central Supplier Database will not be considered.
- Each party to a joint venture/ consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

**NB.: IF A BIDDER IS FOUND TO BE EMPLOYED BY THE STATE AND IS ON THE CENTRAL SUPPLIER DATABASE, THE BIDDER WILL BE DISQUALIFIED.**

#### **G. TAX COMPLIANCE REQUIREMENTS**

- Bidders must ensure compliance with their tax obligations.
- No award may be made to any bidder who is not tax compliant either on the Central Supplier Database or SARS eFiling system at the time of finalisation of the award of the bid. The Onus is on the bidder to ensure that their tax affairs are in order and is valid on the CSD.

#### **H. TRUST, CONSORTIUM OR JOINT VENTURE**

- I Should this bid be submitted by a Joint Venture, the Joint Venture agreement must accompany the bid document.
- The Joint Venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- The Joint Venture/Consortium must submit a formal agreement that outlines the roles and responsibilities of each member of the Joint Venture/ Consortium, nomination of an authorised person to represent the Joint Venture or Consortium in all matters relating to this bid and the details of the bank account for payments to be affected.
- No award will be made to a Trust/ Joint Venture/ Consortium that is not tax compliant at the finalisation of the award.
- For verification purposes, each party must submit separate proof of TCS/ PIN / CSD number.

#### **I. VALIDITY PERIOD OF BID AND EXTENSION THEREOF**

- The validity (binding) period for the bid will be **90 days** from close of bid.
- However, circumstances may arise whereby the department may request bidders to extend the validity (binding) period. Should this occur, the department will request bidders to extend the validity (binding) period under the same terms and conditions as originally offered for by bidders? This request will be done before the expiry of the original validity (binding) period

**SECTION F: SPECIFICATIONS****PROVINCE OF KWAZULU-NATAL: DEPARTMENT OF AGRICULTURE, LAND REFORM & RURAL DEVELOPMENT****SPECIFICATION FOR STATIONERY****CATEGORY 1****BOOKS, PADS, AND BOARDS**

<b>No.</b>	<b>DESCRIPTION</b>	<b>PACKAGING</b>
1.	Books Manuscript Size A4 2 Quire	Pack of 12
2.	Books Manuscript Size A4 4 Quire	Pack of 12
3.	Paper Carbon Pencil Size A4 black	100sh/Pad
4.	Cardboard Box – New (Length 46cm, Width 31cm, Height 31cm when folded)	Pack of 25,
5.	Cardboard Box – New (Length 62cm, Width 43cm, Height 30cm when folded) (Size M)	Pack of 25,
6.	Cardboard Box – New (Length 68cm, Width 46cm, Height 38cm when folded) (Size L)	Pack of 25,
7.	81/140673 B18 Writing Feint Ruled - Book X 160 Pages	Each
8.	81/94113 Z8 Attendance Register Book X 40 Leaves - Book X 40 Pages	Each
9.	Receipt book (Z1512) (82/12323)	Pack of 5
10.	Attendance register (Z8) (81/94113)	Pack of 5
11.	Petty Cash Register (Z483) (81/205415)	Each
12.	Stamps	Each
13.	Stamp Pads	Each
14.	Photocopy Paper A4	box of 5 reams
15.	Photocopy Paper A3	box of 5 reams

**CATEGORY 2**

**FILES, FILING AND STORAGE SOLUTIONS**

<b>No.</b>	<b>DESCRIPTION</b>	<b>PACKAGING</b>
1.	Dividers File Pvc A-Z	Each
2.	Dividers File Pvc Jan-Dec	Each
3.	Dividers File Pvc Plain	Each
4.	Files Lever Arch A4	Box of 10
5.	Files Box 255mm x 375mm x 73mm	Each
6.	A4 lever arch storage Box – 5 File Capacity	Each
7.	Fasteners Paper Self Piercing 50mm	Box of 100
8.	Fasteners Paper Slide-On Small (Paper Clips)	Box of 100
9.	Fasteners Paper Treasury Or India Type	Box of 100
10.	Fasteners Flat File Approx 8cm	Box of 50
11.	81/30179 Z20 File Cover Blue	Pack of 100
12.	81/30280 Z20 File Cover Green	Pack of 100
13.	81/30381 Z20 File Cover Black	Pack of 100
14.	129080 Spring clip Box File Rigid Mottled	Each
15.	Accessible Foolsalp Pink Files (A4)	Pack of 10
16.	Plastic Jacket A3	Pack of 10
17.	Plastic Jacket A4	Pack of 10
18.	OW636 Files with Inner	Pack of 10
19.	Personal Files Z 264 (81/30886)	Pack of 10

**CATEGORY 3**

**WRITING AND CORRECTION INSTRUMENTS**

<b>No.</b>	<b>DESCRIPTION</b>	<b>PACKAGING</b>
1.	Pens Koki Thick Black	Box of 12
2.	Pens Koki Thick Blue	Box of 12
3.	Pens Koki Thick Green	Box of 12
4.	Pens Koki Thick Red	Box of 12
5.	Retractable gel roller pen red	Box of 12
6.	Retractable gel roller pen black	Box of 12
7.	Pens Transparency Assorted Colours Permanent	Box of 12
8.	Pens Transparency Assorted Colours Non-Permanent	Box of 12
9.	Pencil Box	Box of 12
10.	Pens Ballpoint medium – Black	Box of 50
11.	Pens Ballpoint medium – Blue	Box of 50
12.	Pens Ballpoint medium – Red	Box of 50
13.	Highlighter Yellow	Each
14.	Permanent Marker ek 700 black	Each
15.	HB lead pencil	Each
16.	Eraser Traditional 43x19x13mm	Each
17.	1 Hole Metal Pencil Sharpener	Each
18.	Uniball Pens – Black	Box of 50
19.	Uniball Pens – Red	Box of 50
20.	Uniball Pens – Blue	Box of 50
21.	Correctional Pen	Box of 50
22.	Highlighters Assorted Colours	Box of 12
23.	Permanent Marker – Black	Box of 12
24.	White Board Marker Assorted Colors	Box of 12
25.	Clutch Mechanical Pencil – 0.5	Box of 12
26.	Clutch Mechanical Pencil – 0.7	Box of 12
27.	Leads pencil – 0.5	Box of 50
28.	Leads pencil – 0.7	Box of 50

#### CATEGORY 4

#### LABELS, ADHESIVES AND ADHESIVES TAPES

No.	DESCRIPTION	PACKAGING
1.	Labels Circle 13Mm Black	Pack of 10
2.	Labels Circle 13Mm Blue	Pack of 10
3.	Labels Circle 13Mm Green	Pack of 10
4.	Labels Circle 13Mm Red	Pack of 10
5.	Labels Circle 13Mm White	Pack of 10
6.	Labels Circle 13Mm Yellow	Pack of 10
7.	Sellotape clear tape 12mmX66mm	Each
8.	Sellotape clear tape 50mmx66mm	Each
9.	Sellotape Packaging tape 50mmX66mm (Brown Tape)	Each
10.	Glue stick 43g	Each
11.	Re-useable adhesive (e.g. Prestik) (non-toxic and solvent free) 100g	Each
12.	Transparent packing tape 100M X 50MM	Each
13.	Magic Tape - 24mm x 50 metres	Each
14.	Masking Tape – 24mm x 50 metres	Each
15.	Self – Adhesive Ring Re-In forced PVC Clear – 14mm	Box of 10

**CATEGORY 5**

**DESKTOP AND DRAWER ACCESSORIES**

<b>No.</b>	<b>DESCRIPTION</b>	<b>PACKAGING</b>
1.	Punch Paper 2 Hole 65 sheets capacity	Each
2.	Punch Paper 4 Hole 65 sheets capacity	Each
3.	Stapler Standard Office Type 26/6 (25 sheet power)	Each
4.	Stapler Industrial / Heavy Duty	Each
5.	Staples Standard 12mm	Each
6.	Staples Heavy Duty 24mm	Each
7.	Stapler Remover	Each
8.	String Thick Ball 500g	Each
9.	Clips Bulldog 31mm	Box of 100
10.	Clips Bulldog 50mm/Box	Each
11.	Clips Bulldog 75mm/Box	Each
12.	Paper clips 33 cm white	Box of 100
13.	Paper clips 25cm white	Box of 100
14.	Map pins blue	Box of 100
15.	Drawings pin 11mm assorted tub 100	Each
16.	Scissors 17 - 21 cm (Plastic handle)	Each
17.	Bands size 14 100gm	Each
18.	Bands size - 34 100gm	Each
19.	Tape dispenser	Each
20.	Stick notes colours (5pads)100 sheet per pad	Each
21.	Sign here flags (50 flags)	Each
22.	Post-it Flags	Each
23.	AA Batteries – Alkaline	Pack of 4
24.	AAA Batteries - Alkaline	Pack of 4
25.	Heavy Duty 2 Hole Punch 100 Sheet	Each
26.	Paper shredder machine oil 250ml	Each
27.	Laminating pouch A4 150 micron pack of 100	Each
28.	Laminating pouch A3 150 micron pack of 100	Each
29.	Stamp Pad Ink 30ml - Black	Each
30.	Stamp Pad Ink 30ml – Red	Each
31.	Foldback clips 51mm	Each
32.	Fold Back Clips – 19 mm	Box of 12
33.	Fold Back Clips – 41 mm	Box of 12
34.	CR2032 Batteries	Pack of 2
35.	Ruler 30cm	Pack of 10
36.	Eraser	Pack of 10
37.	Heavy Duty 2 Hole Punch 100 Sheet	Each
38.	Paper shredder machine oil 250ml	Each
39.	Laminating pouch A4 150 micron pack of 100	Each
40.	Laminating pouch A3 150 micron pack of 100	Each
41.	Stamp Pad Ink 30ML - Black	Each
42.	Stamp Pad Ink 30ML – Red	Each

**CATEGORY 6**

**ENVELOPES**

<b>No.</b>	<b>DESCRIPTION</b>	<b>PACKAGING</b>
1.	White Self Seal 90 X 152mm	Box of 500
2.	Manilla Self Seal 90 X 152mm	Box of 500
3.	C4 324 X 229mm full gum white	Box of 250
4.	C4 324 x 229mm full gum manila	Box of 250
5.	B4 Seal Easi 353 x 250mm White	Box of 250
6.	Pocket Manilla 220 x 110mm	Box of 500
7.	Envelope Brown 353 x 250 mm - B4	Box of 250
8.	Envelope Brown 458 x 324 mm - C3	Box of 250
9.	Envelopes Buff 114 x 162mm - C6	Box of 500
10.	Envelopes Buff 176 x 250 -	Box of 500
11.	Envelope Window 110 x 220mm -	Box of 500
12.	Envelopes Buff 125 x 324mm -	Box of 250
13.	Envelope Banker type white 110 x 220mm -	Box of 500
14.	A4 Lamination pockets	Box of 100
15.	A4 Transparency paper	Box of 100
16.	Survey record envelopes: Sizes: 526 X 441 Mm open size - 249 X 352 mm finish Size Printing: 1 Side In Black Ink Binding: die-cut to shape & glued Material: 225gsm emtini kraft liner	Box of 200

**SECTION G: PRICING SCHEDULE: (CATEGORY 01 BID PRICES)**

**SBD 3.1**

Name of bidder.....	Bid number:
Closing Time 11:00	Closing Date:
Preferred District.....	

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

**DESCRIPTION: PANEL FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR DALRRD : 3 YEAR CONTRACT.**

**CATEGORY 01**

No.	DESCRIPTION	PACKAGING	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Total Unit Price (incl. VAT) Y1, Y2 & Y3
1.	Books Manuscript Size A4 2 Quire	Pack of 12	R	R	R	R
2.	Books Manuscript Size A4 4 Quire	Pack of 12	R	R	R	R
3.	Paper Carbon Pencil Size A4 black	100sh/pad	R	R	R	R
4.	Cardboard Box – New (Length 46cm, Width 31cm, Height 31cm when folded) + lid cover	Pack of 25,	R	R	R	R
5.	Cardboard Box – New (Length 62cm, Width 43cm, Height 30cm when folded) (Size M) + lid cover	Pack of 25,	R	R	R	R
6.	Cardboard Box – New (Length 68cm, Width 46cm, Height 38cm when folded) (Size L) + lid cover	Pack of 25,	R	R	R	R
7.	81/140673 B18 Writing Feint Ruled - Book X 160 Pages	Each	R	R	R	R
8.	81/94113 Z8 Attendance Register Book X 40 Leaves - Book X 40 Pages	Each	R	R	R	R
9.	81/140673 B18 Writing Feint Ruled - Book X 160 Pages	Each	R	R	R	R
10.	81/94113 Z8 Attendance Register Book X 40 Leaves - Book X 40 Pages	Each	R	R	R	R
11.	Receipt book (Z1512) (82/12323)	Pack of 5	R	R	R	R
12.	Attendance register (Z8) (81/94113)	Pack of 5	R	R	R	R
13.	Petty Cash Register (Z483) (81/205415)	Each	R	R	R	R
14.	Stamps	Each	R	R	R	R
15.	Stamp Pads	Each	R	R	R	R
16.	Photocopy Paper A4	box of 5 reams	R	R	R	R
17.	Photocopy Paper A3	box of 5 reams	R	R	R	R

**NB. Total Unit Price is the price that will be used to evaluate the bid.  
The annual unit price will be the applicable (contractual) price per year per item.  
The delivery must be in accordance with Packaging as per specification**

---

Required by:

-At:

Country of origin .....

Brand .....

Delivery period (on order) .....

**Failure to comply with the above shall invalidate the offer received.**

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination

.....  
(Signature of Bidder)

.....  
Date

.....  
(Signature of Witness)

.....  
Date

## SECTION G: PRICING SCHEDULE: (CATEGORY 02 BID PRICES)

SBD 3.1

Name of bidder.....	Bid number:
Closing Time 11:00	Closing Date:
Preferred District.....	

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

DESCRIPTION: PANEL FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR DALRRD : 3 YEAR CONTRACT.

## CATEGORY 02

No.	DESCRIPTION	PACKAGING	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Total Unit Price (incl. VAT) Y1, Y2 & Y3
1.	Dividers File Pvc A-Z	Each	R	R	R	R
2.	Dividers File Pvc Jan-Dec	Each	R	R	R	R
3.	Dividers File Pvc Plain	Each	R	R	R	R
4.	Files Lever Arch A4	Box of 10	R	R	R	R
5.	Files Box 255mm x 375mm x 73mm	Each	R	R	R	R
6.	A4 lever arch storage Box – 5 File Capacity	Each	R	R	R	R
7.	Fasteners Paper Self Piercing 50mm	Box of 100	R	R	R	R
8.	Fasteners Paper Slide-On Small (Paper Clips)	Box of 100	R	R	R	R
9.	Fasteners Paper Treasury Or India Type	Box of 100	R	R	R	R
10.	Fasteners Flat File Approx 8cm	Box of 50	R	R	R	R
11.	81/30179 Z20 File Cover Blue	Pack Of 100	R	R	R	R
12.	81/30280 Z20 File Cover Green	Pack Of 100	R	R	R	R
13.	81/30381 Z20 File Cover Black	Pack Of 100	R	R	R	R
14.	129080 Spring clip Box File Rigid Mottled	Each	R	R	R	R
15.	Accessible Foolsap Pink Files (A4)	Pack of 10	R	R	R	R
16.	Plastic Jacket A3	Pack of 10	R	R	R	R
17.	Plastic Jacket A4- heavy duty, clear, 120micron	Pack of 10	R	R	R	R

18.	OW636 Files with Inner	Pack of 10	R	R	R	R
19.	Personal Files Z 264 (81/30886)	Pack of 10	R	R	R	R

**NB: Total Unit Price is the price that will be used to evaluate the bid.**  
**The annual unit price will be the applicable (contractual) price per year per item.**  
**The delivery must be in accordance with Packaging as per specification**

---

Required by:

-At:

Country of origin .....

Brand .....

Delivery period (on order) .....

**Failure to comply with the above shall invalidate the offer received.**

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination

.....  
**(Signature of Bidder)**

.....  
**Date**

.....  
**(Signature of Witness)**

.....  
**Date**

**SECTION G: PRICING SCHEDULE: (CATEGORY 03 BID PRICES)**

**SBD 3.1**

Name of bidder.....	Bid number:
Closing Time 11:00	Closing Date:
Preferred District.....	

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

**DESCRIPTION: PANEL FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR DALRRD : 3 YEAR CONTRACT.  
CATEGORY 03**

No.	DESCRIPTION	PACKAGING	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Total Unit Price (incl. VAT) Y1, Y2 & Y3
1.	Pens Koki Thick Black	Box of 12	R	R	R	R
2.	Pens Koki Thick Blue	Box of 12	R	R	R	R
3.	Pens Koki Thick Green	Box of 12	R	R	R	R
4.	Pens Koki Thick Red	Box of 12	R	R	R	R
5.	Retractable gel roller pen red	Box of 12	R	R	R	R
6.	Retractable gel roller pen black	Box of 12	R	R	R	R
7.	Pens Transparency Assorted Colours Permanent	Box of 12	R	R	R	R
8.	Pens Transparency Assorted Colours Non-Permanent	Box of 12	R	R	R	R
9.	Pencil Box	Box of 12	R	R	R	R
10.	Pens Ballpoint medium – Black	Box of 50	R	R	R	R
11.	Pens Ballpoint medium – Blue	Box of 50	R	R	R	R
12.	Highlighter Yellow	Each	R	R	R	R
13.	Permanent Marker ek 700 black	Each	R	R	R	R
14.	HB lead pencil	Each	R	R	R	R
15.	Eraser Traditional 43x19x13mm	Each	R	R	R	R
16.	1 Hole Metal Pencil Sharpener	Each	R	R	R	R
17.	Correctional Pen	Each	R	R	R	R
18.	Highlighters Assorted Colors	Box of 12	R	R	R	R
19.	Permanent Marker – Black	Box of 12	R	R	R	R

20.	White Board Marker Assorted Colors	Box of 12	R	R	R	R
21.	Clutch Mechanical Pencil – 0.5	Box of 12	R	R	R	R

**NB: Total Unit Price is the price that will be used to evaluate the bid.  
The annual unit price will be the applicable (contractual) price per year per item.  
The delivery must be in accordance with Packaging as per specification**

Required by:

-At:

Country of origin .....

Brand .....

Delivery period (on order) .....

**Failure to comply with the above shall invalidate the offer received.**

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination

.....  
**(Signature of Bidder)**

.....  
**Date**

.....  
**(Signature of Witness)**

.....  
**Date**

**SECTION G: PRICING SCHEDULE: (CATEGORY 04 BID PRICES)**

**SBD 3.1**

Name of bidder.....	Bid number:
Closing Time 11:00	Closing Date:
Preferred District.....	

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

**DESCRIPTION: PANEL FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR DALRRD : 3 YEAR CONTRACT.**

**CATEGORY 04**

No.	DESCRIPTION	PACKAGING	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Total Unit Price (incl. VAT) Y1, Y2 & Y3
1.	Labels Circle 13Mm Black	Pack of 10	R	R	R	R
2.	Labels Circle 13Mm Blue	Pack of 10	R	R	R	R
3.	Labels Circle 13Mm Green	Pack of 10	R	R	R	R
4.	Labels Circle 13Mm Red	Pack of 10	R	R	R	R
5.	Labels Circle 13Mm White	Pack of 10	R	R	R	R
6.	Labels Circle 13Mm Yellow	Pack of 10	R	R	R	R
7.	Sellotape clear tape 12mmX66mm	Each	R	R	R	R
8.	Sellotape clear tape 50mmx66mm	Each	R	R	R	R
9.	Sellotape Packaging tape 50mmX66mm (Brown Tape)	Each	R	R	R	R
10.	Glue stick 43g	Each	R	R	R	R
11.	Re-useable adhesive (e.g. Prestik) (non-toxic and solvent free) 100g	Each	R	R	R	R
12.	Labels Circle 13Mm Black	Pack of 10	R	R	R	R
13.	Labels Circle 13Mm Blue	Pack of 10	R	R	R	R
14.	Transparent packing tape 100m X 50mm (heavy duty)	Each	R	R	R	R
15.	Magic Tape - 24mm x 50 metres	Each	R	R	R	R
16.	Masking Tape – 24mm x 50 metres	Each	R	R	R	R

**NB:** Total Unit Price is the price that will be used to evaluate the bid.  
The annual unit price will be the applicable (contractual) price per year per item.  
The delivery must be in accordance with Packaging as per specification

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Required by:

-At:

Country of origin

Brand

Delivery period (on order)

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

**Failure to comply with the above shall invalidate the offer received.**

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination

.....  
**(Signature of Bidder)**

.....  
**Date**

.....  
**(Signature of Witness)**

.....  
**Date**

**SECTION G. PRICING SCHEDULE: (CATEGORY 05 BID PRICES)**

**SBD 3.1**

Name of bidder.....	Bid number:
Closing Time 11:00	Closing Date:
Preferred District.....	

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

**DESCRIPTION: PANEL FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR DALRRD : 3 YEAR CONTRACT.**

**CATEGORY 05**

No.	DESCRIPTION	PACKAGING	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Total Unit Price (incl. VAT) Y1, Y2 & Y3
1.	Punch Paper 2 Hole 65 sheets capacity	Each	R	R	R	R
2.	Punch Paper 4 Hole 65 sheets capacity	Each	R	R	R	R
3.	Stapler Standard Office Type 26/6 (25 sheet power)	Each	R	R	R	R
4.	Stapler Industrial / Heavy Duty	Each	R	R	R	R
5.	Staples Standard 12mm	Each	R	R	R	R
6.	Staples Heavy Duty 24mm	Each	R	R	R	R
7.	Stapler Remover	Each	R	R	R	R
8.	String Thick Ball 500g	Each	R	R	R	R
9.	Clips Bulldog 31mm	Box of 100	R	R	R	R
10.	Clips Bulldog 50mm/Box	Each	R	R	R	R
11.	Clips Bulldog 75mm/Box	Each	R	R	R	R
12.	Paper clips 33 cm white	Box of 100	R	R	R	R
13.	Paper clips 25cm white	Box of 100	R	R	R	R
14.	Map pins blue	Box of 100	R	R	R	R
15.	Drawings pin 11mm assorted tub 100	Each	R	R	R	R
16.	Scissors 17 - 21 cm (Plastic handle)	Each	R	R	R	R
17.	Bands size 14 100gm	Each	R	R	R	R
18.	Bands size - 34 100gm	Each	R	R	R	R
19.	Tape dispenser	Each	R	R	R	R

20.	Stick notes colours (5pads)100 sheet per pad	Each	R	R	R	R
21.	Sign here flags (50 flags)	Each	R	R	R	R
22.	Post-it Flags	Each	R	R	R	R
23.	AA Batteries – Alkaline	Pack of 4	R	R	R	R
24.	AAA Batteries - Alkaline	Pack of 4	R	R	R	R
25.	Heavy Duty 2 Hole Punch 100 Sheet	Each	R	R	R	R
26.	Paper Shredder Machine Oil 250ml	Each	R	R	R	R
27.	Laminating Pouch A4 150 Micron Pack Of 100	Each	R	R	R	R
28.	Laminating Pouch A3 150 Micron Pack Of 100	Each	R	R	R	R
29.	Stamp Pad Ink 30ml - Black	Each	R	R	R	R
30.	Stamp Pad Ink 30ml – Red	Each	R	R	R	R
31.	Foldback Clips 51mm	Each	R	R	R	R
32.	Foldback clips 51mm	Each	R	R	R	R
33.	Fold Back Clips – 19 mm	Box of 12	R	R	R	R
34.	Fold Back Clips – 41 mm	Box of 12	R	R	R	R
35.	CR2032 Batteries	Pack of 2	R	R	R	R
36.	Ruler 30cm	Pack of 10	R	R	R	R
37.	Post-it sticky notes- 76mm x 76mm- Yellow	Pack of 10	R	R	R	R
38.	Post-it sticky notes- 101mm x 76mm Yellow	Pack of 10	R	R	R	R

**NB. Total Unit Price is the price that will be used to evaluate the bid.  
The annual unit price will be the applicable (contractual) price per year per item.  
The delivery must be in accordance with Packaging as per specification**

Required by:

-At:

Country of origin .....

Brand .....

Delivery period (on order) .....

**Failure to comply with the above shall invalidate the offer received.**

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination

.....  
(Signature of Bidder)

.....  
Date

.....  
(Signature of Witness)

.....  
Date

**SECTION G: PRICING SCHEDULE: (CATEGORY 06 BID PRICES)**

**SBD 3.1**

Name of bidder.....	Bid number:
Closing Time 11:00	Closing Date:
Preferred District.....	

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

**DESCRIPTION: PANEL FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR DALRRD : 3 YEAR CONTRACT.**

**CATEGORY 06**

No.	DESCRIPTION	PACKAGING	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Total Unit Price (incl. VAT) Y1, Y2 & Y3
1.	Envelope: White Self Seal 90 X 152mm	Box of 500	R	R	R	R
2.	Envelope: Manilla Self Seal 90 X 152mm	Box of 500	R	R	R	R
3.	Envelope:C4 324 X 229mm full gum white	Box of 250	R	R	R	R
4.	Envelope:C4 324 x 229mm full gum manila	Box of 250	R	R	R	R
5.	Envelope:B4 Seal Easi 353 x 250mm White	Box of 250	R	R	R	R
6.	Envelope: Pocket Manilla 220 x 110mm	Box of 500	R	R	R	R
7.	Envelope Brown 353 x 250 mm - B4	Box of 250	R	R	R	R
8.	Envelope Brown 458 x 324 mm - C3	Box of 250	R	R	R	R
9.	Envelope Buff 114 x 162mm - C6	Box of 500	R	R	R	R
10.	Envelope Buff 176 x 250 -	Box of 500	R	R	R	R
11.	Envelope Window 110 x 220mm -	Box of 500	R	R	R	R
12.	Envelope Buff 125 x 324mm -	Box of 250	R	R	R	R
13.	Envelope Banker type white 110 x 220mm -	Box of 500	R	R	R	R
14.	A4 Lamination pockets	Box of 100	R	R	R	R
15.	A4 Transparency paper	Box of 100	R	R	R	R
16.	Survey Record Envelopes -Sizes: 526 X 441 Mm open size - 249 X 352 mm finish size -Printing: 1 side In black ink -Binding: die-cut to shape & glued	Box of 200	R	R	R	R

-Material: 225gsm emtini kraft liner					
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**NB: Total Unit Price is the price that will be used to evaluate the bid.  
The annual unit price will be the applicable (contractual) price per year per item.  
The delivery must be in accordance with Packaging as per specification**

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Required by:

-At:

Country of origin .....

Brand .....

Delivery period (on order) .....

**Failure to comply with the above shall invalidate the offer received.**

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination

.....  
(Signature of Bidder)

.....  
Date

.....  
(Signature of Witness)

.....  
Date

**SECTION L: OBJECTIVE EVALUATION CRITERIA**

Objective evaluation criteria will be based on the following:

- Phase 1: Minimum Compulsory Requirements
- Phase 2: Objective Technical Evaluation
- Phase 3: Price

**Phase 1: Minimum Compulsory Requirements**

The Bidder shall complete and submit the following returnable schedules and documents:

NO.	SECTION/ SCHEDULE	COMPULSORY (YES / NO) NON- SUBMISSION WILL RENDER BIDDERS NON- RESPONSIVE	COMPULSORY (YES / NO) FOR BID EVALUATION PURPOSES	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
<b>Prospective Bidders must ensure that the following Sections of the bid document is completed in all respects to qualify for the next stage of evaluation:</b>						
1	Section A: Invitation To Bid (SBD1)					
2	Section B: Special Instructions and notices to bidders regarding the completion of bidding forms					
3	Section C: Authority to sign a bid					
4	Section D: Special Conditions Of Contract					
5	Section E: Conditions of Bid					
6	Section F : Specifications					
7	Section G: Pricing Schedule: (SBD 3.1)					
8	Fully completion of SBD 3.1					
9	Compulsory attendance as site briefing					
<b>Prospective Bidders must provide the following Requirements:</b>						
10	Copy of the Consortium/ Joint Venture/ Partnership agreement, if applicable					
11	Permanent office / residence in the KwaZulu Natal Province, service providers to submit rental agreement, municipal account, lease agreement, proof of residence from the local Council (Permission to occupy land PTO)					
12	Service providers will be required to indicate their preferred delivery District on SBD 3.1. Failure to complete all the items within the preferred district on SBD 3.1 will render the submission to be disqualified					

## **Phase 2: Objective Technical Evaluation**

The unit offered must comply fully with or exceed all of the minimum specification requirements as per the Technical Specification. The prospective bidder will be required to provide a sample for evaluation purposes as required in terms of clause 14 of the special conditions of the contract.

## **Phase 3: Price**

(Note; National Treasury has granted exemptions in relation to preferential procurement until such time that the new Regulations are promulgated. Until then, qualifying bids will be evaluated on the price only, except for those that must be subjected to functionality evaluation).



**THE NATIONAL TREASURY**

**Republic of South Africa**



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**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT**

**July 2010**

## NOTES

The purpose of this document is to:

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

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

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

## TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
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18. Contract amendments
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21. Delays in the supplier's performance
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25. Force Majeure
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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

- (d) for each appropriate unit of the supplied goods; 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 Programme (NIP)** 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** 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.

Js General Conditions of Contract (revised July 2010)

BAS

LOGIS

System User Only	
Captured By:	-----
Captured Date:	-----
Authorized By:	-----
Date Authorized:	-----
Safety Web Verification	
<input type="checkbox"/> YES	<input type="checkbox"/> NO

Office

**The Director General: Department of Agriculture, Land Reform and Rural Development**

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

I/we understand that the credit transfers hereby authorized will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

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

This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post. Please ensure information is valid as per required bank screens.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibly for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details	
Registered Name	<input type="text"/>
Trading Name	<input type="text"/>
Tax number	<input type="text"/>
Vat Number	<input type="text"/>
Title	<input type="text"/>
Initials	<input type="text"/>
First Name	<input type="text"/>
Surname	<input type="text"/>

Address Detail	
Postal Address Line 1	<input type="text"/>
Postal Address Line 2	<input type="text"/>
Physical Address Line 1	<input type="text"/>
Physical Address Line 2	<input type="text"/>
Postal Code	<input type="text"/>

New Detail	
<input type="checkbox"/> New Supplier Information	<input type="checkbox"/> Update Supplier Information
Supplier Type	<input type="checkbox"/> Individual <input type="checkbox"/> Department    Department Number <input type="text"/> <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> CC <input type="checkbox"/> Other    Other Specify <input type="text"/> <input type="checkbox"/> Partnership

55

**Supplier Account Details**

*(This field is compulsory and should be completed by a bank official from the relevant bank).*

Account Name	
Account Number	
Branch Name	
Branch Number	

Account Type	<input type="checkbox"/> Cheque Account <input type="checkbox"/> Savings Account <input type="checkbox"/> Transmission Account <input type="checkbox"/> Bond Account <input type="checkbox"/> Other (Please Specify) <input type="text"/>
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ID Number	
Passport Number	
Company Registration Number	
*CC Registration	

\* Please include CC/CK where applicable

Practice Number	
<p><b>When the bank stamps this entity maintenance form or provides an electronic bank stamp/letter attached to the entity maintenance form they confirm that all the information completed by the entity is correct.</b></p>	<p><b>Bank stamp</b></p> <p>It is hereby confirmed that this details have been verified against the following screens</p> <p><b>ABSA</b>-CIF screen  <b>FNB</b>-Hogan's system on the CIS4  <b>STD</b> Bank-Look-up-screen  <b>Nedbank</b>- Banking Platform under the Client Details Tab</p>

**Contact Details**

Business	Area Code	Telephone Number	Extension
Home	Area Code	Telephone Number	Extension
Fax	Area Code	Telephone Number	
Cell	Cell Code	Cell Number	
E-mail Address			

Contact Person	Supplier details	Departmental sender details
Signature		
Print Name		
Rank		
Date (dd/mm/yyyy)		

Address of Agriculture, Land Reform and Rural Development Office where form is submitted from: