

## SSC WC 09 (2024/2025) DALRRD

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SERVER ROOMS MAINTENANCE FOR 3 YEARS, THIS ALSO INCLUDES THE SUPPLY, DELIVERY AND INSTALLATION OF UNINTERRUPTIBLE POWER SUPPLY(UPS) BATTERIES FOR 10 AND 60 KVAS, 3 INTERNET PROTOCOL CAMERAS WITH NETWORK RECORDER, INSTALLATION OF UPS MONITORING SYSTEM AT CAPE TOWN (NATIONAL GEOSPATIAL INFORMATION, VAN DER STERR BUILDING, 19 RHODES AVENUE, MOWBRAY

### **COMPULSORY CLARIFICATION MEETING:**

DATE: 19 September 2024

VENUE: CHIEF DIRECTORATE NATIONAL GEOSPATIAL INFORMATION OFFICE,  
19 RHODES AVENUE, VAN DER STERR BUILDING, MOWBRAY, CAPE TOWN

TIME: 11:00 AM

### **CLOSING DATE:**

DATE: 30 September 2024

TIME: 11:00 AM

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VENUE: BID BOX SITUATED AT NUMBER 14 LONG STREET, SECURITY AREA AT GROUND FLOOR. **IT IS THE PROSPECTIVE BIDDERS RESPONSIBILITY TO ENSURE THAT COURIER DELIVERIES MUST BE GIVEN INSTRUCTIONS TO DROP PROPOSALS INSIDE BID BOX AS NO WAYBILLS WILL BE SIGNED BY OFFICIALS.**

**TECHNICAL ENQUIRIES:** Attention: Mr. Steve Lazaro

Telephone Number : (021) 658-4370

E-mail: [Stevenlaz@dalrrd.gov.za](mailto:Stevenlaz@dalrrd.gov.za)

**BID RELATED ENQUIRIES**

: Piri Mtumni

TEL

:021 409 0523

E-MAIL

: [mzubanzim@dalrrd.gov.za](mailto:mzubanzim@dalrrd.gov.za)



## agriculture, land reform & rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

**Chief Directorate:** Provincial Shared Service Centre: **Sub-Directorate:** Demand and Acquisition  
Management Services: **Enquiries:** Mr. Sicelo Zwane: **Tel:** (021) 409 0605

YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF AGRICULTURE, LAND  
REFORM AND RURAL DEVELOPMENT

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**BID NUMBER:** SSC WC 09 (2024/2025) DALRRD

**CLOSING TIME:** 11H00

**CLOSING DATE:** 30 September 2024

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE AS A RULE WILL NOT BE  
ACCEPTED FOR CONSIDERATION

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1. Kindly furnish us with a bid for services shown on the attached forms.
2. Attached please find the General Contract Conditions (GCC), Authority to sign the Standard Bidding Documents (SBD) on behalf of an entity, Authority of Signatory, SBD1, SBD 2, SBD 3.1, SBD4, SBD 6.1, terms of reference.
3. If you are a sole agent or sole supplier you should indicate your market price after discount to your other clients or if that is not possible your percentage net profit before tax, in order to decide whether the price quoted is fair and reasonable.
4. The attached forms must be completed in detail and returned with your bid. Bid document must be submitted in a sealed envelope stipulating the following information: Name and Address of the bidder, Bid number and closing date of bid.  
**(failure to comply will disqualify your proposal)**

Yours faithfully

**SIGNED**  
**MS RACHEL MASWENENG**  
**ACTING DEPUTY DIRECTOR: SUPPLY CHAIN AND FACILITIES MANAGEMENT SERVICES**  
**MANAGEMENT**  
**DATE: 09 September 2024**

**MAP TO BIDDER BOX (B BOX)**

**SSC WC 09 (2024/2025) DALRRD CLOSING DATE: 30 SEPTEMBER 2024 AT 11:00 AM.**

**YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA (DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT)**

**BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION.**

**THE SBD FORMS MUST BE SIGNED IN THE ORIGINAL AND WITH BLACK INK SUBMIT ALL BIDS ON THE OFFICIAL FORMS – DO NOT RETYPE.**

**The Bid documents must be deposited in the Bid box which is identified as the “Bid/tender box.”**

**(Department of Agriculture, Land Reform and Rural Development)**

**Demand and Acquisition Management  
(BIDS)  
GROUND FLOOR (SECURITY AREA)  
14 LONG STREET  
CAPE TOWN  
8000**

**THE BID BOX OF THE OFFICE OF THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IS OPEN 08 HOURS A DAY, 5 DAYS A WEEK. THE BID BOX WILL BE CLOSED AT 11H00 AM WHICH IS THE CLOSING TIME OF BIDS.**

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**BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS**

**SUBMIT YOUR BID IN A SEALED ENVELOPE**

**GOVERNMENT PROCUREMENT**

**GENERAL CONDITIONS OF CONTRACT  
July 2010**

**NOTES**

The purpose of this document is to:

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

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

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

## TABLE OF CLAUSES

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

## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 “Day” means calendar day.
  - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
  - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
  - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the 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**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,

**security**

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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

**8. Inspections, tests and analyses**

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

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

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

## **9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **10. Delivery and documents**

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

10.2 Documents to be submitted by the supplier are specified in SCC.

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental services**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

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

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

#### **14. Spare parts**

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

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

#### **15. Warranty**

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

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

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

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

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

may have against the supplier under the contract.

**16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

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

**21. Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily

available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

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

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

- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34. Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.



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



**SBD1**

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT.**

BID NUMBER:	SSC WC 09 (2024/2025) DALRRD	CLOSING DATE:	30 SEPTEMBER 2024	CLOSING TIME:	11:00 AM
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DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SERVER ROOMS MAINTENANCE FOR 3 YEARS, THIS ALSO INCLUDES THE SUPPLY, DELIVERY, AND INSTALLATION OF UNINTERRUPTIBLE POWER SUPPLY(UPS) BATTERIES FOR10 AND 60 KVAS, 3 INTERNET PROTOCOL CAMERAS WITH NETWORK RECORDER, INTSALLTION OF UPS MONITORING SYSTEM AT CAPE TOWN (NATIONAL GEOSPATIAL INFORMATION, VAN DER STERR BUILDING, 19 RHODES AVENUE, MOWBRAY</b>
-------------	--

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

**14 LONG STREET**

**CAPE TOWN**

**GROUND FLOOR**

**SECURITY AREA AT GROUND FLOOR**

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>	<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>
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CONTACT PERSON	<b>Mr Piri Mtumni</b>	CONTACT PERSON	<b>Mr. Steven Lazaro</b>
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TELEPHONE NUMBER	<b>021 409 0523</b>	TELEPHONE NUMBER	<b>021 658 4370</b>
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FACSIMILE NUMBER		FACSIMILE NUMBER	
------------------	--	------------------	--

E-MAIL ADDRESS	<a href="mailto:Mzubanzim@dalrrd.gov.za">Mzubanzim@dalrrd.gov.za</a>	E-MAIL ADDRESS	<a href="mailto:stevenlaz@dalrrd.gov.za">stevenlaz@dalrrd.gov.za</a>
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**SUPPLIER INFORMATION**

NAME OF BIDDER	
----------------	--

POSTAL ADDRESS	
----------------	--

STREET ADDRESS	
----------------	--

TELEPHONE NUMBER	CODE		NUMBER	
------------------	------	--	--------	--

CELLPHONE NUMBER	
------------------	--

FACSIMILE NUMBER	CODE		NUMBER	
------------------	------	--	--------	--

E-MAIL ADDRESS	
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VAT REGISTRATION NUMBER	
-------------------------	--

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	UNIQUE REGISTRATION NUMBER:	REFERENCE
					MAAA:	

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**



<p>2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>		<p>2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

**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 1.3 BELOW.**

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. TAX COMPLIANCE REQUIREMENTS</b>	
1.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
1.2	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.
1.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
1.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
1.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
1.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**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: .....



PROVINCIAL SHARED SERVICES CENTRE: WESTERN CAPE, 14 LONG STREET, CAPE TOWN  
Private Bag X9159, Cape Town, 8000 Tel: 021 409 0300 Web: www.DALRRD.gov.za

## **AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS (SBD) ON BEHALF OF AN ENTITY.**

“Only authorized signatories may sign the original and all copies of the tender offer where required.

In the case of a **ONE-PERSON CONCERN** submitting a tender, this shall be clearly stated.

In case of a **COMPANY** submitting a tender, include a copy of a **resolution by its board of directors** authorizing a director or other official of the company to sign the documents on behalf of the company.

In the case of a **CLOSED CORPORATION** submitting a tender, include a copy of a **resolution by its members** authorizing a member or other official of the corporation to sign the documents on each member's behalf.

In the case of a **PARTNERSHIP** submitting a tender, **all the partners shall** sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case **proof of such authorization** shall be included in the Tender.

In the case of a **JOINT VENTURE** submitting a tender, include **a resolution** of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.”

**Accept that failure to submit proof of Authorization to sign the tender shall result in a Tender Offer being regarded as non-responsive.**



## **AUTHORITY OF SIGNATORY**

Signatories for companies, closed corporations and partnerships must establish their authority **BY ATTACHING TO THIS FORM, ON THEIR ORGANISATIONS'S LETTERHEAD STATIONERY**, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

An **EXAMPLE** is shown below for a COMPANY:

**MABEL HOUSE (Pty) Ltd**

**By resolution of the Board of Directors taken on 20 May 2000,**

**MR A.F JONES**

**has been duly authorised to sign all documents in connection with**

**Contract no CRDP 0006, and any contract which may arise there from,**

**on behalf of *Mabel House (Pty) Ltd.***

**SIGNED ON BEHALF OF THE COMPANY: (Signature of Managing Director)**

**IN HIS CAPACITY AS: Managing Director**

**DATE: 20 May 2000**

**SIGNATURE OF SIGNATORY: (Signature of A.F Jones)**

**As witnesses:**

1. ....

2. ....

Signature of person authorised to sign the tender: .....

Date: .....



SBD 3.1

**PRICING SCHEDULE –(PURCHASES)**

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

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

Name of Bidder.....
Bid number SSC WC 09 (2024/2025) DALRRD
Closing Time: 11:00
Closing date: 30 SEPTEMBER 2024

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

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ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED) R
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- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- Delivery: \*Firm/not firm

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

\*Delete if not applicable



# SSC WC 09 (2024/2025) DALRRD

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SERVER ROOMS MAINTENANCE FOR 3 YEARS, THIS ALSO INCLUDES THE SUPPLY, DELIVERY, AND INSTALLATION OF UNINTERRUPTIBLE POWER SUPPLY(UPS) BATTERIES FOR 10 AND 60 KVAS, 3 INTERNET PROTOCOL CAMERAS WITH NETWORK RECORDER, INTSALLTION OF UPS MONITORING SYSTEM AT CAPE TOWN (NATIONAL GEOSPATIAL INFORMATION, VAN DER STERR BUILDING, 19 RHODES AVENUE, MOWBRAY)**

## PRICING SCHEDULE

**(Professional Services)**

NAME OF BIDDER: ..... BID NO.: SSC WC 09 (2024/2025) DALRRD CLOSING TIME: 11:00 AM
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OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF QUOTATION.

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate rates based on the total cost to the department for completion of each stage and including Expenses for the project.
3. **TOTAL OFFER PRICE (INCLUSIVE OF VAT) R.....**

**NB: PAYMENT TO BE MADE AT THE COMPLETION OF EACH JOB**

**KINDLY REFER TO THE TERMS OF REFERENCE; SECTION 4 OF THE TERMS OF REFERENCE**

Table 1: Pricing Schedule for good and services for the 4 server rooms.

❖ All prices must include VAT.



Description	Quantity	Unit price	Total price
<b>1. Access control Service for all 3 Server rooms</b> <ul style="list-style-type: none"> <li>• Server Room 1[Room 167],</li> <li>• Server room2 [ Room 101],</li> <li>• Server room 3[ Block C – tape Library]</li> </ul>	3		
<b>2. Small Generator maintenance of a 200KVA and availability for call - outs</b> <ul style="list-style-type: none"> <li>• 3 x minor and 1 x major services per year</li> </ul>	1		
<b>3. Air Conditioning Maintenance and availability for callouts (3 Minor and 1 Major services).</b> <ul style="list-style-type: none"> <li>• Air conditioners (TCL split type AC) - Server room 167 and Block C – Tape Library – 24000BTU</li> <li>• Air conditioners (TCL ceiling &amp; floor type AC) for Server Room 101– 55000 BTU</li> <li>• Air conditioners (wall mounted – Samsung)- Trignet server room – 24000 BTU</li> </ul>	<ul style="list-style-type: none"> <li>• 6</li> <li>• 2</li> <li>• 2</li> </ul>		
<b>4. Supply and install the new UPS monitoring system and provide maintenance for these 2 server rooms.</b> <ul style="list-style-type: none"> <li>• Server room - Block C – Tape Library</li> <li>• Server Room 167 - Tests need to be done on 3- monthly basis.</li> </ul>	2		
<b>5. UPS maintenance and availability for callouts for the 3 server rooms.</b> <ul style="list-style-type: none"> <li>• 10KVA - Trignet server room</li> <li>• 10 KVA - C Block server room</li> <li>• 60KVA - Main server room 167</li> </ul>	3		
<b>6. All fire detection, suppression, and access system will be serviced on a 6-month basis as per requirements for all 4 server rooms.</b>	4		
<b>Purchase and install 1KVAs x 10 for all the floor switches cabinets.</b>  Must be supply with warranty, deliver and install within three months of signing contract	10		
<b>7. Supply and replace batteries when faulty.</b>  <b>7.1 Types of batteries are:</b> <ul style="list-style-type: none"> <li>• Trignet UPS batteries = 8+8 PCS 12V = 16 (LEAD Acid batteries)</li> <li>• Main Server room 167 UPS batteries = 8+8 PCS 12V = 16 (LEAD Acid batteries)</li> <li>• C Block server room = 10 + 10PCS 12V = 20 (LEAD Acid batteries)</li> </ul>	At least <ul style="list-style-type: none"> <li>• 5 Batteries per year</li> <li>• 10 Batteries per year</li> <li>• 5 Batteries per year</li> </ul>	Server room 1= R  C-Block Room = R  Trignet Server room =R	



Description	Quantity	Unit price	Total price
<ul style="list-style-type: none"> <li>Fire monitoring systems (Block C, outside 167 and inside 167, outside 101 = x2 batteries LEAD-ACID 12v (Total = 8).</li> </ul> <p><b>7.2 Once Off Replacement:</b> Replacement of old batteries in the three server rooms (Room 167, Bloc C and Trignet).</p> <p>Must be supply with warranty, deliver and install within three months of signing contract</p>			
<p><b>8. Purchase and installation of Internet Protocol Cameras security system for 3 server rooms.</b></p> <ul style="list-style-type: none"> <li>Server Room 1[main server room 167- ]</li> <li>Server room2 [ Room 101],</li> <li>Server room 3[ Block C – tape Library]</li> </ul> <p>Must be supply with warranty, deliver and install within three months of signing contract.</p>	3		
<p><b>9. Additional costs (like equipment and labour not specified) – provide details in table below:</b></p> <ul style="list-style-type: none"> <li>Labour rate for specialist technician to do repairs – normal hours.</li> <li>Labour rate for specialist technician to do repairs – after hours 1.</li> <li>Labour rate for specialist technician to do repairs – after hours 2.</li> </ul>	Normal hours  Afterhours -1 hour Afterhours – 2 hours		
<p><b>10. Hourly rating support:</b></p> <ul style="list-style-type: none"> <li>Normal time Monday to Friday during office hours – 8h00 to 17h00.</li> <li>After hours 1, Monday to Friday between 17h00 and 22h00, Saturday until 14h00</li> <li>After hours 22h00, Monday to Friday between 22h00 and 07h00, Saturdays after 14h00 and Sundays / public holidays all day</li> </ul>	Per hr rate		
<p><b>11. Removal of UPS equipment and batteries</b></p> <p>See <b>Annexure A</b> with the list of UPS equipment and batteries to be disposed.</p>	11 Pieces		
<b>TOTAL WITHOUT VAT %</b>			
<b>TOTAL INCLUDING VAT %</b>			



### SUMMARY COSTING FOR THE THREE YEARS SERVER ROOM MAINTENANCE

CONTRACT YEAR	SCOPE OF WORK IN SECTION 4 OF TOR	COSTING
YEAR 1	1. Two minor maintenance services	R
	2. Two major maintenance services	R
	3.Call out fees (7h00- 18h00) and afterhours rate. <b>Payment will be made based on the calls made in accordance with the rate.</b>	R
	3. Monthly monitoring system maintenance and inspections.	R
	5. Replacement of faulty batteries maximum total of 30 per annum. Payment will be made when replacement is done.	R
Once off Service	<b>Once off service:</b> 1.Replacement of old batteries in the three server rooms (Room 167, Bloc C and Trignet).	R
	2.Removal of UPS equipment and batteries (11 Pieces)	R
	3. <b>Supply and Installation of Internet Protocol Cameras security system for 3 server rooms. Come with a manufacture warranty.</b>	R
<b>TOTAL COST YEAR 1 (EXCLUDING VAT)</b>		<b>R.....</b>
YEAR 2	1. Two minor maintenance services	R
	2. Two major maintenance services	R
	3..Call out fees (7h00- 18h00) and afterhours rate <b>Payment will be made based on the calls made in accordance with the rate.</b>	R
	4. Monthly monitoring system maintenance and inspections.	R
	5. Replacement of faulty batteries to a maximum total of 30 per annum. Payment will be made when replacement is completed.	
<b>TOTAL COST YEAR 2 (EXCLUDING VAT)</b>		<b>R.....</b>
YEAR 3	1. Two minor maintenance services	R
	2. Two major maintenance services	R
	3. Call out fees (7h00- 18h00) and afterhours rate <b>Payment will be made based on the calls made in accordance with the rate.</b>	R



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REPUBLIC OF SOUTH AFRICA

	4. Monthly monitoring system maintenance and inspections	R
	5. Replacement of faulty batteries maximum total of 30 per annum. Payment will be made when replacement is done.	
<b>TOTAL COST (EXCLUDING VAT)</b>		<b>R.....</b>
<b>SUBTOTAL COST OF ALL THREE YEARS (EXCL VAT)</b>		<b>R.....</b>
<b>VAT @ 15%</b>		<b>R.....</b>
<b>TOTAL COST (INCL VAT)</b>		

**NB: Bidders must provide costing for each individual job as per the table in paragraph 8.1.1. Prices quoted shall NOT be conditional to securing other bids, i.e. no discounted contract price for the award of all the bids will be accepted. Bidders must provide SEPARATE prices for each bid. Total Cost must include all hidden costs.**

5. Period required for commencement with project after acceptance of bid

.....

6. Estimated man-days for completion of project

.....

7. Are the rates quoted firm for the full period of contract?

.....

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

.....

Any enquiries regarding bidding procedures may be directed to the –

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT  
14 LONG STREET  
CAPE TOWN  
8000

**Technical Related enquiries**

Attention: Mr Steven Lazaro  
Telephone Number: (021) 658 4370  
E-mail: [stevenlaz@dalrrd.gov.za](mailto:stevenlaz@dalrrd.gov.za)

**Bid Related enquiries**

Supply Chain Related enquiries: Piri Mtumni  
Telephone Number : 021 409 0523  
E-mail: [Mzubanzim@dalrrd.gov.za](mailto:Mzubanzim@dalrrd.gov.za)



## SBD4

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

2.2.1 If so, furnish particulars:

---

<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.



.....  
.....

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.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted

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<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.



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REPUBLIC OF SOUTH AFRICA

where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....

.....

Signature

Date

.....

.....

Position

Name of bidder



This document must be signed and submitted together with your bid

## THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

### INTRODUCTION

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

### 1 PILLARS OF THE PROGRAMME

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

- (a) Any single contract with imported content exceeding US\$10 million.  
or
- (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.  
or
- (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.  
or
- (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.

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

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.



- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

## 2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

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

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

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

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

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

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

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

## 4 PROCESS TO SATISFY THE NIP OBLIGATION

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

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;



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

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number .....	Closing date:.....
Name of bidder.....	
Postal address .....	
.....	
Signature.....	Name (in print).....
Date.....	

Js475wc

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

### BID PROCESS (EQUAL OR BELOW R 50 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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### DEFINITIONS

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

- Before 27 April 1994; or
- On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

## 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

### To be completed by the organ of state

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
<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.**

2.11 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	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	2		
V. Specific goal: Locality	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 had no franchise in national elections before the 1983 and 1993 Constitution, 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 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.**

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

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

#### **3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

**80/20**

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

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:

**80/20**

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

Where

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

## **POINTS AWARDED FOR SPECIFIC GOALS**

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

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

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

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

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

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

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

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

**SUB-CONTRACTING**

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

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

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: .....

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

6.2. Company registration number: .....

6.3. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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



period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution, if deemed necessary.

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



**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SERVER ROOMS MAINTENANCE FOR 3 YEARS, THIS ALSO INCLUDES THE SUPPLY, DELIVERY, AND INSTALLATION OF UNINTERRUPTIBLE POWER SUPPLY(UPS) BATTERIES FOR 10 AND 60 KVAS, 3 INTERNET PROTOCOL CAMERAS WITH NETWORK RECORDER, INTSALLTION OF UPS MONITORING SYSTEM AT CAPE TOWN (NATIONAL GEOSPATIAL INFORMATION, VAN DER STERR BUILDING, 19 RHODES AVENUE, MOWBRAY**

**1. PURPOSE**

1.1 To procure services of a 3-year server rooms maintenance and it will include the supply, delivery, and installation of uninterruptible power supply(ups) batteries for 10 and 60 KVAs, 3 internet protocol cameras with network recorder, installation of ups monitoring system at cape town (National Geospatial Information, van der Sterr building, 19 Rhodes Avenue, Mowbray).

**2. BACKGROUND**

2.1 The Department of Agriculture, Land Reform and Rural Development (DALRRD) requires a 3-year annual general maintenance contract for the server rooms, security and environment controls at their office in Cape Town.

2.2 The Chief Directorate: National Geo-spatial Information (CD: NGI) has four server rooms that house ICT equipment's that are central to daily operations:

- (i) IT server room 101,
- (ii) Main Server room 167,
- (iii) Trignet room 109
- (iv) C-Block buildings

2.3 Currently these Server rooms host ICT equipment such as, Network Switches, servers and storage, UPS units, Core switches, Trignet Servers, Storenext equipment for Tape library server

2.4 All these four server rooms must be maintained and monitored frequently to ensure proper functioning of IT equipment that contributes to the running and backing up of the technical and other data that is critical to the daily operations at the CD: NGI.

2.5 Currently there is no server room maintenance contract in place for these server rooms, which poses a great risk of imminent hardware failures that may lead to frequent downtimes and eventual catastrophic data loss. Given the enormous amount of data that CD:NGI generates on daily basis, the hardware equipment is stretched to great limits, therefore regular maintenance is an urgent priority.

**3. MANDATORY REQUIREMENTS FOR BIDDING**

Any bid submission that fails to comply with any of the mandatory requirements listed below, will automatically be disqualified.

### 3.1 **SCM MANDATORY REQUIREMENTS**

- 3.1.1 Attach a resolution letter authorizing a particular person to sign the bid documents. Failure to submit such documentation will automatically disqualify the bid.
- 3.1.1.1 Only duly authorised signatories must sign the original and all copies of the bid offer where required.
- 3.1.1.2 In the case of a **ONE-PERSON** business submitting a bid, this shall be clearly stated on the company letter head.
- 3.1.1.3 In case of a **COMPANY** submitting a bid, include a copy of a resolution by its board of directors authorizing a director or other official of the company to sign the documents on behalf of the company.
- 3.1.1.4 In the case of a **CLOSED CORPORATION** submitting a bid, include a copy of a resolution by its members authorizing a member or other official of the corporation to sign the documents on each member's behalf.
- 3.1.1.5 In the case of a **PARTNERSHIP** submitting a bid, all the partners shall sign the documents, unless one partner or a group of partners has been authorised to sign on behalf of each partner, in which case proof of such an authorization shall be included in the Tender.
- 3.1.1.6 In the case of a **JOINT VENTURE** submitting a tender, must include a resolution of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.
- 3.1.2 Compliance with all Tax Clearance requirements: Attach a Valid Tax Clearance Certificate/ provide a Compliance Tax Status Pin on the space provided on the SBD 1 form.
- 3.1.2.1 Where consortium/ joint ventures/ sub-contractor are involved, each party to the association must submit separate Tax Clearance requirements.
- 3.1.2.2 Where the bidder forms a consortium or joint venture or is sub-contracting written proof of the contract must be attached and each party to the association must submit separate Tax Clearance requirements.
- 3.1.3 Bidders must be registered on the National Treasury Central Supplier Database and attach a report as proof or write the CSD supplier number or registration number on the space provided on the SBD 1 document.
- 3.1.4 If the bidder sub-contracts, the sub-contractor(s) must be registered on the National Treasury Central Supplier Database and the bidder must provide a CSD report as proof thereof or letter containing the registration number (MAAA).
- 3.1.5 Attendance of the compulsory briefing session as stipulated. Non-attendance will lead to the bid being automatically disqualified.
- 3.1.6 The pricing schedule, SBD 3.1, must be completed in full. No replication of this document will be accepted. No pricing schedule other than the SBD 3.1 will be accepted. **Therefore, failure to complete that attached SBD 3.1 (pricing schedule) on its original form will lead to disqualification.**

### 3.2 **TECHNICAL MANDATORY REQUIREMENTS**

3.2.1 Only service providers registered with SITA under the SITA contract 2003/2004. contract. All the information will be verified with SITA.

3.2.2 It is a requirement that the service provider has an office in the Western Cape within a radius of 150km to Mowbray to ensure that support is readily available when needed.

3.2.3 The bidder must attach a physical office address evidence such as a Municipal utility bill or office lease agreement or rental contract.

**Failure to provide this information under technical mandatory will disqualify the bidder.**

### 4. **SCOPE OF WORK**

<b>REQUIREMENT/SPECIFICATION</b>
<p>1. The requirements are to provide a 3-year annual general maintenance for the server rooms, security, and environment controls for office based in Cape Town. The services required are:</p> <p><b>1.1 Maintenance Service Plan</b></p> <ul style="list-style-type: none"> <li>● Generator maintenance of 200KVA (in generator room)</li> <li>● UPS Maintenance: Trignet server room UPS (10KVA) , Block- C server room UPS (10KVA) and Main Server room UPS (60 KVA).</li> <li>● Fire detection, suppression, and access control maintenance in 3 server rooms (Main Server Room (167), Server Room 101, Block -C server room.</li> <li>● Access control maintenance: in 3 server rooms (Main Server Room (167), Server Room 101, Block -C server room.</li> </ul> <p><b>1.2 New Purchase and installation</b>            Supply and install UPS Remote Monitoring System for 2 server rooms:</p> <ul style="list-style-type: none"> <li>● Supply and install 3 Internet Protocol (IP) Camera Security system with network video recorder for the 3 server rooms (Main Server Room 167, Server Room 101 and Server room Block C-Tape Library)</li> <li>● Supply and replace faulty UPS batteries. A total of 30 batteries per year.</li> <li>● Supply and install 10X 1KVA UPS - to cover the floor switches cabinets.</li> </ul> <p>1.3 Purchased equipment must have warranty.            1.4 All new purchased equipment must be installed within the three of the new contracts.            1.5 A total workable solution must be provided. Service providers must add additional equipment / labour to ensure a working solution.</p>
<p>2. The successful service provider will need to provide service to the Server room 1 [Room 167], Server room2 [ Room 101], Trignet Server Room, and Block C Server room – Tape Library as part of the working solution.</p>
<p><b>3. Access control</b>            Access control items to be maintained and serviced.</p> <ul style="list-style-type: none"> <li>● Functionality check</li> <li>● Check Maglock</li> <li>● Check biometric.</li> <li>● Card reader</li> </ul>



## REQUIREMENT/SPECIFICATION

- Check no touch release button.
- Check emergency exit break glass unit.

**4. Generator maintenance:** This Generator unit is specifically dedicated to powering the server rooms in an event of a power failure. The service tag on it indicates 2008 as the last service date. It requires 3X minor and 1X Major Services per year.

- Full load test
- Power failure test
- Oil/ Water check and replacement.
- Check battery, panels, and cables.
- Clean all filters and replace.
- Check all belts.
- Be available for callouts.

**Major service for the generator is also required within two months after the contract is signed.**

### 5. Air Conditioners

Air conditioning maintenance: in all 4 server rooms to be maintained on an annual basis comprising three minor service visits and one major service visit per year as per the following schedule.

- i. Air conditioners (**TCL split type AC**) – Main Server room (167) and server room Block C – Tape Library – **24000BTU.**
- ii. Air conditioners (**TCL ceiling & floor type AC**) for Server room 101– **55000 BTU**
- iii. Air conditioners (Samsung - wall mounted)- Trignet server room – 24000 BTU.

#### **Minor service**

- Check condition of air filters and wash clear.
- Check condensate drainage.
- Check evaporator fan motor bearings for smooth running and audible noise.
- Check operation of air sweep motor
- Check evaporator fan impeller for dirt, obstructions, and vibration.
- Check condition of condenser coil
- Check condenser fan impeller for dirt, obstructions, and vibration.
- Check compressor operation.
- Check operation of electric heater elements or reversing valve where fitted.
- Check controller operation and settings.

#### **Major Service**

- Minor service as per above
- Chemically clean condenser coil where necessary
- Check units for surface rust and paint with inhibitor where necessary
- Check and record refrigerant pressures.
- Check refrigerant piping visually for leaks.
- Check condition of thermal insulation to pipe work
- Check all electrical connections.
- Be available for callouts.



## REQUIREMENT/SPECIFICATION

- All the four-server room a major service is required within two months after the contract has been signed.

### 6. **Monitoring and system maintenance:** *Server room 1 [Room 167], Server room2 [ Room 101], and Block C Server room – Tape Library*

To ensure that the network traffic flows optimally, the following tests need to be done on a 3-monthly basis.

- Server room - Block C – Tape Library – Compatible with UPS model tripp lite bp240v10rt3u
- Main Server Room (167) - Compatible with UPS model **Tescom ON-LINE UPS XT-360P (3060T0630P0)**.
- The installed Software should be capable to send system notifications and alerts.

#### Remote signals

- Test SMS Alarm facility.
- Trigger UPS alarm and confirm reporting.
- .
- Trigger Generator alarm and confirm reporting.
- Be available for callouts.

### 7. **Monthly inspection reports and availability for the first line support on all**

Monthly inspection services:

- Monitor events and report.
- Coordinate all scheduled maintenance.
- Be available for call-out.

### 8. **UPS maintenance:** *Server room 1 [Room 167], Trignet Server Room, and Block C Server room – Tape Library*

- The UPS service and battery packs must be serviced every six months including the following:
  - Trignet UPS batteries = 8+8 PCS 12V = 16 (LEAD Acid batteries)
  - Main Server room 167 UPS batteries = 8+8 PCS 12V = 16 (LEAD Acid batteries)
  - C Block server room = 10 + 10PCS 12V = 20 (LEAD Acid batteries)
  - Server room - Block C – Tape Library – has model tripp lite bp240v10rt3u
  - Server Room 167 – has UPS model Tescom ON-LINE UPS XT-360P (3060T0630P0)
  - Trignet Server room – has 10KVA UPS Model: SAT1011
- Test and check history of events of 2 x 10 KVA (Trignet & C- block) and 60 KVA UPS as well as the
  - Test strings of 10-year rated battery packs.
  - Check cables to battery packs.
  - Test SNMP card if fitted.
  - Do load test.
  - Be available for callouts.

### 9. Purchase and installation of UPS for Switches' cabinets.



## REQUIREMENT/SPECIFICATION

- 10 x 1KVA UPS (1KVA 800W ONLINE 2U RACK UPS WITH 2X12V9AH BATTERIES \*\*with LEAD- ACID Batteries), for the cabinet switches for different floors.

### **FEATURES:**

- True double-conversion pure sinewave output
  - Microprocessor control optimizes reliability
  - Input power factor correction
  - Output power factor 0.8
  - Wide input voltage (110V – 300V)
  - Converter mode available
  - ECO mode for energy saving
  - Generator compatible
  - Cold Start function
  - USB and RS-232 Communication with free multiple server power control software
  - Optional WEB/SNMP Network Card for remote monitoring and control
  - LCD display allows easy monitoring and access of UPS status
  - Two internal 12V 9AH batteries with option connector for additional battery pack
- Be provided with warranty.
  - Installation to take place within the 3 months after contract has been signed.

### **10. Purchase and installation of Internet Protocol Cameras**

- Supply and install 3 Internet Protocol (IP) Security Cameras with network video recorder (NVR) for the 3 server rooms (Main 167, C block & Room 101).
  - 6 Camera 8 Channel 6K 12MP HD Professional NVR Security System
  - 6K Mega HD Security Camera System,
  - 8 Channel NVR with 2TB,
  - 6 IP Cameras Indoor Outdoor Home,
  - Cameras with 360-degree views
  - 12MP PoE Wired,
  - Video Analytics,
  - 2-Way Audio,
  - Sirens,
  - Color Night Vision,
  - True Detect,
  - LEDs,
  - 24/7
  - NVR to be setup in Main Server room 167
- Be provided with warranty.
- Installation to take place within the 3 months after contract has been signed.

### **11. Fire Systems.**

All fire detection and suppression must be serviced on a 6 monthly basis as per the following schedule:

- Vesda x3- Test to manufacture specification.
- Ionisation Smoke detectors- Test for fire and fault
- Test gas control unit x 4
- Test Manual Gas release x 4
- Test fire alarm bell.
  - Test Gas release siren.
  - Visual inspection on FM200 Cylinders



## REQUIREMENT/SPECIFICATION

- Test Discharge signal.
- Inspect gauge and master gauge of cylinder pressure.
- Check piping and nozzles.

Note room arrangement and usage.

### 12. Replacement of Batteries

- Assessment of the existing batteries is required to be done for the existing UPS units for the tree servers (Room 167, Bloc C and Trignet).
- The costing of one of replacement after assessment must be costed per server room
- Allocate a total of 30 batteries in a year (12 month) to replace the faulty batteries.
- C Block Server room = type and 5 batteries
- Trignet server room = type and 5 batteries
- Main server room 167 - Type and 20 batteries
- Currently we have the following number of batteries:
- Trignet UPS batteries = 8+8 PCS 12V = 16 (LEAD Acid batteries)
- Main Server room 167 UPS batteries = 8+8 PCS 12V = 16 (LEAD Acid batteries)
- C Block server room = 10 + 10PCS 12V = 20 (LEAD Acid batteries)
- Fire monitoring systems (Block C, outside 167 and inside 167, outside 101 = x2 batteries LEAD-ACID 12v (Total = 8)

### 13. Disposal of old UPS equipment and the batteries

- All the old UPS equipment and batteries to be disposed are listed in in the table below.
- The disposal must comply with the standard and environmental safety requirements. A service provider must issue a certificate of disposal.
- Add the costing for disposal and it will be one trip to collect and dispose.

Location	Description	Quantity	Measurements	Pictures
Main ICT server Storeroom (Room 167)	Large Battery cabinet	1	L = 80cm W: 75 cm H: 145cm	
Main ICT server Storeroom (Room 167)	Small battery cabinet	2	L = 74cm W= 56 cm H: 87cm	
Main ICT server Storeroom (Room 167)	UPS unit	1	L = 77.5cm W= 66 cm H: 128cm	



REQUIREMENT/SPECIFICATION					
Main ICT server Storeroom (Room 167)	UPS unit	1	L = 72.5cm W= 60 cm H= 140cm		
Main ICT server Storeroom (Room 167)	UPS inverter + battery pack	2	L = 66cm W= 37 cm H= 84cm		
Trignet Storeroom	UPS unit 10KVA + battery pack	2	L = 66cm W= 26 cm H= 46.55cm		
Block C	UPS Unit	1	L = 72cm W= 40 cm H= 78cm		
Block C	Battery pack	1	L = 62cm W= 34 cm H= 93.5.5cm		
A total of 11 equipment to be disposed and includes batteries					

14.

**14. The service level includes callouts**

- Turnaround time response to a call for assessment - 3hrs maximum.
- Turnaround time to resolve the problem within 24hrs maximum.

Normal time Monday to Friday during office hours – 8h00 to 17h00.

After hours 1, Monday to Friday between 17h00 and 22h00, Saturday until 14h00

After hours 22h00, Monday to Friday between 22h00 and 07h00, Saturdays after 14h00 and Sundays / public holidays all day

NB: The technician to be based in Cape Town on a radius of 150 Kilometres

15. Before submitting a quotation response, service providers must ensure that fully understand the requirements for the four server rooms. The briefing session will include the site visit for all the bidders.

The following departmental officials may be contacted in this regard:



<b>REQUIREMENT/SPECIFICATION</b>
Mr. Steve Lazaro, telephone 021 658 70 or e-mail <a href="mailto:stevenlaz@dalrrd.gov.za">stevenlaz@dalrrd.gov.za</a>
<b>16. Delivery Address:</b> National Geospatial Information, Van Der Sterr Building, 19 Rhodes Avenue Mowbray, Cape Town
<b>17. Support:</b>
17.1 Provide support on an ad hoc (as needed) basis a time and material basis.
17.2 The Department will only pay for support after it has been provided.
17.3 The Department reserves the right to decide to utilise the support or not after quotation responses were received and evaluated.
<b>18. Special conditions:</b>
18.1 Industry standard guarantees must be provided for all equipment.
18.2 If a specific technology is offered, details of the technology (like make and model) should be supplied (for each different) solutions are proposed, complete details of each option should be clearly stated.

## 5. **BID EVALUATION CRITERIA**

This bid shall be evaluated in three stages. On first stage bids will be evaluated on SCM and technical mandatory; the second stage would be on functionality and the third stage in accordance with 80/20 preference points system as stipulated below.

### 5.1 **Second Stage -Evaluation of Functionality**

- 5.1.1 The evaluation of the functionality will be evaluated individually by Members of Bid
- 5.1.2 Evaluation Committee in **accordance** with the below functionality criteria and values.
- 5.1.3 The applicable values that will be utilized when scoring each criterion ranges from **0 being non-compliance, 1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.**

EVALUATION CRITERIA	APPLICATION	WEIGHT
Company Capability	<p>Proven track record in providing server room maintenance at least completed 3 successfully projects and in relation to these technical services:</p> <ul style="list-style-type: none"> <li>(i) Maintenance of access control</li> <li>(ii) Maintenance Liebert Hiross Air conditioners</li> <li>(iii) Maintenance Uninterruptible Power Supply (UPS)</li> <li>(iv) Maintenance Fire Systems</li> </ul> <p>Submit the contactable references of completed projects.</p> <p><i>Attach at least three contactable references where at least three similar successful projects were undertaken (reference letters must have the names, addresses, telephone numbers, fax numbers and e-mail addresses of the organisations /institutions for the work successfully completed and briefly describe the type of services provided to them).</i></p>	50



EVALUATION CRITERIA	APPLICATION		WEIGHT												
	<b>Non-compliance</b> (score 0)	Non-compliance													
	<b>Poor</b> (score 1)	1 project or less successful completed projects and all-inclusive of the technical areas.													
	<b>Average</b> (score 2)	2 successful completed projects and all-inclusive of the technical areas.													
	<b>Good</b> (score 3)	3 successful completed projects and all-inclusive of the technical areas.													
	<b>Very Good</b> (score 4)	4 successful completed projects and all-inclusive of the technical areas.													
	<b>Excellent</b> (score 5)	5 and more successful completed projects and all-inclusive of the technical areas with 3 contactable references.													
Resources	<ul style="list-style-type: none"> <li>The project manager must have at least 3 years of technical experience with the following competencies:               <ul style="list-style-type: none"> <li>(i) National diploma in Information and Communication Technology (ICT).</li> <li>(ii) UPS maintenance in the server rooms.</li> <li>(iii) Monitoring systems for the server rooms.</li> <li>(iv) Cooling and heating units in the server rooms.</li> <li>(v) Fire system and air conditioners for server rooms.</li> </ul> </li> </ul> <p><i>Provide detailed CV with contactable references with certified copies of qualification.</i></p> <table border="1" data-bbox="421 1263 1187 1570"> <tbody> <tr> <td>Non-compliance (score 0)</td> <td>Non-compliance</td> </tr> <tr> <td><b>Poor</b> (score 1)</td> <td>0- 6 months</td> </tr> <tr> <td><b>Average</b> (score 2)</td> <td>1 - 2 years</td> </tr> <tr> <td><b>Good</b> (score 3)</td> <td>3 years</td> </tr> <tr> <td><b>Very Good</b> (score 4)</td> <td>4 -5 years</td> </tr> <tr> <td><b>Excellent</b> (score 5)</td> <td>6 and more years</td> </tr> </tbody> </table>		Non-compliance (score 0)	Non-compliance	<b>Poor</b> (score 1)	0- 6 months	<b>Average</b> (score 2)	1 - 2 years	<b>Good</b> (score 3)	3 years	<b>Very Good</b> (score 4)	4 -5 years	<b>Excellent</b> (score 5)	6 and more years	50
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<b>Very Good</b> (score 4)	4 -5 years														
<b>Excellent</b> (score 5)	6 and more years														
	<b>Total Points</b>		<b>100</b>												

The Bids that fail to achieve a minimum of **60** points out of **100** points for functionality will be disqualified; and such bids will not be evaluated on second stage (80/20 Preference Point System)

### 5.2 **Third Stage-Evaluation in terms of 80/20 Preference Points System:**

Apply the 80/20 Preference Point system where a maximum of Eighty (80) tender adjudication points will be awarded for price. Twenty (20) points will be awarded for preference in terms of the Preferential Procurement Policy Framework Act (Act 5 of

2000) and Preferential Procurement Regulation, 2022

5.2.1

**To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

5.2.2 The tender must make sure that they complete the **SBD 6.1** attached so that they can claim the Specific Goals (20) points.

5.2.3 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.

5.2.4 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.

5.2.5 Bidders who wish to claim points in terms of table 4.2 on **SBD 6.1** need to provide proof for each point claimed as guided below:

Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**

Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**

Who has a disability – **attach doctor’s letter confirming the disability**

Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**

Specific goal: **Locality** – Promotion of Enterprises Located in Western Cape Province. Tenders Must Provide One Of The Below:

- I. A **valid** municipal services account (water, sanitation, rates and electricity) in the name of the bidder/s or active director/s **or**
- II. A valid lease agreement from the lessor **or**

III. A letter on the letterhead of the ward councillor/traditional authority/council that must be signed, stamped and dated.

## **6. PRICING SCHEDULE**

- 6.1 A pricing schedule shall be submitted on separate sheet as per the attached SBD 3.3.
- 6.2 Prices quoted shall NOT be conditional to securing other bids, i.e. no discounted contract price for the award of all the bids will be accepted.
- 6.3 The lowest bid may not necessarily be accepted.
- 6.4 No negotiations around the accepted bid price will be entered into following the award of the bid. Bidders are specifically reminded to suitably account for any significant increases in aviation fuel or any other related costs and to quote accordingly at the time of submitting their bid price.

## **7. PAYMENT**

- 7.1 Payment will be affected by means of an electronic funds transfer within 30 working days of final acceptance. An invoice must be supplied by the contractor on request by the CD: NGI when each service has been provided and service report provided and accepted.
- 7.2 The acceptance of and payment for the products does not absolve the contractor from responsibility for deficiencies that are not immediately apparent.

## **8. COPYRIGHT**

- 8.1 All material supplied by the CD: NGI and any products produced from the supply of these materials and in terms of the specification shall become the property of the State (regardless of whether they are accepted or not). The copyright of all records will be vested in the State and no copies, other than those to be delivered to the CD: NGI shall be made.

## **9. LIABILITY OF THE STATE**

- 9.1 The State shall not be liable for any damages to persons or property during the execution of this contract.

## **10. POINT OF CONTACT**

- 10.1 The contact person within the CD: NGI for the purposes of this contract shall be:  
**Mr Steven Lazaro**  
Chief Directorate: National Geospatial Information  
Private Bag x10, Mowbray, 770  
Tel: (021) 658-4370

## **11. CONDITIONS OF REPORTING**

- 11.1 The contractor shall provide :
  - Monthly inspection report,
  - Major and minor service reports
  - Coordinate all schedule maintenance.

The communication will be directly with Mr Steven Lazaro through an (stevenlaz@dalrrd.gov.za) detailing the progress of the work.

The communication must include any projected delays as well as projected dates of completion and dispatch to the CD: NGI.

11.2 The CD: NGI reserves the right to request progress reports on an ad-hoc basis throughout the duration of the contract.

## **12. MINIMUM SPECIFICATION**

12.1 These specifications are only the minimum specifications required. Any shortcomings in the specifications should be indicated and provided for in the bid price. Any additional costs incurred because of shortcomings in the specifications that are not brought to the CD: NGI's attention will be for the contractor's own account.

## **13. CLARIFICATION**

13.1 Should there be accidental discrepancies or doubt as to the meaning or intention of any part of the specification, and or other documents, in connection with the contracts, reference must be made to the CD: NGI (attention: Mr Steven Lazaro) for explanations and the contractor will be held responsible for any errors which may arise from the neglect of this precaution.

13.2 The Department may request clarification or further information (except negotiation of price) regarding any aspect of the bid. The awarded bidder must supply the requested information within 72 hours after the request has been made, failing which may result in disqualification of this bid.

## **14. METHOD OF PAYMENT**

14.1 Payment shall be made in terms of deliverables, subject to the submission of detailed invoices as verified by the project manager.

14.2 Financial penalties will be imposed for agreed upon milestones, targets and deadlines not met without providing **“timely notification of such delays and the reasons for the delays.”**

14.3 Invoices must be sent to:

Physical Address:  
[Invoice.WC@dalrrd.gov.za](mailto:Invoice.WC@dalrrd.gov.za)  
14 Long Street,  
Cape Town,  
8000,  
3rd floor,  
Room 312

## **15. PUBLICATIONS**

- Departmental website and e-tender portal
- Period – 21 Days
- Venue: The venues shall be CD: NGI Mowbray office.

## **16. LEGAL NOTICES**

16.1 Each party chooses as its domicilium et executandi for the purpose of serving legal or other notices as:

Department of Agriculture, Land Reform and Rural Development and Land Reform  
Chief Directorate: National Geospatial Information  
Van der Sterr Building, Rhodes Avenue  
MOWBRAY, 7705

## **18 SUBMISSION OF PROPOSAL**

The prospective service provider must submit the proposal before or on the closing date at the following addresses:

VENUE: BID BOX SITUATED AT NUMBER 14 LONG STREET, SECURITY AREA  
AT GROUND

FLOOR. **IT IS THE PROSPECTIVE BIDDERS RESPONSIBILITY TO ENSURE THAT COURIER DELIVERIES MUST BE GIVEN INSTRUCTIONS TO DROP PROPOSALS INSIDE BID BOX AS NO WAYBILLS WILL BE SIGNED BY OFFICIALS.**

### **Contact Persons Bid Related**

**Supply Chain Related Enquiries:** Mr. Piri Mtumni  
**Telephone Number** : 021 409 0523  
**E-mail** [Mzubanzim@dalrrd.gov.za](mailto:Mzubanzim@dalrrd.gov.za)

Technical Related

**Attention:** Mr. Steven Lazaro  
**Telephone Number:** (021) 658-4370  
**E-mail:** [stevenlaz@dalrrd.gov.za](mailto:stevenlaz@dalrrd.gov.za)