



ORT5-26/27-0023 ORR

APPOINTMENT OF A SERVICE PROVIDER TO RENDER OFF-SITE TRAVEL MANAGEMENT SERVICES IN RESPECT OF ACCOMMODATION AND MEALS, AIR TRAVEL, CAR HIRE, BUS AND SHUTTLE SERVICE FOR THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, O.R TAMBO DISTRICT OFFICES FOR A PERIOD OF TWELVE (12) MONTHS

BIDDER:

CSD REGISTRATION:

CLOSING DATE: 17 JULY 2026

CLOSING TIME: 11H00

ISSUED BY:

SUPPLY CHAIN MANAGEMENT
EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE
CORNER OWEN AND VICTORIA STREET
KD MATANZIMA BUILDING, GROUND FLOOR
MTHATHA
5099

SCM SPECIFIC ENQUIRIES

Enquires: Ms. L Mbaleni
Email Address: lindiwe.mbaleni@ecdpw.gov.za
Tel No: 047 505 2754/081 028 5559

TECHNICAL /PROJECT SPECIFIC ENQUIRIES

Enquires: Ms O Tuswa-Titus
Email Address: olwethu.tuswa@ecdpw.gov.za
Tel No: 047 505 2832

Fraud, Complaints & Tender Abuse Hotline
0800 701 701 (toll free number)



QUOTATION NOTICE

ORT5-26/27-0023 ORR

APPOINTMENT OF A SERVICE PROVIDER TO RENDER OFF-SITE TRAVEL MANAGEMENT SERVICES IN RESPECT OF ACCOMMODATION AND MEALS, AIR TRAVEL, CAR HIRE, BUS AND SHUTTLE SERVICE FOR THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, O.R TAMBO DISTRICT OFFICES FOR A PERIOD OF TWELVE (12) MONTHS

The Eastern Cape Department of Public Works and Infrastructure, OR Tambo District invites Bidders to submit quotations for the above indicated project.

This quotation document is downloadable from the Department of Public Works and Infrastructure website (www.ecdpw.gov.za/tenders). Quotation documents will be available from **10 JULY 2026**. No documents will be available at the departmental offices.

ENQUIRIES: Queries relating to SCM requirements may be addressed in writing through email to lindiwe.mbaleni@ecdpw.gov.za. **Technical enquiries:** may be addressed in writing through email to olwethu.tuswa@ecdpw.gov.za.

CLOSING DATE AND TIME: Completed quotation documents in a sealed envelope endorsed with the relevant bid number, bid description and the closing date, must be deposited in the bid box not later than **11H00** on the **17 JULY 2026** when bids will be opened in public.

PHYSICAL ADDRESS OF BID BOX: The bid box is situated at the Department of Public Works & Infrastructure, Corner Owen and Victoria Street, Ground floor, KD Matanzima Building, Mthatha, 5099

Bidders including those submitting via courier service, must ensure that their bids are deposited in the Departmental bid box, situated at the ground floor of the address mentioned above, prior to the closing date and time. The Department will not accept responsibility if bids are not timely deposited in the Bid Box.

BIDDER MUST NOTE: Telegraphic, telephonic, facsimile, e-mail and bids received after the closing date and time will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

B. BID EVALUATION:

This quotation document will be evaluated in two (2) phases as follows:

Phase One: Compliance, responsiveness to the bid rules and conditions,

Phase Two: Bidders passing the stage above will be evaluated on PPPFA and PPR 2022.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) AND PREFERENTIAL PROCUREMENT REGULATIONS 2022 WILL APPLY AND PREFERENCE POINTS WILL BE AWARDED AS FOLLOWS:

Maximum points for Price	-	80 points
Maximum points for Specific Goals	-	20 points
Maximum points	-	100 points

C. BID SPECIFICATIONS, CONDITIONS AND RULES:

1. Other minimum specifications, bid evaluation criteria, bid conditions and rules are detailed in this quotation document.
2. Bidders must be registered on the National Treasury Central Supplier Data Base prior award and where possible, proof of registration should be submitted with the proposal (<https://secure.csd.gov.za>).
3. The Department of Public Works and Infrastructure SCM policy applies.
4. Validity period will be **90 days** from the closing date and time.

D. ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO:

SCM SPECIFIC ENQUIRIES Enquires: Ms L Mbaleni Email Address: lindiwe.mbaleni@ecdpw.gov.za Tel No: 047 505 2754/ 081 028 5559	TECHNICAL SPECIFIC ENQUIRIES Enquires: Ms O Tuswa-Titus Email Address: olwethu.tuswa@ecdpw.gov.za Tel No: 047 505 2832
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Fraud, Complaints & Tender Abuse Hotline
0800 701 701 (toll free number)

SPECIAL CONDITIONS OF BID

1. INTERPRETATION

The word "Bidder" in these conditions shall mean and include any firm of Contractors or any company or body incorporated or unincorporated.

The word "Department" in these conditions shall mean the EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE.

For the purpose of this Price Quotation, the word "bid" is used interchangeably with the word "price quotation" and referring to "price quotation".

2. EXTENT OF BID

This contract is for the **APPOINTMENT OF A SERVICE PROVIDER TO RENDER OFF-SITE TRAVEL MANAGEMENT SERVICES IN RESPECT OF ACCOMMODATION, AIR TRAVEL, CAR HIRE, BUS AND SHUTTLE SERVICE FOR THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, O.R TAMBO DISTRICT OFFICES FOR A PERIOD OF TWELVE (12) MONTHS**

3. CONTRACT TO BE BINDING

The formal acceptance of this Bid by the Department will constitute a contract binding on both parties, and the Department may require sureties to its satisfaction from the contractor, for the due fulfilment of this contract. The form of contract to be used is the General Conditions of Contract (GCC) and SBD 7.1.

4. MODE OF BID

All Bids shall be completed and signed: All forms, annexures, addendums and specifications shall be signed and returned with the Bid document as a whole. ***The lowest or any bid will not necessarily be accepted.***

The Department wishes to deal on a prime contractual basis with the successful Bidder being responsible and accountable for all aspects of the entire solution or service offered.

5. QUALITY

Should the specifications and / or descriptions not address any aspects of quality as specified, this should be clarified with the Department five (5) days prior to the submission of a Bid.

6. INSURANCE CLAIMS, ETC.

The Department shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

The service provider shall insure his / her / their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfilment of this contract and shall indemnify the Department against all risks or claims which may arise.

7. PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE

All Bids must remain valid for a period of 90 days from the closing date as stipulated in the bid document.

8. PENALTY PROVISION

8.1 Should the successful Bidder:

- [a] Withdraw the Bid during the afore-mentioned period of validity; or
- [b] Advise the Department of his / her / their inability to fulfil the contract; or
- [c] Fail or refuse to fulfil the contract; or
- [d] Fail or refuse to sign the agreement or provide any surety if required to do so; Then, the Bidder will be held responsible for and is obligated to pay to the Department:
 - [a] All expenses incurred by the Department to advertise for or invite and deliberate upon new Bids, should this be necessary.
 - [b] The difference between the original accepted Bid price (inclusive of escalation) and:
 - [i] A less favourable (for the Department) Bid price (inclusive of escalation) accepted as an alternative by the Department from the Bids originally submitted; or
 - [ii] A new Bid price (inclusive of escalation).

8.2 Should the successful Bidder failed to deliver, provisions of the General Conditions of Contract will apply.

8.3 Disputes between the Department and a bidder (if any) will be dealt with in accordance with clause 27.2 of the GCC.

9. BRAND NAMES

Wherever a brand name is specified in this quotation document (i.e. in the specifications, pricing schedule or bill of quantities or anywhere in this document), the department's requirement is not limited to the specified brand name, but requires an item similar/equivalent or better than specified.

10. VALUE ADDED TAX

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.

11. PRICE ESCALATION

No escalation of prices will be considered.

12. AUTHORITY TO SIGN BID DOCUMENTS

12.1 In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the Department at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity. Furthermore, in the case of a joint venture or consortium, at least one directors/ members of each party to the joint venture or consortium must give consent to give authorisation for signatory to this bid.

- 12.2 In the event that a resolution to sign is not completed by all directors/ members of the enterprise, the signature of any one of the directors or members to this bid will bind all the directors/ members of the enterprise and will therefore render the bid valid.
- 12.3 No authority to sign is required from a company or close corporation or partnership which has only one director or member.
- 12.4 In the event that a non-member/ non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the bid.

13. **CONTRACT PERIOD**

- 13.1 **The Department of Public Works and Infrastructure, OR Tambo District wishes to enter into a formal contract with a successful service provider to render offsite Travel Management Services in respect of Accommodation and meals, Air travel, Car hire, Bus and Shuttle service for a period of twelve (12) months.**
- 13.2 The Department of Public Works and Infrastructure may accept or reject any offer and may cancel the bid process or reject all bid offers at any time before the formation of a contract.
- 13.3 The Department of Public Works and Infrastructure also reserves the right to accept the bid as a whole or a part of the bid, or any item or part of any item.
- 13.4 The Department shall not accept or incur any liability to a service provider for such cancellation or rejection or acceptance, but will give written reasons for such action.
- 13.5 Failure to deliver the required services, clause 22 and 23 of the GCC will apply.

14. **DELIVERY PERIODS**

After signing the formal contract with the department, the successful bidder will be expected to commence with work on an “**as and when**” a **booking is needed** and delivery periods, where indicated must be adhered to. Failure to deliver the required services, clause 22 and 23 of the GCC will apply.

15. **DISPUTES**

In the event that disputes cannot be resolved by internal systems, the disputes will be dealt with in accordance with clause 27.2 of the GCC.

16. **CLOSING DATE / SUBMITTING OF BIDS**

- 16.1 Bids must be submitted in sealed envelopes clearly marked: **ORT5-26/27-0023 ORR APPOINTMENT OF A SERVICE PROVIDER TO RENDER OFF-SITE TRAVEL MANAGEMENT SERVICES IN RESPECT OF ACCOMMODATION AND MEALS, AIR TRAVEL, CAR HIRE, BUS AND SHUTTLE SERVICE FOR THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, O.R TAMBO DISTRICT OFFICES FOR A PERIOD OF TWELVE (12) MONTHS**

must be deposited in the bid box, Ground floor, Department of Public Works and Infrastructure, KD Matanzima Buildig Ground floor, Corner Owen and Victoria Street, Mthatha not later than **11h00** on **17 JULY 2026** when proposals will be opened in public.

Bidders must ensure that bids submitted via courier services are deposited by the courier service in the Departmental bid box prior to the closing date and time. The

Department will not accept responsibility if bids received by officials are not timely deposited in the Bid Box.

17. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

18. COMMUNICATION

- a. A nominated official of the bidder(s) can make enquiries in writing, to the specified persons, as indicated on this document via email. Bidder(s) must reduce all telephonic enquiries to writing and send to the mentioned email address.
- b. The delegated office of Department of Public Works and Infrastructure may communicate with Bidder(s) where clarity is sought in the bid proposal.
- c. Any communication to an official or a person acting in an advisory capacity for Department of Public Works Works and Infrastructure in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.
- d. All communication between the Bidder(s) and Department of Public Works and Infrastructure must be done in writing.
- e. Whilst all due care has been taken in connection with the preparation of this bid, Department of Public Works and Infrastructure makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. Department of Public Works and Infrastructure, and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current or complete.
- f. If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by Department of Public Works & Infrastructure (other than minor clerical matters), the Bidder(s) must promptly notify Department of Public Works and Infrastructure in writing of such discrepancy, ambiguity, error or inconsistency in order to afford Department of Public Works and Infrastructure an opportunity to consider what corrective action is necessary (if any).
- g. Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by Department of Public Works and Infrastructure will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- h. All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

19. CONDITIONS WITHDRAWN FROM THE GENERAL CONDITIONS OF CONTRACT

Spare parts (paragraph 14)

20. PRESENTATION / DEMONSTRATION

Department of Public Works and Infrastructure reserves the right to request presentations/ demonstrations from the short-listed Bidders as part of the bid process.

21. SUPPLIER DUE DILIGENCE

Department of Public Works and Infrastructure reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits/In loco Inspection.

22. PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing Department of Public Works and Infrastructure, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

23. INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, Department of Public Works incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality

obligations), then the bidder indemnifies and holds Department of Public Works harmless from any and all such costs which Department of Public Works and Infrastructure may incur and for any damages or losses Department of Public Works and Infrastructure may suffer.

24. PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

25. LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. Department of Public Works and Infrastructure shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

26. TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant

27. GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of

any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

28. AWARD OF BIDDERS NOT SCORING THE HIGHEST POINTS

- a. The Department intends to award this to the highest point scorer, unless circumstances justifies otherwise.
- b. A contract may be awarded to a tenderer that did not score the highest points, subject to a risk assessment indicating that the higher point scorer(s) does not have the capacity to render the service.

29. OTHER CONDITIONS OF BID

- a. The Department intends to award to the highest point scorer as whole, unless circumstances justifies otherwise.
- b. This quotation will be awarded as a whole.
- c. The Department will contract with the successful bidder by signing a contract.
- d. The bidder or any of its directors/shareholders is not listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.

- e. Wherever a brand name is specified in this document (i.e. specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.
- f. The tenderer undertakes to maximize the sourcing of building material or infrastructure input material from Eastern Cape based suppliers or manufacturers.
- g. The bidder has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect;

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORK & INFRASTRUCTURE					
BID NUMBER:	ORT5-26/27-0023 ORR	CLOSING DATE:	17 JULY 2026	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO RENDER OFF-SITE TRAVEL MANAGEMENT SERVICES IN RESPECT OF ACCOMMODATION, AIR TRAVEL, CAR HIRE, BUS AND SHUTTLE SERVICE FOR THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, O.R TAMBO DISTRICT OFFICES FOR A PERIOD OF TWELVE (12) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
AT DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, KD MATANZIMA BUILDING GROUND FLOOR, CORNER OWEN AND VICTORIA STREET, MTHATHA					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. L Mbaleni		CONTACT PERSON	Ms O Tuswa-Titus	
TELEPHONE NUMBER	047 505 2754/081 028 5559		TELEPHONE NUMBER	047 505 2832	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	lindiwe.mbaleni@ecdpw.gov.za		E-MAIL ADDRESS	olwethu.tuswa@ecdpw.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

For ease of reference, Bidders shall enter their Price in the space provided below:

ITEM NO.	SERVICE REQUIRED	TOTAL COST FOR IN RANDS INCL VAT (amount in figures)	TOTAL COST IN RANDS INCL VAT (amount in words)
1.	Travel Management Services in respect of Accommodation and meals, Air Travel, Car Hire, Bus and Shuttle service for DPWI, OR Tambo District offices for a period of twelve (12) months.	Amount in figures	Amount in words
		R..... (Carried over from page 22) (Carried over from page 22)

NOTE:

If the Bid Sum (amount in words) differ from the Bid Sum (amount in figures), the Bid Sum (amount in words) will govern.

SIGNATURE OF BIDDER:

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

DATE:

TERMS OF REFERENCE / SCOPE OF WORK

ORT5-26/27-0023 ORR

APPOINTMENT OF SERVICE PROVIDER TO RENDER OFF-SITE TRAVEL MANAGEMENT SERVICES IN RESPECT OF ACCOMMODATION AND MEALS, AIR TRAVEL, CAR HIRE, BUS AND SHUTTLE SERVICE FOR THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, O.R TAMBO DISTRICT OFFICES FOR A PERIOD OF TWELVE (12) MONTHS

1. PURPOSE

The Department of Public Works & Infrastructure, OR Tambo District requests service provider/s to render offsite travel management services in respect of accommodation and meals, air travel, car hire, bus and shuttle service for a period of twelve (12) months.

2. DEFINITIONS

Accommodation means the rental of lodging facilities while away from one's place of residence, but on authorised official duty.

After-hours service refers to an enquiry or travel request that is actioned after normal working hours.

ASATA means Association of South African Travel Agents

Authorising Official means the employee who has been delegated to authorise travel in respect of travel requests and expenses, e.g. line manager of the traveler.

Department means the organ of state, Department or Public Entity that requires the provision of travel management services.

Domestic travel means travel within the borders of the Republic of South Africa.

Emergency service means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from original planned trip.

Service Level Agreement (SLA) is a contract between the Travel Management Company (TMC) and the Government Department that defines the level of service expected from the TMC.

Transaction Service Fee means the fixed fee charged for each specific service type e.g. accommodation, air tickets, car hire etc. charged per number of days, per transaction, per booking.

Traveler refers to a Government official, consultant or contractor travelling on official business on behalf of Government.

Travel Authorisation is the official form utilised by Government reflecting the detail and order number of the trip that is approved by the relevant authorising official.

Travel Booker is the person coordinating travel reservations with the Travel Management Company (TMC) consultant on behalf of the Traveler, e.g. the personal assistant of the traveler.

Travel Management Company (TMC) refers to the Company contracted to provide Travel Management Services (Travel Agents).

Travel Voucher means a document issued by the Travel Management Company to confirm the reservation and/or payment of specific travel arrangements.

VAT means Value Added Tax.

3. **SCOPE OF WORK / SPECIFICATION:**

Required Travel Management items are as follows:

ITEM NO.	TRAVEL DESCRIPTION	PERIOD
1.	Reservations for: - Accommodation and meals bookings	12 months
2.	Reservations for: - Domestic Air Tickets	12 months
3.	Reservations for: - Ground transport i.e. Car Rental (B Category), Bus, Shuttle service and any other mode of ground transport required	12 months

4. **SERVICE REQUIREMENTS**

4.1 **General**

After award, the successful bidder or Travel Management Company (TMC) will be required to arrange Travel Management Services on behalf of the Department of Public Works and Infrastructure (DPWI), OR Tambo District on an “**as and when needed basis**”. Deliverables under this section include without limitation, the following:

- a. The travel management services in respect of domestic accommodation will be provided to all Travelers travelling on behalf of Department of Public Works and Infrastructure for official business duties away from their normal place of work and whereby an official has relocated and relocation arrangements needed, in accordance to the departmental relocation policy. This will include employees, departmental students and departmental stakeholders where the agreement is that DPWI is responsible for the arrangement and cost of travel.
- b. Familiarisation with current DPWI travel business processes.
- c. Familiarisation with current National Treasury Travel Framework, Treasury Instruction relating to travel management, National Treasury Travel Policy and implementations of controls to ensure compliance.
- d. Penalties incurred as a result of the inefficiency or fault of a travel consultant will be for the TMC’s account, subject to the outcome of a formal dispute process.
- e. Assist to manage the third party service providers by addressing service failures and complaints against these service providers.
- f. The travel Agency must have a facility to render a professional corporate travel agency to DPWI, OR Tambo district.
- g. Transaction service fees must be fixed rates or amounts per service for the duration of the contract (12 months).
- h. Transaction fees must be linked to all the costs involved in delivering the services.
- i. Transaction service fees are for reservations or arrangements made per transaction, per booking.
- j. All applicable taxes including value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies should be considered by the TMCs on the offer submitted.

- k. Booking rates will be required as and when travel bookings are made and the awarded TMC should quote relevant rates of the required facility. This includes afterhours services.
- l. Ensure a 24-hour service to facilitate amendments to accommodation bookings, air tickets, car hire, bus and shuttle services.
- m. **The department reserves the right to negotiate with the awarded bidder, as and when the need arises.**

4.2 Reservations

The Travel Management Company (TMC) will:

- a. always endeavour to make the most cost-effective travel arrangements.
- b. describe themselves of all travel requirements for destinations to which travellers will be travelling and advise the traveller of alternative plans that are more cost effective and more convenient where necessary.
- c. book the negotiated discounted rates where possible.
- d. should respond timely and process all queries, requests, changes and cancellations timeously and accurately.
- e. must be able to facilitate group bookings (e.g. for meetings, conferences, events, etc.)
- f. must issue all necessary travel documents, itineraries and vouchers timeously to traveler (s) prior to departure dates.

4.3 Accommodation

- a. The appointed TMC will obtain at least one price quotation within the maximum allowable rate matrix as per the latest cost containment instructions by Treasury.
- b. The appointed TMC will obtain at least one price quotation from accommodation establishments that provide the best available rate within the maximum allowable rate and that is located as close as possible to the venue or office or location or destination of the traveller.
- c. **The maximum allowable rates charged for accommodation must be as per the required star grading and type i.e. 3 graded Hotel or Guest house / Bed & Breakfast under Band 3. This is in line with the latest Treasury Instruction notes for Travel and Subsistence.**
- d. This includes planning, booking, confirming and amending of accommodation with any establishment (hotel group, private hotel, guest house or Bed & Breakfast) in accordance with National Treasury Travel Policy.
- e. Department of Public Works & Infrastructure travellers may only stay at accommodation establishments with which Department of Public Works and Infrastructure has negotiated corporate rates. Should there be no rate agreement in place in the destination, or should the contracted establishment be unable to accommodate the traveller, the TMC will source suitable accommodation bearing in mind the requirement of convenience for the traveller and conformation with acceptable costs, or as stipulated in written directives issued from time to time by the National treasury or Department of Public Works and Infrastructure.
- f. Accommodation, Air travel, Car hire, Bus and Shuttle services vouchers must be issued to all Department of Public Works and Infrastructure travellers for travelling bookings and must be invoiced to Department of Public Works and Infrastructure. Such invoices must be supported by a copy of profoma invoice for the travel made.

4.4 Air Travel

- a. The TMC must be able to book full-service carriers as well as low cost carriers.
- b. The TCM should book the lowest airfares possible for domestic travel.

- c. The airline ticket should include the applicable airline agreement number as well as the individual loyalty program number of the Traveller (if applicable).
- d. Reservations for airline tickets must be delivered electronically to the Traveller(s), promptly after booking, within a minimum of 2 hours before the departure times.
- e. The TMC will be responsible for the tracking and management of unused e-tickets as per the agreement with the institution.

4.5 Ground transport i.e. Car Rental, Shuttle, Bus and or any other mode of ground transport

- a. For car hire, the TMC will book the approved category vehicle (B Category) in accordance with the Department of Public Works & Infrastructure Travel Policy, with the appointed car rental service provider from the closest rental location (airport, hotel and venue).
- b. The TMC or Travel Consultant should advise the Traveller on the best time and location for collection and return of car, considering the Traveller's specific requirements.
- c. The TMC will, where required, shall book other means of road transport such as shuttle services, bus and coaches etc. for Traveller(s) in line with the DPWI travel requirements.
- d. Accidents and damage claims against the hired cars will be managed according to the DPWI travel requirements and all other applicable legal frameworks and laws.
- e. Any fines, penalties and administration fees payable as a result of the contravention of any traffic rules and regulations will be for the Traveler's own personal account, whilst using a rented vehicle.
- f. Travelers must take every precaution to safeguard rented vehicles against damages, theft or irregular use while driving it and when it is parked.

4.6 Authorisation of official trips

- a. Travelers must obtain approval from the authorising official for any official business travel arrangements.
- b. Travel authorisation must be in a form of an approved travel request memorandum approved by the authorising official in cases of short notice or same day travel bookings and an official purchase order on normal travel requests.
- c. The authorising official must satisfy him/herself of the necessity to travel, limited to official business trips in support of the institution's mandate, prior to approval of the travel request.

4.7 After Hours and Emergency Services

- a. After hours' services must be provided from Monday to Friday outside the official hours (17h00 pm to 7h30 am) and twenty-four (24) hours on weekends and Public Holidays.

- b. A call centre facility or after hours contact number should be available to all travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to. Therefore, the awarded TMC must have the capacity to provide reliable and consistent after hour and emergency support to travellers.
- c. The TMC must have a standard operating procedure for managing after hours and emergency services. This must include purchase order generation of the request within 24 hours.
- d. The TMC should have capacity to provide reliable and consistent after hours and emergency support to traveller/s.
- e. The TMC must provide details/Standard Operating Procedure of the after-hour support, e.g.
 - How it is accessed by Traveler/s,
 - Where it is located, centralized/regionalized,
 - Is it owned/outsourced, and
 - Is it available 24/7/365

4.8 No-shows and cancellations

- a. It is the responsibility of the traveler/s to notify either the TMC, travel booker and immediate supervisor of any cancellations of the reserved accommodation, air tickets, car hire, bus and shuttle services, as soon as he or she becomes aware of the fact.
- b. Each establishment has different conditions/rules in terms of cancellations and the appointed TMC must provide the department with their conditions/rules, including cancellation fees where applicable, relating to last-minute cancellations. The department and the traveler must familiarize themselves of the applicable conditions relating to last-minute cancellations.
- c. The TMC, after being notified by the traveler should notify the establishment where the accommodation is arranged that the traveler will be arriving late to ensure that the reservation is not cancelled or a cancellation fee is incurred.
- d. The TMC will notify the department about the no-show or if the traveler does not check in at all or fails to cancel the booking on time, where it is within his or her ability to do so, and without notification to the TMC, the departmental corrective measures will apply.

4.9 Additional expenses

- a. All additional expenses such as private phone calls, newspapers, alcoholic beverages, toiletries, movies, gratuity for porters or waiters, room service charges, etc. is for the traveler's own personal account. The traveler must settle these expenses at the time of departure.
- b. The TMC must notify the traveler of the additional costs prior to checking in and if the traveler incurred additional costs, after being notified by the TMC and fails to settle the additional charges at time of check-out, the institution must settle the account and the departmental corrective measures will apply.

a. Communication

- a) The TMC may be requested to conduct workshops and training sessions for Travel Bookers of DPWI.
- b) The TMC must ensure sound communication with all stakeholders.
- c) The TMC must link the business traveler, travel coordinator, travel management company in one smooth continuous workflow.

b. Financial Management

- a. The TMC must implement the rates negotiated by Department of Public Works and Infrastructure with travel service providers or the maximum allowable rates established by the Treasury where applicable.
- b. The TMC will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to Department of Public Works and Infrastructure for payment within the agreed time period.
- c. The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to Department of Public Works and Infrastructure' Financial Department on the agreed time period. This includes attaching the Travel Authorization or Purchase Order.
- d. Ensure Travel Supplier accounts are settled timeously.
- e. **Invoices** must be hand delivered to the Department of Public Works and Infrastructure, OR Tambo district offices at KD Matanzima Building, Corner Owen & Victoria Treet, Mthatha OR email to luthando.mana@ecdpw.gov.za / lindile.mtshiza@ecdpw.gov.za, after the services have been rendered.
- f. **The awarded TMC must submit, together with the invoice, a proforma invoice from where the services were rendered.**

c. Account Management

- a. An Account Management structure should be put in place to respond to the needs and requirements of the Government Department and act as a liaison for handling all matters with regard to delivery of services in terms of the contract.
- b. The TMC should appoint a dedicated Account or Business Manager that is ultimately responsible for the management of the Department of Public Works and Infrastructure account.
- c. The necessary processes should be implemented to ensure good quality management and ensuring Traveler satisfaction at all times.
- d. Transactional fees must be fixed rates per service for the duration of the contract.
- e. Transactional fees must be linked to all the costs involved in delivering the services.
- f. A complaint handling procedure must be implemented to manage and record the compliments and complaints of the TMC and other travel service providers.

8. **CONTRACT PERIOD**

- The successful bidder will be expected to arrange travel management services on behalf of DPWI, OR Tambo District on an “**as and when needed basis**”.
- The contract period will be 12 months. However, if the contract value is depleted before the contract period, the contract will be deemed expired.
- The awarded service provider will be notified when bookings are needed to be made by providing quotation.
- The department will generate purchase orders, per booking made.
- Transaction service fees must be fixed, per service, for the duration of the contract (12 months).
- Booking rates / prices for Travel will be required on an “as and when the travel bookings are needed” and the awarded TMC must ensure that the accommodation bookings are within the most recently updated MAXIMUM ALLOWABLE RATES by Treasury.
- **THE SERVICE PROVIDERS NEED TO TAKE NOTE OF THE FOLLOWING:**
Any specification related enquiries may be directed to Ms Olwethu Tuswa-Titus via email: olwethu.tuswa@ecdpw.gov.za and/or on 047 505 2832.

BID EVALUATION

ORT5-26/27-0023 ORR

APPOINTMENT OF SERVICE PROVIDER TO RENDER OFF-SITE TRAVEL MANAGEMENT SERVICES IN RESPECT OF ACCOMMODATION, AIR TRAVEL, CAR HIRE, BUS AND SHUTTLE SERVICE FOR THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, O.R TAMBO DISTRICT OFFICES FOR A PERIOD OF TWELVE (12) MONTHS

BID EVALUATION CRITERIA:

This quotation document will be evaluated in two (2) phases as follows:

Phase One: Compliance, responsiveness to the bid rules and conditions,

Phase Two: Bidders passing the stage above will be evaluated on PPPFA and PPR 2022.

PHASE ONE: COMPLIANCE, RESPONSIVENESS TO THE BID RULES AND CONDITIONS:

- A. Bidders' proposals must meet the following minimum requirements, and the required supporting documents must be submitted with the completed quotation document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration:
1. This quotation document must be submitted in its original format.
 2. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
 3. Bidders must submit a valid certificate / letter of Association of South Africa Travel Agents(**ASATA**) membership
 4. Bidders Disclosure (**SBD 4**) must be fully completed and signed. In the event that 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, such interest must be disclosed on question **2.3.1**. Incomplete or unsigned or poorly completed forms SBD 4 will lead to a bidder being declared non-responsive.
 5. SBD 3.1 – Pricing schedule – Firm prices - must be fully completed. Incomplete SBD 3.1 will lead to a bidder being declared non-responsive.
 6. Form SBD1 “Part B” must be fully completed and signed (date, signature, amount). Incomplete and unsigned SBD 1 “Part B” will lead to a bidder being declared non-responsive.
 7. Resolution to sign where applicable must be completed and signed. Refer to clause 12 (Authority to sign bid document) under the Special Conditions of Contract on page 5, for more details.
 8. Only one offer per item per bidder is allowed and alternative offers will not be considered. If more than one offer per item is received, none of the offers will be considered. Bidders are also not allowed to submit bids whilst they are in agreements with other bidders in the form of joint ventures or consortiums.
 9. The contract period will be valid for a period of 12 months. However, if the contract value is depleted before the contract period, the contract will be deemed expired.

NB: All the above conditions are mandatory

B. Other Conditions of bid (non- eliminating, unless expressly mentioned in the document):

1. DPWI SCM Policy applies (the Department of Public Works & Infrastructure SCM Policy applies.)
2. The awarded bidder will be expected to comply with the specification during contracting stage and failure to do so after engagements, the Department reserves the right to terminate the contract.
3. The bidder must be registered on the Central Supplier Database (CSD) prior the award.
4. All bidders' tax matters must be in order prior award. Bidders' tax matters will be verified through CSD or tax compliance pin. In cases where the bidder's status is found non-compliant, the bidder will be granted 7 days to correct the status. A bidder that fails to rectify its tax matters with SARS will be declared non-responsive.
5. Bidders must note that in addition to being tax compliant at the time of award of the contract, which will be verified with SARS or the CSD, it is incumbent upon the successful bidder/s to ensure that they are at all times tax compliant over the entire duration of the contract. Failure to ensure tax compliance may prevent the Department from issuing orders when goods/services are required. In such instances, the Department reserves the right to procure outside of the contract. Furthermore, if the Department is prevented from obtaining the relevant goods/services on the contract, such constitutes a breach of contract and will be dealt with accordingly, including the recovery of damages/adverse costs where applicable. In instances whereby the bidder is found non-compliant during the time of payment for goods/services rendered, the bidder will be afforded 7 days to rectify their tax matters.
6. Form SBD1 "Part A" should be completed.
7. If the offer of the highest bidder(s) is believed not to be market related or reasonable, the department through its Supply Chain Management procedures may negotiate the offer with the intention to come to a reasonable and acceptable offer. Tenderers are not allowed to increase their offers during this process and where there is no consensus with any of the preferred bidder(s), the client reserves the right to cancel the bid.
8. Arithmetical errors, omission and discrepancies: Check responsive bids for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.
9. This bid will be awarded as a whole. All items in the Pricing Schedule should be correctly priced for. Failure to do so will result increase commercial risk of the bid and may lead to elimination or passing over of the bidder.
10. For Vat related discrepancies, National and Provincial Treasury prescripts in relation to VAT procedures apply.
11. DPWI relevant Policies will apply.
12. Protection of personal information: Consent (POPIA).
13. **Invoices** must be submitted or emailed to the details provided below:
 - luthando.mana@ecdpw.go.za / lindile.mtshiza@ecdpw.gov.za

PHASE TWO: EVALUATION ON PPPFA AND PPR 2022

The **80/20 preference point system** shall be applied for the purposes of this bid as per the requirements of the *Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)* and PPPFA Regulations of 2022

CRITERIA	POINTS
MAXIMUM POINTS FOR PRICE	80
MAXIMUM POINTS FOR SPECIFIC GOALS	20
TOTAL	100

The 80/20 preference point system for acquisition of services, works or goods up to Rand value of R50 million:

- (a) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a rand value equal to or below R50 million, inclusive of all applicable taxes included:

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Rand value of tender under consideration
 P_{\min} = Rand value of the lowest acceptable tender

PLEASE NOTE:

1. The bidder has fully completed and signed SBD 6.1. Bidders need to complete and sign SBD 6.1 to claim points for specific goals. Failure will lead to the non-awarding of points for specific goals.
2. Preference points for joint ventures / consortia will be allocated proportionately in terms of the attributes or qualification for the relevant specific goals.
3. The Department intends to award this to the highest point scorer as whole, unless circumstances justifies otherwise.
4. All information will be verified through CSD.

PRICING SCHEDULE – FIRM PRICES (PURCHASES)**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES WILL NOT BE CONSIDERED**

Name of bidder Bid number: **ORT5-26/27-0023 ORR**
 Closing Time: **11H00** Closing date: **17 JULY 2026**

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

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER OFF-SITE TRAVEL
 MANAGEMENT SERVICES IN RESPECT OF ACCOMMODATION, AIR
 TRAVEL, CAR HIRE, BUS AND SHUTTLE SERVICE FOR THE
 DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, O.R TAMBO
 DISRTICT OFFICES FOR A PERIOD OF TWELVE (12) MONTHS**

Item No.	Transaction Type	Transaction service fee amount exc VAT in R- value per booking	Total Transaction service fee amount incl VAT in R-value per booking
1.	Domestic Accommodation bookings per number of days, per booking	R	R
2.	Domestic Air Ticket bookings per number of days, per booking	R	R
3.	Domestic Shuttle service bookings per number of days, per booking	R	R
4.	Bus / Coach bookings per number of days, per booking	R	R
5.	After hours services per number of days, per booking (As and when required)	R	R
6.	Group bookings with a "minimum of 20 officials" per number of days, per booking	%
7.	Bookings for longer stays such as Resettlement bookings etc. per number of days, per booking	 %
8.	Changes to bookings per number of days, per booking	 %
9.	Cancellations per number of days, per booking	%
Sub-total			R
Add VAT (if applicable)			R
Grand Total (carry over to SBD 1 on page 11)			R

IMPORTANT NOTE:

- Transaction service fees must be fixed for the duration of the contract (12 months).

2. Booking rates / prices for Travel will be required on an “as and when the travel bookings is needed” and the awarded TMC must ensure that the accommodation booking rates (when needed) are within the most recently updated **MAXIMUM ALLOWABLE RATES** by Treasury.
3. The awarded TMC upon invoicing, must submit, together with the invoice, a proforma invoice from where the travel services were rendered.
4. In cases of extensions or emergency bookings, the department will issue out a formal written instruction approved by the delegated person for TMC to arrange extension.
5. On group bookings (minimum of 20 people) and longer stays; bidders must indicate the percentage charged, per number of days, per booking. The percentage should be calculated from the total amount of the booking, per booking.
6. All applicable taxes including value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies should be considered by the TMCs on the offer submitted.
7. The contract period will be 12 months. However, if the contract value is depleted before the contract period, the contract will be deemed expired.
8. If VAT is charged, indicate VAT number below

VAT REGISTRATION NUMBER (IF APPLICABLE)

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individual:-			
	(a) 100% black ownership	6	
	(b) 51% to 99% black ownership	4	
	(c) Less than 51% black ownership	0	
Black women ownership:-			
	(a) 100% black women ownership	4	
	(b) 30% to 99% black women ownership	2	
	(c) Less than 30% black women ownership	0	
Black youth ownership:-			
	(a) 100% black youth ownership	4	
	(b) 30% to 99% black youth ownership	2	
	(c) Less than 30% black youth ownership	0	
People with disability:-			
	(a) 20% or more disabled people ownership	2	

	(b) Less than 20% disabled people ownership	0	
Military Veterans:-			
	(a) Black People who are Military Veterans	2	
	(b) Black People who are not Military Veterans	0	
Locality:-			
	(a) Within the Eastern Cape	2	
	(b) Outside the Eastern Cape	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
(e) forward the matter for criminal prosecution, if deemed necessary

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder’s declaration

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

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

Full Name	Identity Number	Name of 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:

¹ 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten

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

(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 ENHANCING COMPLIANCE, TRANSPARENCY AND

ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS

DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

RESOLUTION FOR SIGNATORY

(See Special Conditions of Bid, paragraph 12)

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form.

An example is given below:

“By resolution of the board of directors passed at a meeting held on _____

MS /Ms _____, whose signature appears below, has been duly authorised to sign all documents in connection with the tender for

Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) .

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

NAME OF SIGNATORY: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

1.NAME & SURNAME _____ SIGNATURE: _____

RECORD OF ADDENDA TO BID DOCUMENTS

PROJECT TITLE	APPOINTMENT OF A SERVICE PROVIDER TO RENDER OFF-SITE TRAVEL MANAGEMENT SERVICES IN RESPECT OF ACCOMMODATION AND MEALS, AIR TRAVEL, CAR HIRE, BUS AND SHUTTLE SERVICE FOR THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, OR TAMBO DISRTICT OFFICES FOR A PERIOD OF TWELVE (12) MONTHS		
ORT NUMBER	ORT5-26/27-0023 ORR		
I / We confirm that the following communications received from the Department of Public Works & Infrastructure before the submission of this tender offer, amending the tender documents, have been taken into account in this bid offer: (Attach additional pages if more space is required)			
Item	Date	Title or Details	No. of Pages
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Attach additional pages if more space is required.

Signed Date

Name Position

Tenderer

PROTECTION OF PERSONAL INFORMATION: CONSENT (POPIA)

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion. As part of its business activities, the Department of Public Works and Infrastructure obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the Department of Public Works and Infrastructure from time to time. The Department of Public Works and Infrastructure confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

The Department of Public Works and Infrastructure hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Not unless directed to do so by an order of court, the Department of Public Works and Infrastructure does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will from time-to-time access and be seized with information of a personal nature pertaining to the Department of Public Works and Infrastructure. Some of the information may because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the Department of Public Works and Infrastructure requires that Bidders which receive or have access to its personal information, process any such information in a manner compliant with the requirements of the POPIA.

AGREEMENT

1. The Department of Public Works and Infrastructure and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:
 - a) They process the information only for the express purpose for which it was obtained.
 - b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.
 - c) They will introduce, and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.
 - d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
 - e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.
 - f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.

2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organization.

3. Bidder's Obligations

- a) The Bidder is required to notify the Information Officer of Department of Public Works and Infrastructure, in writing as soon as possible after it becomes aware of or suspects any loss, unauthorized access or unlawful use of any of the Department of Public Works and Infrastructure's personal information.
- b) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.
- c) The Bidder shall be required to provide the Department of Public Works and Infrastructure with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.
- d) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of Department of Public Works and Infrastructure.

On behalf of the Bidder:

..... Signature Date
..... Position Name of the Bidder

On behalf of the Client:

..... Signature Date
..... Position Name of Client Representative

GENERAL CONDITIONS OF CONTRACT

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GENERAL CONDITIONS OF CONTRACT

1. Definitions

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 provider, 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 provider 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 the 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 provider 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 provider and not involving the provider'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 provider 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 provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as land 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 provider covered under the contract.
- 1.25 **"Written"** or **"in writing"** means hand-written 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 (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise 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 Invitations to bid are usually published in locally distributed news media and in the institution's website.

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 provider 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 provider 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 provider 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 provider's performance under the contract if so required by the purchaser.

5.4 The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of goods or any part thereof by the purchaser.

6.2 When a provider developed documentation/projects for the department or PROVINCIAL entity, the intellectual, copy and patent rights or ownership or such documents or projects will vest in the department or PROVINCIAL entity.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the success 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 provider'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 provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

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 purchaser or an organization acting on behalf of the purchaser.

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 clause 8.2 & 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 provider.
- 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 analysed 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 provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.
- 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. Packaging

- 9.1 The provider shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the good's final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packaging, 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, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the provider in accordance with the terms specified in the contract.

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.

12. Transportation

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

13. Incidental services

13.1 The provider may be required to provide any or all of the following services, including additional services, if any:

- (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 provider of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the provider'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 provider 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 provider for similar services.

14. Spare parts

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

- 9. such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract, and
- 10. in the event of termination of production of the spare parts:
 - a. Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - b. 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 provider 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 provider 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 provider, 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.

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

- 15.4 Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.
- 16. Payment**
- 16.1 The method and conditions of payment to be made to the provider under this contract shall be specified
- 16.2 The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment 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 provider.
- 16.4 Payment will be made in Rand unless otherwise stipulated.
- 17. Prices**
- 17.1 Prices charged by the provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.
- 17.2 Increase/decrease of quantities**
- In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no taxation in price.
- 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 provider 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 provider 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 provider from any liability or obligation under the contract.
- 21. Delays in the provider's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the provider 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 provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider 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 provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider'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 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.
- 21.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider 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.
- 21.5 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 provider'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 provider.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the provider 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 good 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 provider, may terminate this contract in whole or in part:
- (a) if the provider 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 provider fails to perform any other obligation(s) under the contract; or
 - (c) if the provider, in the judgement 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 provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.

24. Anti-Dumping and Counter-Vailing 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 provider to the

purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider 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 provider 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 provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider 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 provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, 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 provider 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 provider 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 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 provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of Liability

- 28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the provider 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 provider to pay penalties and / or damages to the purchaser; and

(b) the aggregate liability of the provider 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.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the provider 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 provider 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 provider 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 SARS must have certified that the tax matters of the preferred bidder are in order.

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.