



## INVITATION TO BID

**AIR TRAFFIC AND NAVIGATION SERVICES SOC LTD**

**REPUBLIC OF SOUTH AFRICA**



### REQUEST FOR QOUTATIONS

<b>RFQ REFERENCE NUMBER:</b>	<b>ATNS/RFQ151025/ OHS SIGNAGES, REFLECTIVE VESTS, OHS ACT BOOKS AND COID ACT BOOKS /2025/2026</b>
<b>DESCRIPTION:</b>	<b>THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER SUPPLY AND DELIVERY OF OHS SIGNAGES, REFLECTIVE VESTS, OHS ACT BOOKS AND COID ACT BOOKS, PROVISION OF SPILL MANAGEMENT SERVICES ON A CONTRACT BASIS FOR A PERIOD OF 3 YEARS ON A RATE BASIS AS AND WHEN REQUIRED FOR AIR TRAFFIC AND NAVIGATION SERVICES (ATNS) SITES I.E. HEAD OFFICE, FACT, FABL, FAOR, FAPE, FAGG, FAGM, FALA, FAWB, FAKM, FAEL, FAKN, FAMM, FAPM, FAPP, FALE, FAUP, FAUT, FAVG, FARB, FAGC</b>
<b>ISSUE DATE:</b>	<b>10 February 2026</b>
<b>CLOSING DATE:</b>	<b>24 February 2026</b>
<b>CLOSING TIME:</b>	<b>15H00, CAT</b>
<b>COMPULSORY VIRTUAL BRIEFING SESSION VIA MS TEAMS PLATFORM:</b>	<b>N/A</b>
<b>REQUIRED ADMINISTRATIVE</b>	<b>Valid Tax Pin Status</b>

<p><b>DOCUMENTS</b></p>	<p>Valid B-BBEE Certificate or Sworn Affidavit – Certified</p> <p>Banking Details with a Bank Stamp</p> <p>Optional - Quotation on the Company Letterhead (aligned to ATNS pricing schedule)</p> <p>CIPC registration Documents</p>
<p><b>MANDATORY DOCUMENTS:</b></p> <p><i><b>NB: FAILURE TO SUBMIT ALL OF THESE DOCUMENTS WILL RESULT ON YOUR QUOTATION BEING DISQUALIFIED.</b></i></p>	<p>N/A</p>
<p><b>RFQ DOCUMENTS MAY BE ADDRESSED TO:</b></p>	<p>Procurement Officer: Charles Sekgobela</p> <p>Email address: <a href="mailto:RFQs@atns.co.za">RFQs@atns.co.za</a></p>

The information contained within this document is confidential to ATNS in all respects and it is hereby acknowledged that the information provided shall only be used for the preparation of a response to this document. The information furnished will not be used for any other purpose than stated and that the information will not directly or indirectly, by agent, employee or representative, be disclosed either in whole or in part, to any other third party without the express written consent by the Company or its representative.

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**BIDDING STRUCTURE**

<b>Indicate the type of Bidding/Tendering Structure by marking with an 'X'</b>	
<b>Individual Bidder</b>	
<b>Joint Venture</b>	
<b>Consortium</b>	
<b>With Sub-Contractors</b>	
<b>Other</b>	
<b>If Individual:</b>	
<b>Name of Bidder</b>	
<b>Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Contact Person</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Cell Number(s)</b>	
<b>E-mail Address</b>	
<b>Postal Address</b>	
<b>Physical Address</b>	
<b>If Joint Venture or Consortium, indicate the name/s of the partners:</b>	
<b>Company Name</b>	
<b>Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Contact Person</b>	
<b>Telephone Number</b>	
<b>E-mail Address</b>	
<b>Fax Number</b>	
<b>Postal Address</b>	
<b>Physical Address</b>	

## 1. SECTION A: INTRODUCTION AND SCOPE OF WORK

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### 1.1. Introduction

Air Traffic and Navigation Services SOC Limited (ATNS) provide air traffic, navigation, training and associated services within South Africa and a large part of the Southern Indian and Atlantic Ocean, comprising approximately 6% of the world's airspace.

ATNS operates from nine ACSA and 12 other aerodromes. As a globally competitive employer of choice, ATNS is committed to diversity and has achieved ranking within the top 10 companies in South Africa with regards to female representation at executive levels.

### 1.2. Objective

The purpose of this RFQ is to contract with a suitably qualified supplier with specific product knowledge and the requisite capacity to execute this project within the desired quality, scope, timeframe, and cost-effectiveness for ATNS.

### 1.3. Scope of Work

The appointed service provider is expected to:

Supply and delivery of OHS signages, reflective vests, OHS Act books and COID Act books. Provision of Spill Management Services on a Contract Basis for a Period of 3 Years on a Rate Basis as and when required for Air Traffic and Navigation Services (ATNS) sites i.e. Head Office, FACT, FABL, FAOR, FAPE, FAGG, FAGM, FALA, FAWB, FAKM, FAEL, FAKN, FAMM, FAPM, FAPP, FALE, FAUP, FAUT, FAVG, FARB, FAGC and ho with the following specifications:

### 1.4. PURPOSE OF THE REQUEST FOR QUOTATIONS

**1.4.1.** ATNS invites experienced and qualified suppliers to submit quotations for the Supply and delivery of OHS signages, reflective vests, OHS Act books and COID Act books. Provision of Spill Management Services on a Contract Basis for a Period of 3 Years on a Rate Basis as and when required for Air Traffic and Navigation Services (ATNS) sites i.e. Head Office, FACT, FABL, FAOR, FAPE, FAGG, FAGM, FALA, FAWB, FAKM, FAEL, FAKN, FAMM, FAPM, FAPP, FALE, FAUP, FAUT, FAVG, FARB, FAGC.

1.5. The purpose of this RFQ is to contract a suitably qualified supplier with specific product knowledge and the requisite capacity to execute this project within the desired quality, scope, timeframe and cost-effectiveness for ATNS.

## 2. EXTENT OF WORK

### 2.1. SCOPE OF WORK

### 2.2. THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER SUPPLY AND DELIVERY OF WASTE SORTING BINS FOR FABL, FAKM, FAUP, FACT, FAGG, FAUT, FAEL, FAMM, FAGM, & FAWB REMOTE SITES AND TOWER, ACSA SITES AND HEAD OFFICE

2.2.1. Procurement of waste sorting bins for FABL, FAKM, FAUP, FACT, FAGG, FAUT, FAEL, FAMM, FAGM, & FAWB remote sites and tower, ACSA sites and HO

- Bins should be made of recyclable or recycled materials.
- Bins should be branded with the ATNS logo and must indicate the type of waste to be disposed in each container.
- Sizes and quantity should be precise as indicated in annexure.

2.2.2. Signage and demarcation for FABL, FAKM, FAUP, FACT, FAGG, FAUT, FAEL, FAMM, FAGM & FAWB remote sites, ACSA sites and HO

- Signage and demarcation should be self-adhesive.

### 2.2.3. Annexure C: Sites address

Name of sites/s	Delivery address
ATNS Head office	South Blvd Rd, Bruma, Johannesburg 2026
FAOR	OR Tambo Gate 14 ATNS Control Tower 15 Bonaero Drive, Kempton Park, Johannesburg, 1619
FACT	ATNS Control Tower Cape Town International Airport Matroosfontain, Cape Town, 7490
FALE, FAPM, FAVG & FARB	ATNS Control Tower King Shaka International Airport King Shaka Drive, La Mercy, 4407
FAPP	ATNS Control Tower Gateway Airport N1 North, Polokwane, 0700
FAKN	ATNS Control Tower Kruger International Airport R538, Mbombela, 1200
FAPE	ATNS Control Tower Chief Dawid Stuurman International Airport Port Elizabeth

FAEL & FAUT	ATNS Control Tower East London Airport 66 Settlers Way, Greenfields, East London, 5201
FABL	ATNS Control Tower N8 Road, Bram Fischer International Airport
FAUP	ATNS Control Tower Upington International Airport Diedericks street, Upington, 8801
FAKM	ATNS Control Tower Kimberley Airport Comp Patterson Road, Diskobolos, Kimberley, 8300
FALA	ATNS Control Tower National Airways Corporation Lanseria International Airport Lanseria, 1748
FAGM, FAGC	ATNS Control Tower

#### 2.2.4. Annexure D

##### Scope of work for the 3-year contract

##### Occupational Health and Safety and Environmental requirements

#### 2.2.4.1. Legal Compliance

##### 2.2.4.1.1. Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between ATNS and the appointed contractor at the time of awarding the contract. The appointed contractor must ensure that a section 37(2) agreement is compiled between the principal contractor and all their appointed contractors for the contract, if any. The original copy of section 37(2) agreement must be retained by the contractor and a copy retained by the manager responsible. A copy all the agreements must form part of the respective contractor's SHE files.

Note: The agreement must be signed by both parties i.e. ATNS contract manager and the appointed principal contractor.

#### 2.2.4.2. Site Access Requirements

The safety file package must be submitted to the SHE unit 30 days before the date of commencement for the agreed project.

Before the successful contractor commences with any work, the ATNS contract manager must ensure the following:

- ❖ The appointed principal contractor and the ATNS contract manager have signed the ATNS section 37 (2) agreement.

- ❖ The appointment of the appointed principal contractor has been concluded and signed by the relevant individuals.
  - ❖ The SHE unit shall assess and give written feedback to the appointed principal contractor.
    - ❖ The safety file shall be approved in a form of a written letter from the SHE unit, the letter shall authorize the appointed principal contractor to commence with site establishment.
    - ❖ In the event that an Airport Management access permit is required, the appointed contractor will incur the cost of the permits.
- 2.2.4.3. Requirements specific to the issued scope of work
- 2.2.4.4. In compliance with legal and other requirements, the following requirements must be complied with fully:
- 2.2.4.5. The supplier must submit a list of drivers that will be responsible for deliveries at ATNS
- Attach a valid letter of good standing with the Compensation commissioner or other acceptable insurance
- 2.2.4.6. Attach identification documents/ passport copies
- Attached proof of driver's license and PDP for the appointed vehicle operators
  - Attach proof of the company's own induction
- 2.2.4.7. A copy of company SHE Policy
- A copy of signed 37(2) agreements
- 2.2.4.8. Attach documented safe work procedure i.e loading and off-loading, Incident Management and Risk Assessment
- ❖ The appointed contractor must be able to provide the required PPE for their employees, along with any other resource required
- 2.2.4.9. Requirements for vehicles
- 2.2.4.10. The appointed contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
- ❖ Contractor vehicles can be subject to inspections by the contract/project manager. Vehicles which are not roadworthy will not be permitted.
- 2.2.4.11. All vehicles must be fitted with fire extinguisher and first aid kit.
3. Requirements for Drivers
- ❖ The driver must have a valid national license for the type of vehicle used.
  - ❖ It is the responsibility of the driver to ensure:
    - Their passengers wear seat belts whilst the vehicle is in motion.
    - Comply with all traffic road rules, safety, direction and speed signs.
    - Ensure that vehicle loads are properly secured prior to moving off.
    - Ensure that vehicles are not overloaded.
  - ❖ Drivers may text, talk on cell phones or two-way radios whilst driving, unless a hands-free kit is used.
  - ❖ All drivers of such vehicles are to have valid medical fitness certificates.

#### 4. Environmental requirements

- ❖ Duty of care shall be prioritised, as per National Environmental Management Act No. 107 of 1998. Section 28, to ensure responsible execution of scope of work. ATNS shall not be liable for the costs of remedying pollution, environmental degradation and consequent adverse health effects as per the Polluter Pays Principle contained in the National Environmental Management Act No. 107 of 1998.
- ❖ Activities shall be in line with ATNS' Safety, Health, Environment and Quality (SHEQ) Policy.
- ❖ A waste management plan aligned with the NEMA Waste Act (No. 59 of 2008) principles and the ATNS Waste Management Procedure, shall be provided and approved by ATNS.
  - ❖ Relevant compliance obligations i.e. permits/ licenses/ accreditations shall be provided to ATNS to ensure authorized services providers execute on the scope of work.

#### 5. Emergency Management

- ❖ The appointed principal contractor must develop their own emergency management procedure detailing the possible emergencies that could arise due to the activities that they conduct at ATNS premises and how they will evacuate the area in case of any emergency. The contractor emergency management procedure must be in line with ATNS emergency response plan.

#### 6. Non-Conformance and Compliance

- ❖ Any non-compliance with any health and safety and environmental requirement in this SHE specification is subject to discipline.
- ❖ Where non-conformances are issued by ATNS, then one of the close-out steps of the procedure will be for the offender to be called on by the contractor responsible manager to explain the non-conformance issued and what they intend doing to prevent a recurrence of the non-conformance.

### **Annexure E: Spill Management Services**

#### 7. Introduction

Air Traffic and Navigation Services (ATNS) at all sites and Remote sites requires a service provider to manage and mitigate spills effectively. This RFQ seeks qualified vendors to provide spill management services on an as-and-when-required basis for a period of three (3) years across the listed sites (Annexure B). Additionally, the service provider must offer comprehensive training for ATNS staff on the proper use of spill kits.

#### 8. Deliverables

The service provider shall deliver the following:

- ❖ Spill management services on an as-needed basis, with guaranteed response times.
- ❖ Spill kits
- ❖ Comprehensive training sessions for ATNS employees, including all necessary materials and certification.
- ❖ Detailed incident reports and records for each spill managed.
- ❖ Regular updates and reports to ATNS on the effectiveness of training programmes and spill response procedures.

## 9. Scope of Work

### 9.1. Spill Management Services:

#### i. On-call Response:

Provide spill management services on a contract basis, with availability to respond to major spills at all ATNS sites as and when required.

#### ii. Spill Containment and Cleanup:

Utilize industry-standard techniques and equipment to contain and clean up spills, ensuring minimal environmental impact and compliance with relevant regulations.

#### iii. Handling of Hazardous Chemical Substances:

Manage and dispose of hazardous materials in accordance with local, national, and international regulations. Safety Data Sheets shall be provided for all hazardous substances utilised.

#### iv. Documentation and Reporting:

Maintain detailed records of all spill incidents, including response times, materials used, cleanup procedures, and disposal methods. Provide incident reports to ATNS as required.

#### v. Environmental Compliance:

Ensure all spill management activities comply with environmental regulations i.e., documentation to demonstrate expertise in handling spill management services: ISO 14001, 9001, 45001, Chemical and allied Industry's Association (CAIA), Institute of Waste Management of Southern Africa, any other relevant memberships and licenses/ permits compliant with the National Environmental Management Act (NEMA) and other related legislation, SANS standards

#### b. Spill Management and Hazardous Substances Handling Training Services:

i. Training Program Development:

Develop a training program tailored to ATNS staff, focusing on the effective use of spill kits and initial spill response procedures.

ii. Training Delivery:

Conduct regular training sessions (at least once annually) for ATNS employees, covering the following topics, but not limited to:

- ❖ Handling of hazardous substances
- ❖ Understanding different types of spills (e.g., oil, chemicals)
- ❖ Proper use and maintenance of spill kits
- ❖ Initial response actions in the event of a spill
- ❖ Safety precautions during spill response
- ❖ Reporting procedures for spill incidents

10. Certification:

Issue certificates of completion to all trained employees, indicating successful participation in the spill response and hazardous substances handling training programme.

Inspections will be carried out by the ATNS representative in order to ensure that the work is carried out to satisfaction and in line with the Work Specification and the method statement provided by the Tendered and accepted by ATNS.

a. **SAFETY (IF SUPPLIER IS GOING TO WORK AT THE AIRPORT)**

On appointment the successful tenderer must submit a SHE files complying with the latest amendment of the Occupational Health and Safety Act and Regulations. The contractor will only be issued with a site access certificate once his SHE file has been approved and accepted by ATNS. It is therefore of utmost importance that the SHE files gets approved before any delivery to site is considered, to prevent unnecessary delays and standing time at the Airport entrance gate.

Minimum site SHE files requirements (also refer to OHS Act and Regulations):

- Site specific risk assessment
- Site specific method statement
- Waste Management Plan
- Valid medical certificate of fitness for all employees on site, issued by an occupational health practitioner.

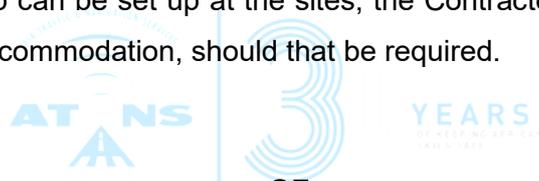


- Environmental Method Statement
- Proof of Competency for the duly appointed competent staff on site.
- Records of the health and safety induction training pertaining to the site
- ID copies for employees on site
- The PPE register for the site essential PPE, i.e., life jackets, safety harness, etc., issued to employees on site.
- Letter of good standing with the Department of Labour in terms of the Compensation fund
- Any other certificates relevant to the site and activities to be carried out.

The successful tenderer will be responsible for the site to be in a safe and tidy condition throughout the refurbishment period. Site inspection will be done from time to time and if not in a tidy and safe condition, it must be restored immediately to the satisfaction of ATNS representative. The ATNS representative may order the contractor to stop all work, until such time as, in his opinion, this condition has been observed.

**b. ACCOMMODATION**

No accommodation camp can be set up at the sites; the Contractor must make his/her own arrangements for staff accommodation, should that be required.



**NAME OF THE**

**COMPANY**.....

**DESIGNATION**.....

**SIGNATURE**.....

.

**CSD NUMBER**.....

**PREFERENTIAL PROCUREMENT REFORM:**

**The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.**

ATNS Preferential Procurement (PP) requirements as per the ATNS Supply Chain Management Policy, states that ATNS shall deal with suppliers in accordance with the ATNS specific goals. The application of the specific goals will be per request, per tender up to the maximum points as per the applicable pricing formula, the 80/20 system.

Suppliers not meeting the requirements of the Preferential Procurement are required to clearly identify any possible teaming arrangement which could be established with South African B-BBEE compliant enterprises Any workable plan to train and promote black businesses or individuals through meaningful participation in this project will be considered favorably by the Company during the Tender evaluation process.

Partnership must be in the form of Joint Venture Agreement or Consortium Agreement between compliant B-BBEE and non-B-BBEE Organisation/or foreign supplier in order to meet the policy requirements.

All responsive tender offers shall be evaluated in terms of Price and ATNS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.

#### THE EVALUATION OF THE RFQ:

<b>STAGE 1</b>	<b>ADMINISTRATIVE REQUIREMENTS</b>
<b>STAGE 2</b>	<b>PRICE AND ATNS SPECIFIC GOALS</b>

**The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.**

#### **STAGE 1: ADMINISTRATIVE REQUIREMENTS**

The bidder must comply with **ALL** of the bid administrative requirements in order for the bid to be accepted for evaluation.

If the Bidder fails to comply with any of the administrative requirements, or if ATNS is unable to verify whether the administrative requirements are met, then ATNS reserves the right to-

- (a) Reject the bid and not evaluate it, or
- (b) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

#### **1.5 Duration for the services**

The contract period for the delivery of this requirement is estimated at 7 days from the date of from the date of appointment.

## 1.6 Validity Period

- 1.6.1 The proposal provided to ATNS in terms of this request for quotations will be valid for a period of 60 days from the date of submission except for the Tax and B-BBEE certificates which must still be valid at the time of award.
- 1.6.2 Should there be a need to request extension of the finalisation of the award of the RFQ, the bidders will be duly informed, and the priced proposal will remain valid for the amended duration.

## 1.7 Procedures For Submitting Quotations

- 1.7.1 The closing date and time for submitting quotations is 24 February 2026 @ 15h00, CAT.
- 1.7.2 All prospective bidders must send their bid/RFQ response submissions to ATNS before or on the closing date and time.
- 1.7.3 Bidders must email a soft copy of their proposal to: [charlesS@atns.co.za](mailto:charlesS@atns.co.za)

## 2 SECTION B: BID EVALUATION PROCESS

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### Bid Evaluation Process

The bid evaluation process for this RFQ will be conducted in two (2) distinct stages as follows:

#### 2.5 Stage 1: Administrative Requirements

All prospective bidders must comply with the following administrative requirement:

- 2.5.1 Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 2.5.2 Fully completed and signed Standard Bidding Documents (SBD) forms: (SBD 1, SBD 3.3, SBD 4, and SBD 6.1): duly completed and signed by the duly authorised person.
- 2.5.3 Tax clearance certificate and Pin.

If the Bidder failed to comply with any of the administrative requirements, or if ATNS is unable to verify whether the requirements are met, then ATNS reserves the right to-

- b) Reject the bid and not evaluate it, or
- c) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

## 2.6 Stage 2: Price and Specific Goals

2.6.1 The 80/20 preference points system will be utilised for this RFQ. This preference points system is for the acquisition of goods or services with a Rand value up to R50 million as follows:

Criteria	Means of Verification	Points
Price	Proposed Bid Price	80,00
Preference Points	Specific Goals	20,00
<b>Total Points</b>		<b>100,00</b>

### 2.6.2 Pricing Schedule

This section provides the tenderer with guidelines and requirements regarding the completion of the Price Schedule.

#### ANNEXURE A:

#### List of reflective vests, posters and books to be purchased: Photographic description

Item	Detailed specification	Photographic description	Quantity	Year 1	Year 2	Year 3
First aider (in green)	<ul style="list-style-type: none"> <li>• ATNS logo branded on the front</li> <li>• Medical Hi Vis Green Vest branded "first aider"</li> <li>• Made from Hardwearing Knitted Polyester</li> <li>• Secure Front Velcro Fastening</li> <li>• Double Stitched for Durability</li> </ul>		1			

<p>Evacuation Warden (in blue)</p>	<ul style="list-style-type: none"> <li>• ATNS logo branded on the front</li> <li>• Medical Hi Vis blue Vest branded “evacuation warden”</li> <li>• Made from Hardwearing Knitted Polyester</li> <li>• Secure Front Velcro Fastening</li> <li>• Double Stitched for Durability</li> </ul>		1			
<p>Safety representatives (in orange)</p>	<ul style="list-style-type: none"> <li>• ATNS logo branded on the front</li> <li>• Medical Hi V orange Vest branded Safety representative”</li> </ul>		1			
	<ul style="list-style-type: none"> <li>• Made from Hardwearing Knitted Polyester</li> <li>• Secure Front Velcro Fastening</li> <li>• Double Stitched for Durability</li> </ul>					
<p>Fire Warden (in red)</p>	<ul style="list-style-type: none"> <li>• ATNS logo branded</li> <li>• Medical Hi Vis in red Vest in red branded</li> <li>• “fire warden ” Made from Hardwearing</li> <li>• Knitted Polyester</li> <li>• Secure Front Velcro Fastening Double</li> </ul>		1			

	Stitched for Durability					
Compensation for Occupational Injuries and Diseases Act in South Africa (Act No. 130 of 1993)	<ul style="list-style-type: none"> <li>• latest edition book,</li> <li>• hardcopy ANTS branded</li> </ul>		1			
Occupational Health and Safety in South Africa (Act No 85 of 1993)	<ul style="list-style-type: none"> <li>• latest edition book,</li> <li>• hardcopy ANTS branded</li> </ul>		1			
A complete guide to the Snakes of Southern Africa	<ul style="list-style-type: none"> <li>• A complete guide to the Snakes of Southern Africa</li> </ul>		1			
Snakes in the Workplace Booklet	<ul style="list-style-type: none"> <li>• Snakes in the Workplace Booklet</li> </ul>		1			
First Aid for Snakebite booklet	<ul style="list-style-type: none"> <li>• First Aid for Snakebite booklet</li> </ul>		1			
Pocket Guide to Snakes	<ul style="list-style-type: none"> <li>• Pocket Guide to Snakes and</li> </ul>		1			
and other Reptiles of Southern Africa	<ul style="list-style-type: none"> <li>• other Reptiles of Southern Africa</li> </ul>					
Field Guide to the Spiders of Southern Africa	<ul style="list-style-type: none"> <li>• Field Guide to the Spiders of Southern Africa</li> </ul>		1			

Field Guide to Scorpions of Southern Africa	• Field Guide to Scorpions of Southern Africa		1			
A Guide to the Reptiles of Southern Africa	• A Guide to the Reptiles of Southern Africa		1			
<b>Sub-total</b>						
<b>VAT (15%)</b>						
<b>Total Price</b>						

### Annexure B: List of Signage to be procured

Item Description	Quantity	Year 1	Year 2	Year 3
Location of Fire Fighting Equipment (FB1) (ABS)(290x290mm) (Photoluminescent)	1			
Location of Fire Fighting Equipment (FB1) (ABS)(190x190mm) (Photoluminescent)	1			
Fire-Extinguisher (FB2) (ABS)(290x290mm) (Photoluminescent)	1			
Fire-Extinguisher (FB2) (ABS)(190x190mm) (Photoluminescent)	1			
Fire-Hose (FB3) (ABS)(290x290mm) (Photoluminescent)	1			
Fire-Hose (FB3) (ABS)(190x190mm) (Photoluminescent)	1			
General-Direction (GA2) (ABS)(290x290mm) (Photoluminescent)	1			
General-Direction (GA2) (ABS)(190x190mm) (Photoluminescent)	1			
Direction To Escape Route (Left) (GA3)(ABS)(290x290mm) (Photoluminescent)	1			
Direction To Escape Route (Left) (GA3)(ABS)(190x190mm) (Photoluminescent)	1			

Direction To Escape Route (Right) (GA3) (ABS)(290x290mm) (Photoluminescent)	1			
Direction To Escape Route (Right) (GA3)(ABS)(190x190mm) (Photoluminescent)	1			
FA17 - First Aid Box Sign (ABS)(300x200mm) (Photoluminescent)	1			
FA16 - First Aid Box Right Sign (ABS)(300x200mm) (Photoluminescent)	1			
FA16 - First Aid Box Left Sign (ABS)(300x200mm) (Photoluminescent)	1			
Occupational Health and Safety Act (laminated A1- Latest Version)	1			

Compensation for Occupational Injuries and Diseases Act (laminated A1- Latest Version)	1			
Basic Conditions of Employment Act (laminated A1- Latest Version)	1			
Employment Equity Act (laminated A1- Latest Version)	1			
WF45 Bend your knees to lift sign (photoluminescent) (600x400mm)	1			
WF47 10 Rules for workplace safety sign (photoluminescent) (900x600mm)	1			
NS1 No smoking safety sign (photoluminescent) (290x290mm)	1			
Smoking area sign (600x400mm) (photoluminescent)	1			
MA4 All accidents must be reported signage (600x400mm) (photoluminescent)	1			
MV14E Keep area clean signage (600x400mm) (photoluminescent)	1			
H3 did you wash your hands (600x400mm) (photoluminescent)	1			
No food allowed (600x400mm) (photoluminescent)	1			
LD24 Ladders must be inspected before use (photoluminescent) (600x400mm)	1			
LD20 Ladder rules sign (900X600mm) (photoluminescent)	1			
IN35 Mind your step (photoluminescent) (600x400mm)	1			

Automatic fire suppression system signage (290x290mm) (Photoluminescent)	1			
Beware of Snakes (Photoluminescent) (900x600mm)	1			
GA36- Evacuation stair chair explanatory safety sign (photoluminescent (600x400mm)	1			
MA42 - Reverse Parking Only Sign (900x600mm) photoluminescent	1			
No parking on the yellow lines allowed (900x600mm) photoluminescent	1			
Silence – Air Traffic Control in progress (600x400mm) (photoluminescent)	1			

CCTV in operations(600x400mm) (photoluminescent)	1			
All visitors must (600x400mm) (photoluminescent)	1			
No Firearms allowed beyond this point (600x400mm) (photoluminescent)	1			
Photographs are not permitted(600x400mm) (photoluminescent)	1			
Main entrance sign (600x400mm) (photoluminescent)	1			
Authorised visitors must be escorted at all times (600x400mm) (photoluminescent)	1			
No unauthorised visitors (600x400mm) (photoluminescent)	1			
Restricted Area /Authorised personnel only sign (600x400mm) (photoluminescent)	1			
Use handrail (600x400mm) (photoluminescent)	1			
A1 Poster Snakes of Southern Africa	1			
A3 Poster Snakes of dangerous Snakes of KZN; Zululand; Gauteng. Free State; Western Cape. Northern Cape; Eastern Cape. Mpumalanga; Limpopo; and Northwest	1			

A3 Poster Snakes of Common Snakes of KZN; Zululand; Gauteng. Free State; Western Cape. Northern Cape; Eastern Cape. Mpumalanga; Limpopo; and Northwest	1			
A3 First Aid for Snakebites	1			
Common Scorpions of Southern Africa (A3)	1			
Common Spiders of Southern Africa (A3)	1			
Beware of snakes' safety sign (440x440mm)	1			
Snake response emergency numbers safety board	1			
First Aid for Snakebite Kit contained in durable zip up bag: <ul style="list-style-type: none"> <li>• 2 x Smart Pressure Bandages</li> <li>• 1 x Roll-up splint</li> <li>• 1 x Pocket Resus Mask</li> <li>• 1 x ASI Adult Resuscitator</li> <li>• 200 ml sodium chloride for venom in the eyes</li> <li>• 1 x emergency eyewash container, eye patch, safety glasses, examination gloves, scissors, emergency blanket and paracetamol</li> <li>• First Aid for Snakebite booklet</li> </ul>	1			
<b>Sub-total</b>				
<b>VAT (15%)</b>				
<b>Total Price</b>				

### Annexure C: Costing Table

Description	Quantity	Year 1	Year 2	Year 3

1	<p><b>Universal Spill Kits</b></p> <p>1 x 240L Yellow Wheelie Bin          1x Universal Polyprop Absorbent Scatter          1x Oil Absorbent Pads          1x Universal Polyprop Absorbent Socks          1x Universal Polyprop Absorbent Pillows          5x HD Disposal Bags &amp; Ties          1x Safety Goggles, Nitrile Gloves, Dust Mask          1x Spark Proof Shovel &amp; Hard Bristle Broom          1x Instruction Booklet</p> 	1			
2	<p><b>Chemical Wheely Bin Spill Kit</b></p> <p>1 x 240l Wheely Bin          2 x 30l Chemical Absorbent Scatter 1 x 4m          Chemical Absorbent Boom 10 x 200g          Chemical Absorbent Pads          1 x Pair Gloves, Goggles &amp; Dust Mask          1 x Spark proof Shovel &amp; 1 x Spark proof Broom          5 x Heavy Duty Disposal Bags &amp; Ties 1 x 2m          Chemical Absorbent Boom</p> 				
3	<b>Oil Wheely Bin Spill Kit</b>				

	<p>1 x 240l Wheely Bin          1 x 100l Bio Zorb Peat Fibre 1 x 2m Oilsep          Oil Absorbent Boom          10 x 200g Oil Absorbent Pads 1 x Spill          Broom          1 x Spark proof Shovel          1 x Pair Gloves, Goggles &amp; Dust Mask          5 x Heavy Duty Disposal Bags &amp; Ties</p> 				
<b>4</b>	<p><b>Acid Wheely Bin Spill Kit</b></p> <p>1 x 240L Plastic Wheely Bin 3 x 5KG          Acidvac          2 x 5KG Acid Neutraliser 1 x Elbow          Nitrile          Gloves 1 x Anti-Mist Goggles          5 x HD Disposal Bags          1 x Non-Spark Shovel          1 x non-Spark Broom          1 x Instruction Booklet</p> 	<b>1</b>			
<b>4.1</b>	Goggles	<b>1</b>			
<b>4.2</b>	Dust Mask	<b>1</b>			
<b>4.3</b>	200g Oil Absorbent Pads	<b>1</b>			
<b>4.4</b>	200g Chemical Absorbent Pads				
<b>4.5</b>	Instruction Booklet	<b>1</b>			
<b>4.6</b>	Training on the usage of spill kit per person	<b>1</b>			
<b>4.7</b>	<p>Training</p> <ul style="list-style-type: none"> <li>Provision for training for Staff Members              On how to Use the Spill Kit Equipment              During emergency spillage, Handling of              Hazardous Chemical Substances</li> </ul>				
<b>4.8</b>	Call out				
<b>Sub-total</b>					

Vat			
Total			

- All Prices must be quoted in South African Rand, Inclusive of VAT
- To facilitate like-for-like comparison, bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule will result in a bid being disqualified.
- Provide quoted prices which is inclusive of all items (preparation, material, labour, and transport costs).

**NB: The pricing schedule must be fully completed (100%) and submitted. Failure to comply with this instruction will result in the bid being disqualified.**

NAME OF THE COMPANY.....

DESIGNATION.....

SIGNATURE.....

CSD NUMBER.....



**2.6.3 Specific Goals**

**The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.**

ATNS Preferential Procurement (PP) requirements as per the ATNS Supply Chain Management Policy, states that ATNS shall deal with suppliers in accordance with the ATNS specific goals. The application of the specific goals will be per request, per tender up to the maximum points as per the applicable pricing formula, the 80/20 system.

Suppliers not meeting the requirements of the Preferential Procurement are required to clearly identify any possible teaming arrangement which could be established with South African B-BBEE compliant enterprises Any workable plan to train and promote black businesses or individuals through meaningful participation in this project will be considered favourably by the Company during the RFQ evaluation process.

Partnership must be in the form of Joint Venture Agreement or Consortium Agreement between compliant B-BBEE and non-B-BBEE Organisation/or foreign supplier in order to meet the policy requirements.

All responsive tender offers shall be evaluated in terms of Price and ATNS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.

**2.6.3.1 The following allocation will determine the specific goals (20.00 points) for this tender process:**

Category	Points allocated
51% Black Ownership	10,00
30% Woman Ownership	10,00
<b>Total</b>	<b>20,00</b>

**2.6.3.2 Bidders must submit the following documents as a means of verification for specific goals:**

- (a) CIPC documents (company registration documents),
- (b) Shareholder certificates, and
- (c) Copy/ies of Identity document(s) for shareholder(s).
- (d) CSD Report

Bidders who fail to submit the above documents will not qualify for points allocated for specific goals.

**3 SECTION C: TENDER CONDITIONS AND INSTRUCTIONS TO BID**

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**3.5 DISCLAIMER**

3.5.1 The Bidder shall bear all costs incurred in connection with the preparation and submission of their Bid Response and for finalisation of the contract and the

attachments thereof. ATNS will in no case be responsible for payment to the Bidder for these costs.

- 3.5.2 The Company reserves the right to reject any or all Bids, to undertake discussions with one or more Bidders, and to accept that Bid or modified Bid which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.

### **3.6 CONTRACT TERMS**

- 3.6.1 Whilst ATNS have taken every reasonable step to ensure the accuracy of this brief, the Company accepts no liability in relation to the accuracy of any representations made. Bidders should accept that their tender response is on the basis and reliance of its own judgment and information. ATNS reserves the right to vary the scope and terms as described in this document. If any variation does take place tenderer will be advised as soon as possible in writing.
- 3.6.2 The successful tenderer will be engaged subject to acceptance of a contract containing the standard Terms and Conditions as given. The contract contains standard clauses including a retention clause for non-satisfactory completion, breach of contract and confidentiality clauses and a requirement for the tenderer to have adequate professional indemnity insurance. All Tenderers must bear in mind that if circumstances dictate, ATNS reserves its right to withdraw from any commitments that will be entered into within this statement of work.
- 3.6.3 All designs and documentation submitted by the tenderer will be treated as confidential.
- 3.6.4 ATNS reserves the right to reject, withdraw or cancel any or all Proposals/Tenders, to undertake discussions with one or more Tenderers and to accept that tender or modified tender which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.

### **3.7 CANCELLATION OF PROCUREMENT PROCESS**

This procurement process can be postponed or cancelled at any stage at the sole discretion of ATNS provided that such cancellation or postponement takes place prior to entering a contract with a specific service provider to which the bid relates.

### **3.8 BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA**

The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted. Noncompliance to any of these will result in a bid being rejected.

### **3.9 NEGOTIATION AND CONTRACTING**

ATNS have the right to enter negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.

Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award or promise/ undertaking to award the contract.

ATNS shall not be obliged to accept the lowest or any bid, offer or proposal.

A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties.

ATNS also reserves the right to enter one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.

### **3.10 REASONS FOR REJECTION**

ATNS shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.

ATNS may disregard the bid of any bidder if that bidder, or any of its directors:

- Have abused the SCM system of the ATNS.
- Have committed proven fraud or any other improper conduct in relation to such system.
- Have failed to perform on any previous contract and the proof exists.

Such actions shall be communicated to the National Treasury.

### **3.11 GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract must be accepted.

### **3.12 ADDITIONAL INFORMATION REQUIREMENTS**

During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 7 working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.

No additional information will be accepted from any individual Bidder without such information having been requested.

### **3.13 CONFIDENTIALITY**

The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.

### **3.14 INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT**

Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate. This paragraph shall survive termination of this contract.

### **3.15 NON-COMPLIANCE WITH DELIVERY TERMS**

As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, ATNS must be given immediate written notice to this effect. ATNS reserves the right to implement remedies as provided for in the GCC.

### **3.16 WARRANTIES**

The bidder warrants that it can conclude this Agreement to the satisfaction of ATNS.

### **3.17 PARTIES NOT AFFECTED BY WAIVER OR BREACHES**

The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.

No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.

### **3.18 RETENTION**

On termination of this agreement, the bidder shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to ATNS.

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to

amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

### **3.19 CENTRAL SUPPLIER DATABASE**

It is a requirement that all suppliers/ services providers to ATNS shall be registered on the National Treasury Central Supplier Database (CSD).

Bidders are therefore required to register as a supplier on the CSD before submitting a bid. The CSD website can be accessed on the following link: <http://ocpo.treasury.gov.za/Pages/default.aspx>

Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their bid.

No bid will be awarded, and a contract concluded with a bidder who is not registered on the CSD.

### **3.20 FORMAT OF BIDS**

Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.

If applicable, Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. Information not submitted in the relevant part, may not be considered for evaluation purposes.

### **3.21 SARS TAX CLEARANCE CERTIFICATE(S)**

Bidder must ensure compliance with their tax obligations.

Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.

Application for tax compliance status (TCS) or PIN may also be made via e-filing. To use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za).

Bidders may also submit a printed TCS together with the bid.

In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate proof of TCS/ PIN/ CSD number.

Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.

Bids submitted without any one of the above, will be deemed to be non-responsive.

**3.22 DECLARATION OF INTEREST**

Each party to the bid must complete and return the “Declaration of Interest”. Bids submitted without a complete and signed Declaration of Interest will be deemed to be non-responsive.

**3.23 INVITATION TO BID**

Bidders must complete, sign and return the full “Invitation to Bid” document. Bids submitted without a completed and signed Invitation to Bid will be deemed to be non-responsive.

**3.24 PRICING SCHEDULE**

Any budget amount that may be indicated in this document shall be deemed to be a guide only and Bidders are expected to submit a costing that is fair and reasonable. All costs related to this assignment are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission. Bids submitted without a price or with an incomplete price, will be deemed to be non-responsive. A pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.

**3.25 REGISTRATION ON THE CSD**

In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database. Bids submitted without the required proof, will be deemed to be non-responsive.

**3.26 REGISTRATION CERTIFICATES AND ACCREDITATION WITH OEMs or PROFESSIONAL BODDIES**

Registration with professional bodies. Bids submitted without proof will be deemed to be non-responsive.

**4 SECTION D: STANDARD BIDDING DOCUMENTS**

**SBD1: INVITATION TO BID**

**PART A**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE AIR TRAFFIC AND NAVIGATION SERVICES SOC LIMITED (ATNS)					
BID NUMBER:	ATNS/RFQ020424/ waste sorting bins /2023/2024	CLOSING DATE:	24/02/2026	CLOSING TIME:	15:00 PM
DESCRIPTION	THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER supply and delivery of waste sorting bins for FABL, FAKM, FAUP, FACT, FAGG, FAUT, FAEL, FAMM, FAGM, & FAWB remote sites and tower, ACSA sites and HO				

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT 07 WESSEL ST, RIVONIA, SANDTON, 2128**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Charles Sekgobela	CONTACT PERSON	
TELEPHONE NUMBER	011 607 1282	TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	charlesS@atns.co.za	E-MAIL ADDRESS	

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

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

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

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

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

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

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

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

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 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, 2017, 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 PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

**SBD 3.1**

**PRICING SCHEDULE – FIRM PRICES  
 (PURCHASES)**



**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

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

Name of bidder.....	Bid number.....
Closing Time 14:00	Closing date.....

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

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



\*Delivery: Firm/not firm

- Delivery basis .....

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

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



**SBD 4: BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

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

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

Full Name	Identity Number	Name of State institution

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1. If so, furnish particulars:

.....  
 .....

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**

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3. DECLARATION

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

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are

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



suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....			.....
Signature			Date
.....			.....
Position			Name of bidder

## **SBD 6.1: 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**

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### **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.
- 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
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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 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)
51% Black Owned Suppliers (Section 2(1)(d)(i) of the PPPFA)	<b>20,00</b>	

**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.

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



**GENERAL CONDITIONS OF CONTRACT**

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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 supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 “Day” means calendar day.

1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.

1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.

1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

1.12 " Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid

prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “GCC” means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site,” where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning,

provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

## 2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## 3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za).

4. Standards 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## 5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person

other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so, required by the purchaser.

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

## 6. Patent rights

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

## 7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## 8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

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

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

## 9. Packing

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

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

## 10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods.
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods.
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods.
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. Spare parts

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

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

## 15. Warranty

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon 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 supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts 20.1

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

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

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

until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

### 23. Termination for default

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

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

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

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

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

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

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

enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

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

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

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

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

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

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

may be due to him

## 25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## 26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

## 27. Settlement of Disputes

### 28. Limitation of liability

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

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

29. Governing language

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

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## 32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

## 33. National Industrial Participation (NIP) Programme

## 34. Prohibition of Restrictive practices

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.

34.1 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.

