



forestry, fisheries & the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

INVITATION TO BID **BID NUMBER: DFFE-SITA005 (24-25)**

THE APPOINTMENT OF THE SERVICE PROVIDER TO RE-DESIGN RE-DEVELOP AND MAINTAIN (THROUGH BUG FIXING AND ENHANCEMENTS) THE DEPARTMENTAL INTRANET FOR A PERIOD OF TWENTY-FOUR (24) MONTHS, UNDER THE SITA TRANSVERSAL CONTRACT 1183

ENQUIRIES:

Name : SCM Officials
Office Telephone No. : 012 399 9892
E-Mail : Tenders@dffe.gov.za

NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

Company name	Supplier registration number	Unique reference number	
			Main contractor
			Sub-contracted/ joint venture comp 1
			Sub-contracted/ joint venture comp 2

THE CLOSING DATE OF THE BID: 20 January 2025 AT 11:00 AM

Compulsory briefing session information:

Date: 10 December 2024

Time: 11H00 – 12H00

Platform: Microsoft Teams ([Join the meeting now](#))

NB: PLEASE NOTE THAT ONLY BIDDERS WHO ACCREDITED WITH SITA TRANSVERSAL CONTRACT – RFB 1183 WILL BE CONSIDERED

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT.					
BID NUMBER:	DFFE-SITA005 (24-25)	CLOSING DATE:	20 JANUARY 2025	CLOSING TIME:	11:00 AM
DESCRIPTION	THE APPOINTMENT OF THE SERVICE PROVIDER TO RE-DESIGN RE-DEVELOP AND MAINTAIN (THROUGH BUG FIXING AND ENHANCEMENTS) THE DEPARTMENTAL INTRANET FOR A PERIOD OF TWENTY-FOUR (24) MONTHS, UNDER THE SITA TRANSVERSAL CONTRACT 1183				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Forestry Fisheries and the Environment, The Environment House,					
473 Steve Biko Road, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria /Tshwane					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM Officials		CONTACT PERSON		
TELEPHONE NUMBER	012 399 9892		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	Tenders@dffe.gov.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 PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO: DFFE-SITA005 (24-25)
CLOSING TIME 11:00 AM	CLOSING DATE: 20 JANUARY 2025

OFFER TO BE VALID FOR**120**.....DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: THE APPOINTMENT OF THE SERVICE PROVIDER TO RE-DESIGN RE-DEVELOP AND MAINTAIN (THROUGH BUG FIXING AND ENHANCEMENTS) THE DEPARTMENTAL INTRANET FOR A PERIOD OF TWENTY-FOUR (24) MONTHS, UNDER THE SITA TRANSVERSAL CONTRACT 1183

**(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

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

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

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

R.....
R.....
R.....
R.....
R.....

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

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

R..... days
R..... days
R..... days
R..... days

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

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

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

..... R.....
..... R.....
..... R.....
..... R.....

TOTAL: R.....

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

Name of Bidder:

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

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

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

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Department of Forestry, Fisheries and the Environment

Contact Person: SCM Officials

Tel: (012) 399 9892

E-mail: Tenders@dffe.gov.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

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

-

 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

- 2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
 3.6 I am aware that, in addition and without prejudice to any other remedy provided to

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

SBD4

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

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- The applicable preference point system for this tender is the 80/20 preference point system.

1.2 Points for this tender shall be awarded for:

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

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

The total points for this tender are allocated as follows:

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

1.4 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.

1.5 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 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of **Regulation 4(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:

- (a) any other invitation for tender, that is 80/20 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 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	A: Number of points allocated (80/20 system) (To be completed by the organ of state)	B: Number of points claimed (80/20 system) (To be completed by the tenderer) B=A(20)
more than 50% (fifty percent) ownership by Black people	20	
more than 50% (fifty percent) ownership by Women	20	
more than 50% (fifty percent) ownership by people with disabilities	20	
NB: POINTS CLAIMED BY SUPPLIER MUST BE THE SAME AS POINTS IN A FOR SPECIFIC GOALS		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:



**forestry, fisheries
& the environment**

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) AS AN ORGAN OF THE STATE SUBSCRIBES TO AND PROPAGATES THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (ACT NO. 5 OF 2000) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

TERMS OF REFERENCE

FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO RE-DESIGN RE-DEVELOP AND MAINTAIN (THROUGH BUG FIXING AND ENHANCEMENTS) THE DEPARTMENTAL INTRANET FOR A PERIOD OF TWENTY-FOUR (24) MONTHS, UNDER THE SITA TRANSVERSAL CONTRACT 1183

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1. PURPOSE

- 1.1 To appoint a service provider to re-design, re-develop, and maintain (through bug fixing and enhancements) the Departmental intranet for a maximum period of twenty-four (24) months.

2. INTRODUCTION AND BACKGROUND

- 2.1 The current intranet solution for the Department has been overtaken by technological advancement in the ICT space, which requires that the Department take advantage of these new developments as part of its effort to improve internal communication. The current Intranet also does not spark excitement and is an under-utilised tool for sharing information with staff and building staff cohesion.
- 2.2 To this end, the department seeks to appoint a service provider to redesign and develop a secure, robust, scalable, and integrated intranet system with cutting-edge productivity tools leading the field in intranet development, to facilitate document management, collaboration and enhance communication between the Department and its officials. The developed solution will be hosted in the department's on-site data centre with Microsoft Azure as a failure-over-site.

3. OBJECTIVES

- 3.1 The intranet project is aimed at developing a modern, well-structured, and efficient internal website (intranet) that will serve the following objectives:
 - 3.1.1 User-friendly intranet that ensures seamless communication between the Department and its officials.
 - 3.1.2 An important tool to improve and foster internal knowledge-sharing and collaboration within the Department.
 - 3.1.3 An intranet that can be easily integrated with other systems meant to be used by staff members while those concerning internal information will only be accessible through the intranet.
 - 3.1.4 To ensure that the intranet is kept up to date with relevant content, thereby proving itself useful to all officials.
 - 3.1.5 A site that is responsive to the needs of officials and shows innovation in the way it ensures engagement on the platform.

4. SCOPE AND EXTENT OF WORK

- 4.1 The appointed service provider will be expected to perform the following activities (Timeframes and guidelines are to be finalised with Service Provider):

4.1.1 Analysis Phase

- 4.1.1.1 An assessment of the current intranet, functionality, and user-friendliness and produce an assessment report with a detailed project plan with timeframes.
- 4.1.1.2 Develop a high-level User Requirement Specification (URS).

4.1.2 Design Phase

- 4.1.2.1 Develop a Business Requirement Specifications (BRS) based on the user requirements that will be developed by the DFFE.
- 4.1.2.2 Three (03) Mock-up designs of the look and feel to choose from, which include the landing page, and two (2) other pages displaying a variety of content.
- 4.1.2.3 Business Processes: The service provider shall develop and maintain a project management plan using open-source tools or Microsoft Project. The project management plan will identify Goals and objectives; key steps and milestones to achieve the objectives; implementation timelines; project team members, roles, and responsibilities. This need will be identified in consultation with the IT Chief Directorate, to allow for merging with the IT infrastructure of the department.
- 4.1.2.4 The project management plan will include prioritised new intranet activities and recommended action steps.
- 4.1.2.5 The project management plan will indicate timelines for the submission of monthly status reports that shall include a description of progress made during the reporting period, outstanding issues and recommendations for resolution, deliverables completed during the reporting period, a summary of risks and impacts identified and identification of the action and person(s) responsible for mitigating the risk and resolving problems.
- 4.1.2.6 The project management plan, with a corresponding work plan; A fully operational intranet solution, functional and technical specifications; all proposed software and components including licensing and terms; system documentation including installation procedures and configuration; a testing plan; training for administrators and editors (highest-level users); training manuals and user guides; online or built-in help features. The Plan will also list the availability of resources to support the department during the project term, with contingencies built in for staff leave, staff exiting the company, etc.

4.1.3 Development Phase

- 4.1.3.1 The successful service provider is expected to develop an intranet system according to **ANNEXURE A** and approved URS.
- 4.1.3.2 Design and layout with site structure/content consultation, with a minimum of three (3) workshops; Independent usability and accessibility evaluations during the design phase, as well as automated testing reports
- 4.1.3.3 The service provider will be required to prepare and submit written bi-weekly progress reports and formal monthly status reports as mentioned in the project management plan.

4.1.4 Testing Phase

- 4.1.4.1 Checking the functionality of the system together with DFFE.
- 4.1.4.2 Work with DFFE IT, SITA, and Communications to ensure functionality and all bugs are ironed out, as per the official's inputs.
- 4.1.4.3 The site is to live within this period and be market-tested with users.
- 4.1.4.4 Service Providers to innovate and adapt scope to cater to user requirements in the market.

4.1.5 Finalisation Phase

- 4.1.5.1 Produce a high-level Monitoring and Evaluation report for the intranet, before the intranet is released to the business (i.e. evaluations on analysing and managing user feedback, monitoring, and analysing user statistics, interviews with users, online surveys, and usability testing). Further M&E reports after the system has been released to business, will be developed by a DFFE official responsible for the administration of the system, which will be produced regularly or annually.
- 4.1.5.2 The service provider will be expected to install, configure, and deploy its solution; delivering a completely functional intranet consistent with the project goals as well as the functional and technical specifications. The solution shall be fully operational and ready for use within the agreed timelines.
- 4.1.5.3 Training for administrators and officials (train the trainer) with a guide of a user manual, with a handover period of at least 2 months to iron out challenges. Training is to be a minimum of 3 sessions allowing for training, feedback, and engagement.
- 4.1.5.4 The Solution to ensure compatibility with all existing systems of DFFE. Compile a closeout report on the intranet. Must also highlight the transitioning process for handover, timeframes, costing, and hosting of the intranet on the DFFE Data Centre.

4.1.6 Post-implementation Phase

- 4.1.6.1 Develop a maintenance plan/ programme/ protocol for the intranet. Maintenance of the system must be done after the system is developed. Maintenance must be provided by the service provider for a period of six (6) months, thereafter, the DFFE officials who will be identified will maintain the platform.

- 4.1.6.2 Handover period in which DFFE Officials will work on the intranet site website with the Service Provider on call to support and administer changes based on further inputs and developments in the needs of DFFE.
- 4.1.6.3 Service Provider to locate resources at DFFE Offices full time over a period of 2 months to work with Electronic Communications Team. Service Provider to ensure Technical Expert is fully resourced.
- 4.1.6.4 The service provider must ensure that when drafting their financial proposal, they indicate a total cost that **includes** maintenance (technical support) for the duration of the contract, and a total cost that **excludes** maintenance for the duration of the contract.
- 4.1.6.5 On Call consideration to also be factored in to lend support to, and respond to requests for re-ordering of pages, re-structure of pages, introduction of functionality, etc.

4.1.7 Live Testing and Support

- 4.1.7.1 The service provider will be expected to provide testing of the solution to ensure a fully functional system. Testing will include testing the solution at different levels, e.g., all application software and system levels, security, performance, and stress testing, etc.
- 4.1.7.2 The service provider shall provide systems (role-based) end-user documentation (manuals, user guides in digital format) and CMS training to ensure the effective and successful use of the solution.
- 4.1.7.3 The service provider will be expected to work with the Department to provide the necessary technical staff to carry out the acceptance testing and go live with the solution system.
- 4.1.7.4 At a minimum, solution delivery and acceptance testing will include, but will not be limited to, developing a testing strategy, developing a testing plan, and the preparation of test scripts. System testing will also include user-acceptance testing, integration testing, testing of configuration, and stress and load testing. A complete system test will be carried out and signed off by the department before going live.
- 4.1.7.5 The service provider will be expected to provide systems maintenance and ongoing technical support, including telephone, and/or onsite technical support. This support is to be formalised through an agreed-upon meeting schedule as well as onsite visits with IT.

5 EXPECTED DELIVERABLES / OUTCOMES

5.1 General Outcomes:

- 5.1.1 User-friendly intranet that ensures seamless communication between the Department and its officials.

- 5.1.2 An important tool to improve and foster internal knowledge sharing and collaboration within the Department.
- 5.1.3 An intranet that can be easily integrated with other systems meant to be used by staff members while those concerning internal information will only be accessible through the intranet.
- 5.1.4 To ensure that the intranet is kept up to date with relevant content, thereby proving itself useful to all officials.

5.2 Specific Outcomes:

The selected service provider(s) would be expected to deliver the following outcomes:

5.2.1 Analysis phase –

- 5.2.1.1 An assessment of the current intranet, functionality, and user-friendliness and produce an assessment report with a detailed project plan with timeframes.

- 5.2.1.2 Develop a high-level User Requirement Specification (URS).

5.2.2 Design phase - Develop Business Requirement Specifications (BRS) based on the user requirements that will be developed by the DFFE.

- 5.2.2.1 Three (3) Mock-up designs of the look and feel to choose from, which includes the landing page, and 2 other pages displaying a variety of content.

- 5.2.2.2 Business Processes: The service provider shall develop and maintain a project management plan using open-source tools or Microsoft Project.

- 5.2.2.3 The project management plan, with a corresponding work plan; A fully operational intranet solution, functional and technical specifications; all proposed software and components including licensing and terms; system documentation including installation procedures and configuration; a testing plan; training for administrators and editors (highest-level users); training manuals and user guides; online or built-in help features.

5.2.3 Development phase -

- 5.2.3.1 The successful service provider is expected to develop an intranet system according to **ANNEXURE A** and approved URS.

- 5.2.3.2 Design and layout with site structure/content consultation, with a minimum of three (3) workshops; Independent usability and accessibility evaluations during the design phase.

- 5.2.3.3 The service provider will be required to prepare and submit written bi-weekly progress reports and formal monthly status reports as mentioned in the project management plan.

5.2.4 Testing phase -

- 5.2.4.1 Check the functionality of the system together with DFFE.

5.2.5 Finalisation phase -

- 5.2.5.1 Produce a high-level Monitoring and Evaluation report for the intranet, before the intranet is released to the business. Further M&E reports after the system has been released to business, will be developed by a DFFE official responsible for the administration of the system, which will be produced regularly or annually.
- 5.2.5.2 The service provider will be expected to install, configure, and deploy its solution, delivering a completely functional intranet consistent with the project goals as well as the functional and technical specifications. The solution shall be fully operational and ready for use within the agreed timelines.
- 5.2.5.3 Training for administrators and officials (train the trainer) with a guide of a user manual, with a handover period of at least 2 months to iron out challenges. Training is to be a minimum of 3 sessions allowing for training, feedback, and engagement.
- 5.2.5.4 The Solution to ensure compatibility with all existing systems of DFFE.
- 5.2.6 **Post-implementation phase -**
 - 5.2.6.1 Develop a maintenance plan/ programme/ protocol for the intranet. Maintenance must be provided by the service provider for a period of six (6) months, within the 2 years.
 - 5.2.6.2 Handover period in which DFFE Officials will work on a website with the Service Provider on call to support and administer changes based on further inputs and developments in the needs of DFFE.
 - 5.2.6.3 Service Provider to locate resources at DFFE Offices full time over a period of 2 months to work with Electronic Communications Team. Service Provider to ensure Technical Expert is fully resourced.
- 5.2.7 **Live Testing and Support**
 - 5.2.7.1. The service provider will be expected to provide testing of the solution to ensure a fully functional system. The service provider shall provide systems (role-based) end-user documentation (manuals, user guides in digital format) and CMS training to ensure the effective and successful use of the solution.
 - 5.2.7.2. The service provider will be expected to work with the Department to provide the necessary technical staff to carry out the acceptance testing and go live with the solution system.
 - 5.2.7.3. At a minimum, solution delivery and acceptance testing will include, but will not be limited to, developing a testing strategy, developing a testing plan, and the preparation of test scripts.
 - 5.2.7.4. The service provider will be expected to provide systems maintenance and ongoing technical support, including telephone, and/or onsite technical support. This support is

to be formalised through an agreed-upon meeting schedule as well as onsite visits with IT.

5 PERIOD / DURATION OF PROJECT / ASSIGNMENT

- 6.1 The project must be completed within twenty-four (24) months after the signing of the Service Level Agreement (SLA) by both parties. The first period will be used for the development and implementation of the system and the remaining period for support and maintenance of the intranet.

7 COSTING / COMPREHENSIVE BUDGET

- 7.1 A comprehensive offer must be provided inclusive of all costs, expenses, and all applicable taxes. **Note:** Travelling costs and time spent or incurred between home and the office of the project manager and on-site Technical Expert and the DFFE office will **not** be for the account of the DFFE.
- 7.2 A comprehensive offer must be provided in the same envelope as the technical proposal inclusive of all disbursement costs, expenses, and VAT (Annexure A - Price Schedule /guidance: **(Service Provider must quote for all activities as included in the Pricing Schedule unless indicated otherwise)**).
- 7.3 DFFE reserves the right to negotiate price with a recommended service provider identified in the evaluation process without offering the same opportunity to any other bidder(s) who have not been recommended.
- 7.4 DFFE will not be responsible for any costs incurred by the bidder in the preparation, presentation, and submission of the bid.
- 7.5 The validity period is 120 days from the closing date of the bid. The department reserves the right to extend the validity of the bid, where a written letter will be sent to every bidder that responds to the bid. In terms of procedural fairness, the bidder will be given an opportunity to respond, in writing, to the terms and conditions of the bid and the bid price. Such acceptance of the terms and conditions of the bid and bid price becomes legally binding in the procurement process. Any bidder, that did not respond to the extension of the bid validity period, in writing, will not be considered further for the bid upon expiry of the initial validity period.

NOTE: Where applicable modification (Increase/ Decrease) of the given total capped hours on the pricing schedule is strictly prohibited. However, bidders are allowed to be innovative in allocating the hours across the line items or activities with the total capped hours remaining the same as provided by DFFE. Bidders who fail to comply with the requirements will be considered non-responsive and not further evaluated.

8 INFORMATION SESSION

- 8.1 Is the briefing session applicable?

YES

- 8.2 Is it a compulsory briefing session?

YES

- 8.3 Bidders who fail to attend a compulsory briefing session will be disqualified during evaluation.
- 8.4 The briefing session will be held as follows – to be decided between DFFE and the Service Provider:
- Date: **10 DECEMBER 2024**
- Time: **11:00AM-12:00PM**
- Platform/ Venue: [Join the meeting now](#)
- 8.5 Request for clarification of the tender document, questions, or queries, if necessary, must be submitted to the DFFE representative as listed under technical enquiries at least seven (07) calendar days before the stipulated closing date and time of the tender in writing. However, DFFE shall not be liable nor assume liability for failure to respond to any questions and/or queries raised by the bidder.

9 EVALUATION CRITERIA

- 9.1 The evaluation for this bid will be carried out in the following phases:
- Phase 1: Pre-compliance
 - Phase 2: Mandatory Requirements
 - Phase 3: Functionality Criteria
 - Phase 4: Price and Preference Points
- 9.2 **PHASE 1: PRE-COMPLIANCE**
- 9.2.1 During this phase bid documents will be reviewed to determine compliance with SCM returnable documents, tax matters, and whether proof of registration on the Central Supplier Database (CSD) has been submitted with the bid documents at the closing date and time of the bid.
- 9.2.2 The bid proposal will be screened for compliance with administrative requirements as indicated below:

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
1	Master Bid Document	Provided and bound
2	Electronic Copy (USB)	Same as the master bid document
3	SCM - SBD 1 - Invitation to Bid	Completed and signed
4	Tax Compliance and CSD Registration	Attached CSD registration number/ Proof of CSD registration and/ or SARS Tax Pin

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
5	SBD 3.3 - Pricing Schedule	Completed
6	SCM - SBD 4 – Bidders Disclosure	Completed and signed
7	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Completed and signed
8	In case of bids where Consortia/ Joint Ventures, Consortia/ Joint Venture agreement signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable

9.3 PHASE 2: MANDATORY REQUIREMENTS

- 9.3.1. The mandatory requirements will apply, and bidders must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, the bidder's responses will be evaluated based on the documents submitted under mandatory requirements.
- 9.3.2. Bidders who fail to comply or meet mandatory requirements will be disqualified and will not be evaluated further under functional criteria.
- 9.3.3. Bidders are required to complete the table below by answering **YES or NO**. **The Department will use the approved SITA list of contractors accredited under contract RFB1183/2022.**

REQUIREMENT	PROOF ATTACHED	
	YES	NO
The bidder must have attended the Compulsory Briefing Session.		
The bidder must be registered on the Sita Transversal Contract RFB 1183/2022 Bidder must submit a valid copy of the Sita accreditation letter/certificate confirming registration and province.		

9.4 PHASE 3: FUNCTIONALITY CRITERIA

- 9.4.1 The following functionality criteria will be applicable when evaluating this bid. A minimum threshold of 75% must be attained by bidders. Bidders who fail to score this minimum threshold will be disqualified and not be evaluated further.

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
Project plan, methodology and project management in in developing web-based platforms and mobile apps; development of software programmes; research; developing directories	Bidder(s) are required to provide a detailed project plan with intermediate, and final outputs and identified timeframes/ milestones of the proposed methodology in developing web-based platforms and mobile apps; development of software programmes; research; developing directories. The proposed methodology must be clearly articulated.		
	Project plan, methodology and project management in in developing web-based platforms and mobile apps; development of software programmes; research; developing directories	Indicator	15
	Project Plan and methodology, action well broken down, with detailed objectives and milestones	5	
	Project Plan and methodology, action partly broken down, clear objectives, and clear milestone	4	
	Project Plan and methodology, action broken down with no deliverables and timeframes	3	
	Limited information provided on the action plan	2	
	Task not well understood.	1	
	No information provided	0	
	Qualifications and Technical capability / expertise and track record of the Specialists to be assigned to the project.	Bidder(s) are required to submit / attach relevant copies of qualifications as listed below for each specialist required.	
Bidder(s) are required to demonstrate that they have the necessary resources and technical expertise to undertake and successfully complete the project.			
Bidder(s) should submit curriculum vitae for Specialists to be employed on the project. Curriculum vitae are to include specific details of these individuals including, <i>inter alia</i> , relevant experience, years of experience and to include three references.			
Bidders should clearly indicate role and capability/ expertise of each specialist.			

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR APPLICATION)	CRITERIA	WEIGHT
	CVs and Qualification (s) for at least 5 main specialists are required based on the roles as highlighted below.		
	Information Technology / Information Systems / Hosting Services (expert 1) Website Development (expert 2) Computer Science (expert 3) Web-based platforms and mobile apps (expert 4) Business Analyst (expert 5)	Indicator	
	Expert 1 - Qualification(s): Specialist to have one or more of the following qualifications: Information Technology / Information Systems / Hosting Services		
	An Honours/Post graduate diploma (NQF8) or above qualification(s)	5	5
	A bachelor's degree/Advanced diploma (NQF 7) qualification(s)	4	
	A Three-year diploma (NQF 6) qualification(s)	3	
	A Two-year diploma (NQF 5) qualification(s)	2	
	A Certificate(s) (NQF 4) qualification (s)	1	
	No qualification(s) attached/ submitted	0	
	Expert 1 - Experience of the specialist in Information Technology / Information Systems / Hosting Services	Indicator	Weight
	Five (5) years or more experience	5	10
	Four (4) years and less than five (5) years' experience	4	
	Three (3) years and less than four (4) years' experience	3	
	Two (2) years and less than three (3) years' experience.	2	
	One (1) year and less than two (2) years	1	

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR APPLICATION)	CRITERIA	WEIGHT
	less than one (1) year experience	0	
	Expert 2 - Qualification (s): Specialist to have one or more of the following qualifications: Website Development / Coding / Web Design and Development	Indicator	Weight
	An Honours /Post graduate diploma (NQF 8) or above qualification(s)	5	5
	A bachelor's degree/Advanced diploma (NQF 7) qualification(s)	4	
	A Three-year diploma (NQF 6) qualification(s)	3	
	A Two-year diploma (NQF 5) qualification(s)	2	
	A Certificate(s) (NQF 4) qualification	1	
	No qualification(s) attached/ submitted	0	
	Expert 2 - Experience of the Specialist in Website Development / Coding / Web Design and Development	Indicator	Weight
	Five (5) years or more experience	5	10
	Four (4) years and less than five (5) years' experience	4	
	Three (3) years and less than four (4) years' experience	3	
	Two (2) years and less than three (3) years' experience	2	
	One (1) year and less than two (2) years' experience	1	
	Less than one (1) year experience	0	
	Expert 3 - Qualification(s): Specialist to have one or more of the following qualifications: Computer Science / Coding / Programming Language	Indicator	Weight
	An Honours/Post graduate diploma (NQF 8) or above qualification(s)	5	5

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR APPLICATION)	CRITERIA	WEIGHT
	A Bachelor's degree/Advanced diploma (NQF 7) qualification(s)	4	
	A Three-year diploma (NQF 6) qualification(s)	3	
	A Two-year diploma (NQF 5) qualification(s)	2	
	A Certificate(s) (NQF 4) qualification(s)	1	
	No qualification(s) attached/ submitted	0	
	Expert 3 - Experience of the Specialist in Computer Science / Coding / Programming Language	Indicator	
	Five (5) years or more experience	5	10
	Four (4) years and less than five (5) years' experience	4	
	Three years (3) and less than four (4) years' experience	3	
	Two (2) years and less than three (3) years' experience	2	
	One (1) year and less than two (2) years' experience	1	
	Less than one (1) year experience	0	
	Expert 4 - Qualification: Specialist to have a qualification in Web-based platforms and mobile apps	Indicator	Weight
	An Honours/Post graduate diploma (NQF 8) or above qualification(s)	5	5
	A Bachelor's Degree/Post graduate diploma (NQF 7) qualification(s)	4	
	A Three-year diploma (NQF 6) qualification(s)	3	
	A Two-year diploma (NQF 5) qualification(s)	2	
	A Certificate(s) (NQF 4) qualification (s)	1	
	No qualification(s) attached/ submitted	0	
	Expert 4 - Experience of the Specialist in Web-based platforms and mobile apps	Indicator	Weight

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR APPLICATION)	CRITERIA	WEIGHT
	Five (5) years or more experience	5	5
	Four (4) years and less than five (5) years' experience	4	
	Three years (3) and less than four (4) years' experience	3	
	Two (2) years and less than three (3) years' experience	2	
	One (1) year and less than two (2) years' experience	1	
	Less than one (1) year experience	0	
	Expert 5 - Qualification: Specialist to have a qualification in Business Analyst	Indicator	5
	An Honours/Post graduate diploma (NQF 8) above qualification(s)	5	
	A Bachelor's degree/Advanced diploma (NQF 7) qualification(s)	4	
	A Three-years diploma (NQF 6) qualification(s)	3	
	A Two-year diploma (NQF 5) qualification(s)	2	
	A certificate(s) (NQF 4) qualification (s)	1	
	No qualification(s) attached/ submitted	0	
	Expert 5 - Experience of the Specialist in Business Analyst	Indicator	5
	Five (5) years or more experience	5	
	Four (4) years and less than five (5) years' experience	4	
	Three years (3) and less than four (4) years' experience	3	
	Two (2) years and less than three (3) years' experience	2	
	One (1) year and less than two (2) years' experience	1	
	Less than one (1) year experience	0	

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR APPLICATION)	CRITERIA	WEIGHT
Company's experience, track record and knowledge in developing web-based platforms and mobile apps; development of software programmes; research; developing directories. Assessed based on number of projects completed, including size and complexity of project undertaken and completed.	Bidder(s) are required to demonstrate relevant experience and competency of the company.		
	Bidder(s) are required to demonstrate relevant experience and competency of the company for all successfully completed projects. Bidder(s) should submit full details of reliable contactable duly signed positive references letters on company letter head where successfully completed projects were done in developing web-based platforms and mobile Apps		
	Bidders who have successfully completed projects on developing web-based platforms and mobile apps. Proof of completed project is required.		
	Company experience in developing web-based platforms and mobile Apps; development of software programmes; research; developing directories	Indicator	20
	5 or more positive projects completed with duly signed completion certificates/ reference letters	5	
	4 positive projects completed with duly signed completion certificates/ reference letters	4	
	3 positive projects completed with duly signed completion certificates/ reference letters	3	
	2 positive projects completed with duly signed completion certificates/ reference letters	2	
	1 positive project completed with duly signed completion certificate/ reference letter	1	
	No reference letters or completion certificate	0	
TOTAL POINTS ON FUNCTIONALITY			100

9.5 PHASE 4: PRICE AND PREFERENCE POINTS

9.5.1 The following preference point system will be followed to advance the categories of persons:

- a) For contracts with a Rand value **below R50 000 000**, a total of **20 points** may be allocated for specific goals as contemplated above, provided that the lowest acceptable tender scores **80 points** for price.
- i. The applicable formula to be used is $Ps=80[1-(Pt-Pmin)/Pmin]$. Provided:
 Ps = Points scored for price the of tender under consideration.
 Pt = Price of tender under consideration; and
 Pmin = Price of the lowest applicable tender.
 - ii. A total of 20 points may be awarded to a tenderer as follows:
 - 20 points: if the Bidder has more than 50% (fifty percent) Black people, Women, or people with disabilities
 - 0 Points: for 50% and below ownership by stipulated categories of persons

9.5.2 The Bid will be awarded to a bidder with the highest points on price and preference points on condition that they have met all phases of the evaluation criteria and complied with the tender requirements set out in the tender document.

9.5.3 However, a contract may be awarded to a tenderer that did not score points only in accordance with section 2(1)(f) of the PPPFA.

9.5.4 The DFFE reserves the right to negotiate prices that are not deemed market-related and not to award the tender to the bidder with the lowest price.

9.5.5 A total of **20 points** will be allocated for either of the specific goals:

SPECIFIC GOALS	80/20
>50% ownership by Black people, or	20
>50% ownership by Women, or	20
>50% ownership by people with Disability	20

9.5.6 For bidders to claim preference points, the following must be adhered to:

- a) Submit a complete and signed SBD 6.1,
- b) Submit a valid B-BBEE Status Level Verification Certificate issued by SANAS Accredited Verification Agency; or B-BBEE Certificate issued by CIPC, or a Sworn Affidavit commissioned by Commissioner of Oaths or A Consolidated Joint Venture B-BBEE Verification Certificate clearly outlining the % ownership by black people, women and persons with disabilities.
- c) Submit CSD Registration Report or MAAA. Number.

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

10 BID SUBMISSION REQUIREMENTS

- 10.1 Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:
 - 10.1.1 The bidder must draft a table of contents which will indicate where each document is in the proposal.
 - 10.1.2 The proposal shall consist of one (1) master original document and must indicate the prices on SBD 3.3 and Annexure A for a detailed price schedule.
 - 10.1.3 The information in the CV of the proposed Specialists should include relevant experience in the chosen area of expertise.
 - 10.1.4 The qualifications of the Specialists
 - 10.1.5 Project reference specifying the role played by the service provider in the listed projects or assignments.
 - 10.1.6 Standard bidding documents (SBD1, 3.3, 4, and 6.1).
 - 10.1.7 Copy of Central Supplier Database (CSD) report or tax pin certificate from SARS.
 - 10.1.8 Letter of Authority to sign documents on behalf of the company.

11 LEGISLATIVE FRAMEWORK OF THE BID

- 11.1 Tax Legislation
 - 11.1.1 Bidder must at all times be compliant when submitting a proposal to DFFE and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
 - 11.1.2 Bidders who make taxable supplies more than R1 million in any 12-month conservative period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R50 000 has been exceeded in the past 12-month period.
 - 11.1.3 Bidders who meet the above requirement must register as VAT vendors, if successful, within one month of award of the bid.
 - 11.1.4 SARS Tax Status Pin requirements/ or Central Supplier Database (CSD) number or report must be provided.
- 11.2 Procurement Legislation

- 11.2.1 Bidders should be cognisant of the legislation and/or standards specifically applicable to the services.
- 11.2.2 Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS Accredited Verification Agency, or B-BBEE Certificate issued by CIPC, or a Sworn Affidavit commissioned by Commissioner of Oaths together with their bids. The sworn affidavit must be signed by the deponent (Bidder), in the presence of a Commissioner of Oaths where the Commissioner of Oaths must affix his/her signature, together with the stamp of the office, and affix a date on which the signature was affixed. Furthermore, the dates of the deponent and the CoO must correspond.
- 11.2.3 If the application is made by a Joint Venture or Partnership, the accreditation credentials in the name of joined entities should be submitted. Members of the joint venture must meet the requirements of the proposal.
- 11.3 Privacy and Protection of Personal Information Act 4 of 2013
 - 11.3.1 Protecting personal information is important to the Department of Forestry, Fisheries, and the Environment. To do so, DFFE follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).
 - 11.3.2 DFFE's role as the responsible party is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective service providers and third parties.
 - 11.3.3 DFFE will process personal information only with the knowledge and authorisation of the bidder/ respondent and will treat the personal information that comes to its knowledge as confidential and will not disclose it unless so required by law or subject to the exception contained in the POPIA.
 - 11.3.4 DFFE reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this bid and the bidder/respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning DFFE.
 - 11.3.5 In responding to this bid, DFFE acknowledges that it will obtain and have access to the personal information of the bidder/ respondent. DFFE agrees that it shall only process the information disclosed by the bidder/ respondent in their response to this bid for evaluation and subsequent award of the tender and by any applicable law.

12 SPECIAL CONDITIONS OF THE CONTRACT

- 12.1 On appointment, the performance measures for the delivery of the project will be closely monitored by the DFFE.

- 12.2 The service provider/s will submit a soft copy weekly progress report for the first 6 months from the start of the project and then submit monthly progress reports to the Programme Manager, within the stipulated date after the end of each month and quarter for the duration of the project. Failure to submit the required reports on time will result in penalties.
- 12.3 The DFFE Programme Manager shall do the ongoing management of the Service Level Agreement.
- 12.4 The appointed service provider will be subjected to security vetting and screening.
- 12.5 The service provider/s must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract.
- 12.6 Before the appointment of a replacement, the Project Manager must approve such appointment. If the senior must leave the project, a period of at least one (01) month is required, in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed and able to transfer skills and knowledge.
- 12.7 All the conditions specified in the **General Conditions of Contract (GCC)** will apply and where the conditions in the special conditions of the contract contradict the conditions in the general conditions of contract the special conditions of contract will prevail.
- 12.8 The service provider shall notify the Department 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 service provider from any liability or obligation under the contract.
- 12.9 A Letter of Authority to sign documents on behalf of the company.
- 12.10 The service provider will submit monthly progress reports as per the agreed work plan, to the Programme Manager, within three (03) days after the set date.
- 12.11 DFE reserves the right to reject proposals that are not submitted in the prescribed format or where information presented is illegible or incomplete and will not be evaluated further.
- 12.12 DFFE reserves the right to request such information during the evaluation process of the proposal and the information must be presented within the DFFE stipulated timelines. Failure to do so may lead to disqualification.
- 12.13 The proposals should be submitted with all required information containing technical information.
- 12.14 Bidders failing to meet pre-compliance requirements may be automatically disqualified.
- 12.15 For service providers to claim preference points the following must be adhered to:
- 12.15.1 Submit a complete and signed SBD 6.1,
- 12.15.2 Submit CSD Registration Report or MAAA.Number
- NB:** Failure on the part of a tenderer to submit proof or documentation stated above in terms of this tender to claim preference points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 12.16 If the DFFE is of the view that a Bidder submitted false information regarding a Specific Goal, the DFFE must inform the Bidder accordingly and allow the Bidder to make representations within fourteen (14) days as to why:-
- 12.16.1 the Tender may not be disqualified, or,
- 12.16.2 if the Tender has already been awarded to the Bidder, why the contract ~~or order~~ should not be terminated.
- 12.17 After considering the representations, the DFFE may, if it concludes that the information relating to a Specific Goal is false, disqualify the Bidder or terminate the Contract and if applicable, claim damages from the Bidder.
- 12.18 Poor or non-performance by the bidder will result in the cancellation of the contract-
- 12.19 Please take note that DFFE is not bound to select any of the firms submitting proposals. DFFE reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
- 12.20 DFFE will not be held responsible for any costs incurred by the service providers in the preparation, presentation, and submission of the proposal.
- 12.21 The Department shall consider Company and Individual(s) (Personnel) experience and Qualifications obtained within and outside the Republic of South Africa (RSA). The qualification obtained outside RSA shall for evaluation be accompanied by the SAQA Certificate of Evaluation (SCoE). The SCoE will indicate the recognition decision taken by SAQA concerning the foreign qualification and the comparability of that qualification with a South African qualification registered on the National Qualification Framework (NQF). Foreign qualifications that are not accompanied by the SCoE shall not be considered for evaluation in this contract.
- 12.22 The recognition of foreign qualifications is in terms of the South African National Qualifications Framework (NQF) conducted by SAQA. SAQA derives this mandate from the NQF Act, 67 of 2008 (as amended) and performs the function according to the Policy and Criteria for Evaluating Foreign Qualifications within the South African NQF (as amended, 2017). (www.saq.org.za)”

13 PAYMENT TERMS

- 13.1. The Service Provider shall provide the Department with a detailed tax invoice with supporting evidence and/or report for deliverables completed. The Department will have 30 (thirty) calendar days after receipt of the tax invoice and supporting evidence to make payment to the Service Provider. Upon receipt of the invoice, the Department will have 7 (seven) calendar days to approve such invoice and relevant evidence and/or report submitted. If the invoice together with the supporting evidence and/or report is approved, the Department shall make a direct payment to the Service Provider within the remaining 23 (twenty-three) calendar days of approval of such invoice

and/or report, thus ensuring that payment of the invoice is made within the 30 (thirty) calendar days timeframe

14 TECHNICAL ENQUIRIES

- 14.1. Should you require any further information in this regard, please do not hesitate to send written enquiries to: Tenders@dffe.gov.za

15 TECHNICAL REQUIREMENTS OF THE SYSTEM

The successful service provider is expected to develop an intranet system that will allow the following:

Service providers may also innovate and propose features that can be beneficial to staff, especially productivity tools.

- 15.1 Integrate Departmental systems to work seamlessly with the intranet, systems such as EDMS, newflash function, and MS Outlook.
- 15.2 An integrated dictionary – officials should be able to go to the intranet and access a dictionary.
- 15.3 RSS feed that will supply officials with current affairs around the world.
- 15.4 Officials are to be able to share files amongst themselves (Maximum size 2GB) this will avoid the usage of websites such as WeTransfer as it can compromise sensitive documents.
- 15.5 The intranet supports file extensions such as pdf, png, jpeg, Microsoft Office extensions, mp3, mp4, m4a, etc – most importantly the ability to add file extensions as and when a need arises.
- 15.6 Officials' directory and profiles - the intranet should be able to have employee profiles including a picture, background, birthdays, etc.
- 15.7 Video conferencing – and integration of MS Teams and Zoom.
- 15.8 Live streaming of Departmental events that take place at Environment House.
- 15.9 Departmental calendar.
- 15.10 Social Media Integration
- 15.11 Integration to the in-house library: the ability to search for a book and availability.
- 15.12 The intranet should have the functionality to convert PDF to Word or Word to PDF, we receive many requests from officials to assist with these functions. Example <https://www.pdf2go.com/>.
- 15.13 Function to conduct surveys and or questionnaires.
- 15.14 Live Chat Platform. For example, there is an option to select a branch from a drop-down list of all branches and ask any question related to that specific branch, and a dedicated person from the branch will receive a notification and be able to answer the question;
- 15.15 OR an automated system that has possible answers. Example: SAQA has an automated system, kindly follow the link to see the live chat <https://www.saga.org.za/>.
- 15.16 Navigation search.
- 15.17 The intranet must be very easy to use. This is equally important for administrators, editors, and regular intranet users. Therefore, user experience will have a strong influence on the choice of solution. Back-end CMS Systems should be open-source based.
- 15.18 Able to meet the needs of the organisation that will develop over time, as well as to be able to adapt the solution to any changes to the available resources, it is crucial that the tool and the setup have a high

degree of flexibility and that most if not all changes can be performed internally by editors or administrators.

- 15.19 The selected software should be common on the market and supported by several service providers so that the Department will not be bound to one single service provider. The solution proposed to the Department should be based on out-of-the-box features of the system. Except for graphical design, tailoring of code should be kept to an absolute minimum.

16 ANNEXURE A – PRICING SCHEDULE

ITEM NO.	ACTIVITIES	NAME OF THE PROPOSED RESOURCE	UNITS/ HOURS	ESTIMATED NUMBER OF HOURS	RATE PER HOUR (EXCLUDING VAT)	TOTAL COST (EXCLUDING VAT)
YEAR 1						
1	Analysis phase		Hours	Hrs	R	R
2	Design phase		Hours	Hrs	R	R
3	Development phase		Hours	Hrs	R	R
4	Testing phase		Hours	Hrs	R	R
5	Finalisation phase		Hours	Hrs	R	R
					YEAR 1 TOTAL	R
YEAR 2						
6	Post implementation phase		Hours	Hrs	R	R
7	Live testing and deployment		Hours	Hrs	R	R
8	Maintenance and support (8 Months) <ul style="list-style-type: none"> Onsite Remote 		Hours	Hrs	R	R
					YEAR 2 TOTAL	R
SUB TOTAL (YEAR 1 AND YEAR 2)						R
VAT @ 15%						R
TOTAL PROJECT COST (YEAR 1 AND YEAR 2)						R

17 ANNEXURE B – CV TEMPLATE TO BE COMPLETED BY SPECIALISTS’ EXPERT 1 TO EXPERT 5

Information Technology / Information Systems / Hosting Services (expert 1)

Website Development (expert 2)

Computer Science (expert 3)

Web-based platforms and mobile apps (expert 4)

Business Analyst (expert 5)

1. Surname	
2. Name	
3. National ID / Passport Number	
4. Contact Number	
5. Email Address	
6. Proposed role on the project	

7. Education:

Year Completed	Institution	Qualification(s) obtained	NQF Level

8. Language skills: Indicate competence on a scale from 1 (basic) to 5 (excellent)

Language	Reading	Speaking	Writing

9. Membership of professional bodies:

Name of professional body	Year joined	Membership Number

10. Other skills: (e.g. Computer literacy, etc.)

11. Present position:

Name of Employer	
Position	
Date from - Date to	

12. Years within the institution:

13. Key experience relevant to the terms of reference: (List specific assignments relevant to the terms of reference)

Name of Employer	Name of Client	Role on Assignment	Client Reference (Provide contact person and contact details)	Date from - Date to	Description of key experience as per the requirements of Terms of Reference

14. Professional experience:

Name of Employer	Date from - Date to	Reference (Provide contact person and contact details)	Position	Description of duties

15. Other relevant information (e.g. Publications)

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

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

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

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

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

16. Payment

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

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

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

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

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

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

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

	(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	<p>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</p> <p>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.</p>
32. Taxes and duties	<p>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.</p> <p>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.</p> <p>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.</p>
33. National Industrial Participation Programme (NIP)	33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34 Prohibition of Restrictive practices	<p>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).</p> <p>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.</p>

- 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.



DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

BAS ENTITY MAINTENANCE FORM

Head Office Only

Date Received _____
Safetynet Capture _____
Safetynet Verified: _____
BAS/LOGIS Capt _____
BAS/LOGIS Auth _____
Supplier No. _____

The Director General

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

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

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

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

Please ensure information is validate as per required bank screens .

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

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

Company / Personal Details

Registered Name

Trading Name

Tax Number

VAT Number

Title:

Initials:

Full Names

Surname

Persal Number

Address Detail

Address

(Compulsory if Supplier)

Physical

Postal

Postal Code

New Detail

☐ New Supplier information ☐ Update Supplier information

Supplier Type:

☐ Individual
☐ Company
☐ CC

☐ Department
☐ Trust
☐ Other (Specify)

☐ Partnership

Department Number

Supplier Account Details (To be Verified by the bank)

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

Account Name

Account Number

Branch Name

Branch Number

Bank screen info**ABSA-CIF screen****FNB-Hogans system on the CIS4/CUPR****STD Bank-Look-up-screen****Nedbank- Banking Platform under the Client Details Tab**

Account Type

☐ Cheque Account☐ Savings Account☐ Transmission Account☐ Bond Account☐ Other (Please Specify)

ID Number

Passport Number

Company Registration Number

*CC Registration

***Please include CC/CK where applicable**

Bank Stamp

Supplier Contact Details

Business

Area Code

Telephone Number

Extension

Home

Area Code

Telephone Number

Extension

Fax

Area Code

Fax Number

Cell

Cell Code

Cell Number

Email Address

Contact Person:

Supplier Signature

Print Name

Date (dd/mm/yyyy)

NB: All relevant fields must be completed