



forestry, fisheries & the environment

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

INVITATION TO BID BID NUMBER: DFFE-T043 (23/24)

TO APPOINT THE PROJECT MANAGEMENT SERVICE PROVIDER(S) FOR THE IMPLEMENTATION OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) - YOUTH ENVIRONMENTAL SERVICE (YES) 2023/2026 PROJECT IN REGION 1: LIMPOPO, MPUMALANGA, AND NORTH-WEST PROVINCES FUNDED BY THE DEPARTMENT THROUGH THE ENVIRONMENTAL PROGRAMMES (EP) FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

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

CLOSING DATE OF THE BID: 02 February 2024 AT 11:00 AM

NON COMPULSORY BRIEFING SESSION:

DATE: 18 January 2024
TIME: 10:00 – 11:00 am
PLATFORM: MS- TEAMS [Click here to join the meeting](#)

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-T043 (23/24)	CLOSING DATE:	02 FEBRUARY 2024	CLOSING TIME:	11:00
DESCRIPTION	THE APPOINTMENT OF THE PROJECT MANAGEMENT SERVICE PROVIDER(S) FOR THE IMPLEMENTATION OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) - YOUTH ENVIRONMENTAL SERVICE (YES) 2023/2026 PROJECT IN REGION 1: LIMPOPO, MPUMALANGA, AND NORTH-WEST PROVINCES FUNDED BY THE DEPARTMENT THROUGH THE ENVIRONMENTAL PROGRAMMES (EP) FOR A PERIOD OF THIRTY-SIX (36) MONTHS.				
BID RESPONSE DOCUMENTS MAY 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	
[IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE, BIDDERS MUST SUBMIT A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (ISSUED BY SANAS OR ACCREDITED VERIFICATION AGENCY OR ISSUED BY CIPC) OR SWORN AFFIDAVIT (FOR EMES & QSEs) COMMISSIONED BY THE COMMISSIONER OF OATHS OR CSD REGISTRATION REPORT OR MAAA NUMBER					
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-T043 (23/24)
CLOSING TIME 11:00 AM	CLOSING DATE: 02 FEBRUARY 2024

OFFER TO BE VALID FOR120.....DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: THE APPOINTMENT OF THE PROJECT MANAGEMENT SERVICE PROVIDER(S) FOR THE IMPLEMENTATION OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) - YOUTH ENVIRONMENTAL SERVICE (YES) 2023/2026 PROJECT IN REGION 1: LIMPOPO, MPUMALANGA, AND NORTH-WEST PROVINCES FUNDED BY THE DEPARTMENT THROUGH THE ENVIRONMENTAL PROGRAMMES (EP) FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

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

R.....

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@dfffe.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); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the **80/20** preference point system.

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

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

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

The maximum points for this tender are allocated as follows:

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm,

certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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



**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

TO APPOINT THE PROJECT MANAGEMENT SERVICE PROVIDER(S) FOR THE IMPLEMENTATION OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) - YOUTH ENVIRONMENTAL SERVICE (YES) 2023/2026 PROJECT IN REGION 1: LIMPOPO, MPUMALANGA, AND NORTH-WEST PROVINCES FUNDED BY THE DEPARTMENT THROUGH THE ENVIRONMENTAL PROGRAMMES (EP) FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

TABLE OF CONTENTS

1.	PURPOSE.....	3
2.	INTRODUCTION AND BACKGROUND.....	3
3.	OBJECTIVES.....	4
4.	SCOPE AND EXTENT OF WORK.....	4
5.	EXPECTED DELIVERABLES / OUTCOMES	12
6.	PERIOD / DURATION OF PROJECT / ASSIGNMENT.....	14
7.	COSTING / COMPREHENSIVE BUDGET.....	14
8.	INFORMATION SESSION	15
9.	EVALUATION CRITERIA METHOD 1 - LIMPOPO	15
10.	EVALUATION CRITERIA METHOD 2 - MPUMALANGA.....	20
11.	EVALUATION CRITERIA METHOD 3 – NORTHWEST PROVINCE.....	26
12.	BID SUBMISSION REQUIREMENTS.....	32
13.	LEGISLATIVE FRAMEWORK OF THE BID.....	32
14.	SPECIAL CONDITIONS OF THE CONTRACT.....	34
15.	PAYMENT TERMS	37
16.	TECHNICAL ENQUIRIES	37
17.	ANNEXURE A1 : LIMPOPO - MEDICAL TESTING REQUIREMENTS	38
18.	ANNEXURE A2 : MPUMALANGA - MEDICAL TESTING REQUIREMENTS	39
19.	ANNEXURE A3: NORTHWEST - MEDICAL TESTING REQUIREMENTS.....	40
20.	ANNEXURE B : PERSONAL PROTECTIVE EQUIPMENT DETAILED SPECIFICATION (WITH VARIOUS SIZES AND TO BE CONCLUDED ON RECRUITMENT)	41
21.	ANNEXURE C: TOOLS OF TRADE SPECIFICATION (TOOLS AND EQUIPMENT).....	46
22.	ANNEXURE D1 - LIMPOPO: TREES SPECIFICATION	47
23.	ANNEXURE D2 - MPUMALANGA: TREES SPECIFICATION	54
24.	ANNEXURE D3 – NORTH WEST: TREES SPECIFICATION	56
25.	ANNEXURE E: CV TEMPLATE TO BE COMPLETED BY THE TEAM LEADER	58

1. PURPOSE

- 1.1 The purpose of this Bid is to appoint the Project Management Service Provider(s) for the implementation of the Expanded Public Works Programme (EPWP) - Youth Environmental Service (YES) for the financial year 2023/24, 2024/25, 2025/26 project in Region 1: Limpopo, Region 1; Mpumalanga, and Region 1; Northwest Provinces funded by the Department through the Environmental Programmes (EP) for thirty-six (36) months.

2. INTRODUCTION AND BACKGROUND

- 2.1 The Environmental Programme (EP) is the main Programme through which the Department contributes to the government's Expanded Public Works Programme (EPWP). For this purpose, the Department through EP implements poverty alleviation projects through the Service Providers to address the following:
- 2.1.1. Job creation,
 - 2.1.2. Skills development,
 - 2.1.3. Development of SMMEs
 - 2.1.4. Protection of natural resources
- 2.2 The Youth Environmental Service is one of the EP: EPWP Youth and Contractor Development sub-programs aimed at enrolling young people in the programme that will not only skill the youth through accredited training but encourage them to engage in community service in a way that contributes to the socio-economic development of the communities. On completion of the projects, a minimum of 25% of young people shall be placed on exit opportunities to apply their trade for a period not less than twelve months (in the form of permanent/contractual job opportunities, further learning, and small enterprise).
- 2.3 The vision, goals, and objectives of the Youth Environmental Service are in line with the mandate and objectives of the Department of Forestry, Fisheries, and Environment (DFFE) as well as the vision, goals, and objectives of the National Youth Service.
- 2.4 It is within this context that the Department of Environment, Forestry and Fisheries requests interested Project Management Service Provider(s) to express interest in implementing the Youth Environmental Service programme in the EP: Region 1- Limpopo, Mpumalanga, and North-West Provinces. A set criterion will be used to evaluate and appoint a qualifying Service Provider for the implementation of the Youth Environmental Service sub-program within Environmental Programmes - Region 1. The project will be implemented per province as listed below (Bidders are requested to indicate the province and quote reference number for the province applying for under section 7 of the TORs):

Table 1: Projects to be applied for by bidders.

PROJECT	APPLICATION REFERENCE NUMBER	APPLICATION SUBMITTED	
		YES	NO
IMPLEMENTATION OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) - YOUTH ENVIRONMENTAL SERVICE (YES) 2023/2026 PROJECT IN ENVIRONMENTAL PROGRAMMES REGION 1: LIMPOPO	RG 1 - LP: YES 23/26/001		
IMPLEMENTATION OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) - YOUTH ENVIRONMENTAL SERVICE (YES) 2023/2026 PROJECT IN ENVIRONMENTAL PROGRAMMES REGION 1: MPUMALANGA	RG 1 - MP: YES 23/26/002		
IMPLEMENTATION OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) - YOUTH ENVIRONMENTAL SERVICE (YES) 2023/2026 PROJECT IN ENVIRONMENTAL PROGRAMMES REGION 1: NORTH-WEST	RG 1 - NW: YES 23/26/003		

3. OBJECTIVES

3.1 To invite suitable and qualified Project Management Service Provider(s) to implement Youth Environmental Service sub-program in Region 1: Limpopo, Mpumalanga, and North West Provinces for the Department through the Environmental Programme (EP) branch for thirty-six (36) months.

4. SCOPE AND EXTENT OF WORK

4.1 Twelve (12) months of the project shall be utilized for the implementation of accredited training and 24 months for youth to participate in community service/work.

4.2 The tasks to be carried out by the service providers are but not limited to the following:

4.2.1 RECRUITMENT AND CONTRACTING OF PARTICIPANTS

The appointed service provider shall be responsible for the recruitment and contracting of 200 participants per province which includes:

- a) Recruitment, appointment, and signing contracts of employment with the project participants (according to the approved DFFE and EPWP recruitment strategy).
- b) **Serve as an employer to project participants and administer the statutory employment requirements (registration of participants for Unemployment**

Insurance Fund (UIF), UIF and Compensation for Occupation, Injury and Diseases Act (COIDA) compliance) and process necessary payments thereof to South African Revenue Service (SARS) and or Department of Employment and Labour (DoEL).

- c) Manage the signing and record keeping of daily attendance registers.
- d) Payment of monthly stipend (R200 per day, excluding weekends) to project participants using own funds and issuing of payslips.
- e) Manage the Medical Testing of project participants during entry, mid-term, and exit project phases as indicated in Annexures **A1, A2, and A3**.
- f) Report on Work Opportunities and Full Time Equivalents created through the project monthly.

4.2.2 IMPLEMENTATION OF TRAINING

The appointed service provider shall be responsible for the appointment of the accredited Training Service Provider for the implementation of the training component of the project, however, DFFE reserves the right to review the specifications before publications which include:

- a) Sourcing and appointment of training providers (Functional and accredited training).
- b) Sourcing of training venues.
- c) Implementation of functional training e.g.
 - Induction (non-accredited)
 - Accredited First Aid, (**unit standard SAQA ID 120496 or 119567 or 254220**) done by 4% of participants in each site
 - Accredited Occupational Health and Safety, skills program (**Unit standards: 259639, 9964, 120496, 119567**) done by all participants
 - Environment (SHE) representative, skills programme (**Unit standards: 259622, 259597, 259619**) done by 4% of participants in each site
- d) Non-accredited basic Health and Safety training every 18 months Implementation of occupational qualification listed in the table below (Table 2) done by all participant
- e) The implementation of occupational qualification is listed in Table 2 below. The department reserves the right to change the qualification name within the same minimum number of credits.

Table 2 Accredited training: Qualifications, municipalities, and number of participants

Application Reference number	Prov	DM	LM	Training intervention	Minimum Number of credits required	No of participants	No of classes &	Training duration
RG 1 - NW: YES 23/26/003 For bidders applying for implementation in North-West only	North- West	Dr Ruth Segomotsi Mompati	Mamusa	National Certificate:	121 (NQF level 5)	100	5 venues in different parts of the District Municipality/ 5 facilitators A maximum of 20 participants per class	12 months
			Greater Taung	Environmental				
			Kagisano Molopo	Education,				
			Naledi	Training and				
		Lekwa Taemane	Development Practice (Adult Learning): ID - 22901 ETDP SETA					
		Ngaka Modiri Molema	Mafikeng	National Certificate:	121 (NQF level 5)	100	4 venues in different parts of the District Municipality/ 4 facilitators A maximum of 25 participants per class	12 months
				Environmental Education, Training and Development Practice (Adult Learning): ID - 22901				

Application Reference number	Prov	DM	LM	Training intervention	Minimum Number of credits required	No of participants	No of classes &	Training duration
				ETDP SETA				
RG 1 - LP: YES 23/26/001 For bidders applying for implementation in Limpopo only	Limpopo	Mopani	Greater Letaba	National Certificate:	147 (NQF level 5)	100	4 venues in different parts of the District Municipality/ 4 facilitators A maximum of 25 participants per class	12 months
			Maruleng	Community Development-Local Economic Development: ID –				
			Greater Tzaneen	83396				
			Ba-Phalaborwa	LGSETA				
		Vhembe	Musina	National Certificate:	145 (NQF level 6)	100	4 venues in different parts of the District Municipality/ 4 facilitators A maximum of 25 participants per class	12 months
			Collins Chabane	Occupationally Directed Education, Training & Development Practice -level 3 (Entry level is N.Dip & Degree): ID –				
			Thulamela					
			Makhado	50331				

Application Reference number	Prov	DM	LM	Training intervention	Minimum Number of credits required	No of participants	No of classes &	Training duration	
				ETDP SETA					
RG 1 - MP: YES 23/26/002 For bidders applying for implementation in Mpumalanga only	Mpumalanga	Gert Sibande	Lekwa	National	155 (NQF level 5)	100	4 venues in different parts of the District Municipality/ 4 facilitators A maximum of 25 participants per class	12 months	
			Mkhondo	Certificate: Youth					
			Dipaleseng	Development: ID					
			Govan Mbeki	- 57427					
						ETDP SETA			
		Nkangala	Emalahleni	National	121 (NQF level 5)	100	4 venues in different parts of the District Municipality/ 4 facilitators A maximum of 25 participants per class	12 months	
			Emakhazeni	Certificate in					
			Thembisile Hani	Environmental Education, Training and					
Victor Khanye	Development Practice (Adult learning): ID - 22901								
				ETDP SETA					

- f) Registration of project participants on Sector Education and Training Authority (SETA)/Quality Council Trades and Authority system/s within three months of the commencement of training
- g) Placement of participants for workplace experience training for the period prescribed by relevant SETA or skills development body (Only during the training implementation period).
- h) Compiling and submission of evidence for participants declared competent in the format prescribed by the Department upon completion of training.
- i) Issuing of competency certificates/Statement of Results (SORs) to participants within 6 months after completion of training implementation.
- j) Report progress on training implementation, monthly.

4.2.3 IMPLEMENTATION OF THE COMMUNITY SERVICE COMPONENT OF THE PROJECT

In consultation with the municipalities, DFFE, and all other relevant stakeholders the appointed service provider shall:

- a) Coordinate and implement community service/ community work that addresses environmental challenges in the communities to bring about solutions to environmental problems. Community service shall be implemented for a period of 24 months during project implementation. Integration of community service and workplace experience will be accommodated.
- b) Identify and secure host institutions through Host Institution agreements
- c) Ensure that project participants conduct environmental education addressing the knowledge gap on environmental issues and challenges within their communities; The Knowledge gap to address but not limited to the following environmental issues;
 - Waste management
 - Water/Air pollution
 - Deforestation
 - Climate change
 - Land degradation and soil erosion
 - Rhino poaching
 - Water pollution/ River cleanups
 - Food security
 - Biodiversity and Conservation
- d) Procure and facilitate the planting of 200 trees per project and per province as per specification on annexures (D1, D2, and D3) on the TOR.

- e) Develop and communicate the quarterly schedule to implement the community service component of the project
- f) Report on environmental indicators achieved and community services conducted, monthly
- g) Develop exit strategies for project participants that will ensure job placement in but not limited to Green Jobs, and/or further learning and small enterprises for at least 25% of the total participants.
- h) Obtain commitment letters from potential employers or institutions of higher learning to support the project participants' exit strategy.
- i) Develop a plan that will assist the youth to develop personal skills (e.g. finance management; drafting of CVs; preparing for job interviews etc.), knowledge, and abilities to enable project participants to make the transition to the labour market.
- j) Report on the project progress, monthly.

4.2.4 PLACEMENT OF PARTICIPANTS ON EXIT OPPORTUNITIES

- a) The appointed service provider shall ensure 25% placement of project participants on exit opportunities and or create pathways for exit opportunities. Placement of the participants on exit opportunities may commence during the project and end 6 months after the completion of the project. Exit opportunities to include amongst other things;
- b) Placement on employment opportunities where the employment contract is more than 12 months
- c) Placement on further education and training (FET)
- d) Placement on self-employment (establishment of cooperatives/ small businesses).
- e) Evidence for placement on exit opportunities includes; a signed appointment letter/contract of employment/ proof of registration in the case of FET and proof of company registration with proof of 3 months of company income of not less than R10 000. The Service Provider will be expected to submit evidence for the participants placed in exit opportunities. Evidence should be in the form of; an appointment letter or a contract signed with the employer, proof of registration (where the participant is exited into further education), and company registration documents, and a company must have been making revenue of not less than R10 000.00 for at least a period of three months (where the participant has exited to establishment of cooperatives or small businesses)

4.2.5 PHASES OF PROJECT

a) PHASE 1 – CONCEPTUALIZATION AND PLANNING

- The objective of this phase will be for the appointed service provider to validate the Terms of Reference, the scope, costing, objectives, and activities which will ensure that the necessary logistical and support arrangements are in place for sound program implementation.
- The appointed service provider shall determine community involvement initiatives relevant to Environmental Management and Nature conservation, which inculcate a culture of service by supporting youth to participate constructively in nation-building, determine programmes that can develop positive attitudes and improve the confidence of the youth and obtain letters of support from the Host Institutions who will assist with community involvement activities and practical learning experience (In-house placement arrangements within service provider's institution will be acceptable on approval by the Department).
- The Inception Phase will culminate in a Business Plan submitted to the Department for approval which sets out the rollout plan and outlines project deliverables, activities, budgets, and timeframes. Extensive consultation with all stakeholders shall be required during the planning stage.

b) PHASE 2 – PROJECT IMPLEMENTATION AND REPORTING

This phase involves the actual implementation of the project after the project business plan has been approved. Implementation should cover, inter alia;

- Recruiting and the contracting of project participants
- Direct payment of monthly stipend (R200 per day, excluding weekends) by service provider to project participants.
- Implementation of training for a period of 12 months (training to cover all 3 aspects of training e.g. Theory, practicals, and simulation, and workplace experience training)
- Implementation of community service
- Ensure compliance with the Health and Safety Requirements of the project
- Administration and payment of statutory requirements (UIF and COIDA).
- Monthly, ad hoc, and quarterly reporting
- Reporting on environmental indicators

- Milestone achievement and invoicing. Service Provider to note invoicing shall also include payment of stipend (R200 per day, excluding weekends), UIF, and COIDA based on what is achieved at the time of invoice.
- Development of strategy for the placement of participants on exit opportunities
- Submission of pictures for the project activities, monthly (on the template prescribed by the department)

c) PHASE 3 – PROJECT HANDOVER AND CLOSURE

- This phase involves activities but is not limited to the placement of participants into exit opportunities, lessons learned sessions and feedback on challenges, submission of all necessary evidence, compilation of database for all participants who benefitted in the project, proof and evidence for placement of participants into exit opportunities,
- OHS closeout report, project completion report, and final invoice. This phase shall be done during the 6th month after the contract of participants was terminated.

5. EXPECTED DELIVERABLES / OUTCOMES

- 5.1 Inception report with a detailed project plan with timelines and deliverables.
- 5.2 Project participants recruited and appointed.
- 5.3 Project participants trained as per DFFE criteria.
- 5.4 Project participants placed in community service.
- 5.5 Project participants placed in exit opportunities.
- 5.6 Trees (200) planted per province.
- 5.7 Environmental indicators achieved during community service.
- 5.8 Project participants registered with the Sector Education and Training Authority (SETA).
- 5.9 Project participants declared competent after completion of training.
- 5.10 Competency certificates/SoRs issued to project participants (within 6 months after completion of training implementation).
- 5.11 Project participants registered for UIF and COIDA.
- 5.12 Monthly and or quarterly reports submitted.
- 5.13 OHS closeout report submitted.
- 5.14 Project closeout or completion report and final invoice submitted.

- 5.15 Bidders are free to apply for any **Province** where they have the capacity and capability to deliver and the Bidder must tick the **Province** (s) they intend to bid, e.g. in case a bidder intends to bid for two (02) or more **Province** the bidder must tick the relevant box **YES/ NO**; and
- 5.16 Bidders must submit one (01) bid document, however the Proposed Key Personnel (Team) for each **Province** should be indicated, and the **Annexure F1, F2, F3 - Pricing schedule** fully completed for each **Province** entered for.

PROVINCE	APPLICATION REFERENCE NUMBER	Bidders should indicate provinces applying by indicating <u>Yes/ No</u> below Bidders must complete the correct annexure F1 and /or F2 and/or F3 on the pricing schedule based on the choice of province	
		YES	NO
REGION 1: LIMPOPO IMPLEMENTATION OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) - YOUTH ENVIRONMENTAL SERVICE (YES) 2023/2026 PROJECT IN ENVIRONMENTAL PROGRAMMES REGION 1: LIMPOPO	RG 1 - LP: YES 23/26/001		
REGION 1: MPUMALANGA IMPLEMENTATION OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) - YOUTH ENVIRONMENTAL SERVICE (YES) 2023/2026 PROJECT IN ENVIRONMENTAL PROGRAMMES REGION 1: MPUMALANGA	RG 1 - MP: YES 23/26/002		
REGION 1: NORTH-WEST IMPLEMENTATION OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) - YOUTH ENVIRONMENTAL SERVICE (YES) 2023/2026 PROJECT IN ENVIRONMENTAL PROGRAMMES REGION 1: NORTH-WEST	RG 1 - NW: YES 23/26/003		

- 5.17 It is prohibited that the descriptions and quantities of items in the pricing schedule be amended except in the case that an alternative bid has been submitted. Non-compliance with the pricing instructions will result in disqualification.
- 5.18 Project Management Service Providers shall be bound to execute all the required quantities of scope.
- 5.19 This bill of quantities detailing costing shall form part of an integral part of the contract documents and shall be finalized through the planning stage of the project.
- 5.20 **Annexure F1 Limpopo, F2 Mpumalanga, and F3 North-West – Pricing Schedule for the** table attached should be used as a guide by the Project Management Service Providers provider when quoting for works.

6. PERIOD / DURATION OF PROJECT / ASSIGNMENT

- 6.1 The project shall be implemented for thirty-six (36) months from the date of contracting the participants into the project.
- 6.2 Placement of participants into exit opportunities, project handover, and closure shall be done outside the project duration of 36 months.
- 6.3 Thirty (36) months will be aligned to participants' employment contract period.

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 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 (**F1, F2, and F3 (Pricing Schedule – Attached 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 Pricing to include medicals as per the pricing schedule provided in the attached **Annexure F1, F2, and F3** (entry, mid-term, and exit medical tests).
- 7.5 Project Management Service Providers must fully complete the **Attached pricing schedule - Annexure F1 Limpopo, F2 Mpumalanga, and F3 North-West**. The pricing schedule to be submitted per application reference (see 2.4 above). Bidders are allowed to apply for more than 1 application reference.

- 7.6 Bidders will compete for each province.
- 7.7 The same team cannot be submitted for more than one province.
- 7.8 The validity period is 120 days from the closing date of the bid.

8. INFORMATION SESSION

- 8.1 Is the briefing session applicable?

YES

- 8.2 Is it a compulsory briefing session?

NO

8.3 The briefing session will be held as follows:

Date: 18 January 2024

Time: 10:00 – 11: 00 am

Platform/ Venue: [Click here to join the meeting](#)

8.4 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 METHOD 1 – LIMPOPO PROVINCE

9.1 The evaluation for this bid will be carried out in the following phases:

- 9.1.1 Phase 1: Pre-compliance.
- 9.1.2 Phase 2: Functionality Evaluation.
- 9.1.3 Phase 3: Price and Preference Points.

9.2 PHASE 1: PRE-COMPLIANCE – METHOD 1 – LIMPOPO PROVINCE

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

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
4	Tax Compliance and CSD Registration	Attached CSD registration number/ Proof of CSD registration and/ or SARS Tax Pin
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	A letter of commitment that a minimum of 25% of young people shall be placed on exit opportunities to apply their trade for a period not less than twelve months (in the form of permanent/contractual job opportunities, further learning, and small enterprise.	Attach a letter of commitment signed by authorised personnel

9.3 PHASE 2: FUNCTIONALITY CRITERIA – METHOD 1 – LIMPOPO PROVINCE

9.3.1 Only bid proposals that meet pre-compliance requirements will be evaluated on functionality criteria.

9.3.2 The bidder must score a minimum of **70%**, during Phase 2 (functionality) of the evaluation to qualify for Phase 3 of the evaluation where only points for price and preference points will be considered.

9.3.3 The following values/ indicators will be applicable when evaluating functionality:

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY – METHOD 1 – LIMPOPO PROVINCE		
A proposed project plan, methodology and management of the project to achieve the deliverables for the implementation of Youth	Bidder(s) are required to provide a detail project plan with intermediate and final outputs and identified timeframes/ milestones, methodology and management of the project.		
	Project plan, methodology and project management in the field of	Indicator	Weight

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY – METHOD 1 – LIMPOPO PROVINCE			
Environmental Service (YES) projects	facilitation and coordination of youth projects			
	Project plan and methodology action well broken down; with detailed objectives and milestones.	5	20	
	Project plan and methodology, action identification basic; clear objectives and clear milestones.	4		
	Action plan provided with no deliverables and timeframes.	3		
	Limited information provided on the action plan.	2		
	Task not well understood.	1		
	No project brief attached/ submitted.	0		
	Technical capability/ expertise and track record of project leader to be assigned to the project in facilitation and coordinating youth projects.	Bidder(s) are required to demonstrate relevant past experience, and competency of the team/ project leader to undertake and successfully complete the project in facilitation and coordinating youth projects.		
Bidder(s) must submit curriculum vitae for the team/ project leader proposed to be employed on the project.				
Curriculum vitae are to include specific details including, inter alia, relevant past experience and references.				
Experience of team/ project leader in the field of community development, project management, facilitation and coordinating youth projects.		Indicator	Weight	
5 or more years' experience		5	20	
4 and less than 5 years' experience		4		
3 and less than 4 years' experience		3		
2 and less than 3 years' experience		2		
1 and less than 2 years' experience		1		
Less than 1 year or no experience	0			
Qualification of project leader to be assigned to the project	Bidders are required to submit/attach copies of relevant qualification for the Project Leader in the	Indicator		Weight

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY – METHOD 1 – LIMPOPO PROVINCE		
	Environmental Management/Science/ Natural Resource Management or Youth Development studies		
	A Masters (NQF level 9) and above qualification(s)	5	20
	An Honours degree qualification(s) (NQF level 8)	4	
	A Bachelor degree / B Tech / Advanced Diploma qualification(s) (NQF level 7)	3	
	A three year National Diploma qualification(s) (NQF level 6)	2	
	A certificate(s) (NQF level 5)	1	
	No qualification / certificate(s) submitted	0	
The service provider's experience, track record, and knowledge in the field of coordination and management of Youth Development projects	Bidder(s) are required to demonstrate relevant experience and competency of the company for all successfully completed projects. Bidder(s) must submit full details of reliable dully signed references letters on company letter head where successfully completed projects were done in the field of coordination and management of Youth Development projects.		
	Company experience in successfully completed and managing projects in the field of facilitation and coordinating youth projects	Indicator	Weight
	5 or more Projects completed successfully with 5 or more signed reference letters	5	30
	4 Projects completed successfully with 4 signed reference letters	4	
	3 Projects completed successfully with 3 signed reference letters	3	
	2 Projects completed successfully with 2 signed reference letters	2	
	1 Project completed successfully with 1 signed reference letters	1	
No Projects completed successfully	0		

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY – METHOD 1 – LIMPOPO PROVINCE		
- An undertaking by a registered financial institution to provide a revolving credit to the bidder in the event a bidder is awarded the contract,	The letter must be in the letter head of the banking institution, contact person and contact number, date and signed by authorised personnel		
	Bidder (s) should submit full details of their financial standing	Indicator	Weight
	To a value above R 4 750 000.00	5	10
	To a value greater than R 4 000 000.00 up to R 4 750 000.00.	4	
	To a value greater than R 3 000 000 up to R4 000 000.00	3	
	To a value greater than R 2 500 000.00 up to R 3 000 000.00	2	
	To a value greater than R 1 500 000.00 up to R 2 500 000.00	1	
To a value less than R 1 500 000.00 or no proof has been submitted.	0		
TOTAL POINTS ON FUNCTIONALITY			100

9.4 PHASE 3: PRICE AND PREFERENCE POINTS – METHOD 1 – LIMPOPO PROVINCE

9.4.1 The preference point system applicable for this bid is: **80/20**

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

- a. For contracts with a Rand value up to R50 000 000, a maximum 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 the price of tender under consideration.
 - Pt = Price of tender under consideration; and
 - Pmin = Price of the lowest applicable tender.
 - ii. total of 20 points may be awarded to a tenderer as follows:
 - 20 points: if the Bidder has more than 50% (fifty percent) by Black people, Women, or people with disabilities
 - 0 Points: for 50% and below ownership by stipulated categories of persons

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

9.4.4 A maximum 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

9.4.5 For service providers to claim preference points the following must be adhered to:

- a) Submit a complete and signed SBD 6.1,
- b) Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS, or Accredited Verification Agency, or B-BBEE Certificate issued by CIPC, or a Sworn Affidavit commissioned by the Commissioner of Oaths together with their bids.
- 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. EVALUATION CRITERIA METHOD 2 – MPUMALANGA PROVINCE

10.1 The evaluation for this bid will be carried out in the following phases:

- 10.1.1 Phase 1: Pre-compliance.
- 10.1.2 Phase 2: Functionality Evaluation.
- 10.1.3 Phase 3: Price and Preference Points.

10.2 PHASE 1: PRE-COMPLIANCE – METHOD 2 – MPUMALANGA PROVINCE

10.2.1 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.

10.2.2 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

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
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
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	A letter of commitment that a minimum of 25% of young people shall be placed on exit opportunities to apply their trade for a period not less than twelve months (in the form of permanent/contractual job opportunities, further learning, and small enterprise.	Attach a letter of commitment signed by authorised personnel

10.3 PHASE 2: FUNCTIONALITY CRITERIA – METHOD 2 – MPUMALANGA PROVINCE

10.3.1 Only bid proposals that meet pre-compliance requirements will be evaluated on functionality criteria.

10.3.2 The bidder must score a minimum of **70%**, during Phase 2 (functionality) of the evaluation to qualify for Phase 3 of the evaluation where only points for price and preference points will be considered.

10.3.3 The following values/ indicators will be applicable when evaluating functionality:

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY – METHOD 2 – MPUMALANGA PROVINCE
A proposed project plan, methodology and management of the project to achieve the	Bidder(s) are required to provide a detail project plan with intermediate and final outputs and identified timeframes/ milestones, methodology and management of the project.

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY – METHOD 2 – MPUMALANGA PROVINCE		
<p>deliverables for the implementation of Youth Environmental Service (YES) projects</p>	<p>Project plan, methodology and project management in the field of facilitation and coordination of youth projects</p>	<p>Indicator</p>	<p>Weight</p>
	<p>Project plan and methodology action well broken down; with detailed objectives and milestones.</p>	<p>5</p>	<p>20</p>
	<p>Project plan and methodology, action identification basic; clear objectives and clear milestones.</p>	<p>4</p>	
	<p>Action plan provided with no deliverables and timeframes.</p>	<p>3</p>	
	<p>Limited information provided on the action plan.</p>	<p>2</p>	
	<p>Task not well understood.</p>	<p>1</p>	
	<p>No project brief attached/ submitted.</p>	<p>0</p>	
	<p>Technical capability/ expertise and track record of project leader to be assigned to the project in facilitation and coordinating youth projects.</p>	<p>Bidder(s) are required to demonstrate relevant past experience, and competency of the team/ project leader to undertake and successfully complete the project in facilitation and coordinating youth projects.</p>	
<p>Bidder(s) must submit curriculum vitae for the team/ project leader proposed to be employed on the project.</p>			
<p>Curriculum vitae are to include specific details including, inter alia, relevant past experience and references.</p>			
<p>Experience of team/ project leader in the field of community development, project management, facilitation and coordinating youth projects.</p>		<p>Indicator</p>	<p>Weight</p>
<p>5 or more years' experience</p>		<p>5</p>	<p>20</p>
<p>4 and less than 5 years' experience</p>		<p>4</p>	
<p>3 and less than 4 years' experience</p>		<p>3</p>	
<p>2 and less than 3 years' experience</p>		<p>2</p>	

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY – METHOD 2 – MPUMALANGA PROVINCE		
	1 and less than 2 years' experience	1	
	Less than 1 year or no experience	0	
Qualification of project leader to be assigned to the project	Bidders are required to submit/attach copies of relevant qualification for the Project Leader in the Environmental Management/Science/ Natural Resource Management or Youth Development studies	Indicator	Weight
	A Masters (NQF level 9) and above qualification(s)	5	20
	An Honours degree qualification(s) (NQF level 8)	4	
	A Bachelor degree / B Tech / Advanced Diploma qualification(s) (NQF level 7)	3	
	A three year National Diploma qualification(s) (NQF level 6)	2	
	A certificate(s) (NQF level 5)	1	
	No qualification / certificate(s) submitted	0	
	The service provider's experience, track record, and knowledge in the field of coordination and management of Youth Development projects	Bidder(s) are required to demonstrate relevant experience and competency of the company for all successfully completed projects. Bidder(s) must submit full details of reliable dully signed references letters on company letter head where successfully completed projects were done in the field of coordination and management of Youth Development projects.	
Company experience in successfully completed and managing projects in the field of facilitation and coordinating youth projects		Indicator	Weight

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY – METHOD 2 – MPUMALANGA PROVINCE		
	5 or more Projects completed successfully with 5 or more signed reference letters	5	30
	4 Projects completed successfully with 4 signed reference letters	4	
	3 Projects completed successfully with 3 signed reference letters	3	
	2 Projects completed successfully with 2 signed reference letters	2	
	1 Project completed successfully with 1 signed reference letters	1	
	No Projects completed successfully	0	
<p>- An undertaking by a registered financial institution to provide a revolving credit to the bidder in the event a bidder is awarded the contract,</p>	The letter must be in the letter head of the banking institution, contact person and contact number, date and signed by authorised personnel		
	Bidder (s) should submit full details of their financial standing	Indicator	Weight
	To a value above R 4 750 000.00	5	10
	To a value greater than R 4 000 000.00 up to R 4 750 000.00.	4	
	To a value greater than R 3 000 000 up to R4 000 000.00	3	
	To a value greater than R 2 500 000.00 up to R 3 000 000.00	2	
	To a value greater than R 1 500 000.00 up to R 2 500 000.00	1	
To a value less than R 1 500 000.00 or no proof has been submitted.	0		
TOTAL POINTS ON FUNCTIONALITY			100

10.4 **PHASE 3: PRICE AND PREFERENCE POINTS – METHOD 2 – MPUMALANGA PROVINCE**

10.4.1 The preference point system applicable for this bid is: **80/20**

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

a. For contracts with a Rand value up to R50 000 000, a maximum 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 of tender under consideration.

Pt = Price of tender under consideration; and

Pmin = Price of the lowest applicable tender.

II. total of 20 points may be awarded to a tenderer as follows:

20 points: if the Bidder has more than 50% (fifty percent) by Black people, Women, or people with disabilities

0 Points: for 50% and below ownership by stipulated categories of persons

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

10.4.4 A maximum 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

10.4.5 **For service providers to claim preference points the following must be adhered to:**

- a) Submit a complete and signed SBD 6.1,
- b) Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS, or Accredited Verification Agency, or B-BBEE Certificate issued by CIPC, or a Sworn Affidavit commissioned by the Commissioner of Oaths together with their bids.
- 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.

11. EVALUATION CRITERIA METHOD 3 – NORTH WEST PROVINCE

11.1 The evaluation for this bid will be carried out in the following phases:

- 11.1.1 Phase 1: Pre-compliance.
- 11.1.2 Phase 2: Functionality Evaluation.
- 11.1.3 Phase 3: Price and Preference Points.

11.2 PHASE 1: PRE-COMPLIANCE – METHOD 3 – NORTH WEST PROVINCE

11.2.1 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.

11.2.2 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
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	A letter of commitment that a minimum of 25% of young people shall be placed on exit opportunities to apply their trade for a period not less than twelve months (in the form of permanent/contractual job opportunities, further learning, and small enterprise.	Attach a letter of commitment signed by authorised personnel

11.3 PHASE 2: FUNCTIONALITY CRITERIA – METHOD 3 – NORTH WEST PROVINCE

11.3.1 Only bid proposals that meet pre-compliance requirements will be evaluated on functionality criteria.

11.3.2 The bidder must score a minimum of **70%**, during Phase 2 (functionality) of the evaluation to qualify for Phase 3 of the evaluation where only points for price and preference points will be considered.

11.3.3 The following values/ indicators will be applicable when evaluating functionality:

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY – METHOD 3 – NORTHWEST PROVINCE		
A proposed project plan, methodology and management of the project to achieve the deliverables for the implementation of Youth Environmental Service (YES) projects	Bidder(s) are required to provide a detail project plan with intermediate and final outputs and identified timeframes/ milestones, methodology and management of the project.		
	Project plan, methodology and project management in the field of facilitation and coordination of youth projects	Indicator	Weight
	Project plan and methodology action well broken down; with detailed objectives and milestones.	5	20
	Project plan and methodology, action identification basic; clear objectives and clear milestones.	4	
	Action plan provided with no deliverables and timeframes.	3	
	Limited information provided on the action plan.	2	
	Task not well understood.	1	
	No project brief attached/ submitted.	0	
Technical capability/ expertise and track record of project leader to be assigned to the	Bidder(s) are required to demonstrate relevant past experience, and competency of the team/ project leader to undertake and successfully complete the project in facilitation and coordinating youth projects.		

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY – METHOD 3 – NORTHWEST PROVINCE		
<p>project in facilitation and coordinating youth projects.</p>	<p>Bidder(s) must submit curriculum vitae for the team/ project leader proposed to be employed on the project.</p>		
	<p>Curriculum vitae are to include specific details including, inter alia, relevant past experience and references.</p>		
	<p>Experience of team/ project leader in the field of community development, project management, facilitation and coordinating youth projects.</p>	<p>Indicator</p>	<p>Weight</p>
	<p>5 or more years' experience</p>	<p>5</p>	<p>20</p>
	<p>4 and less than 5 years' experience</p>	<p>4</p>	
	<p>3 and less than 4 years' experience</p>	<p>3</p>	
	<p>2 and less than 3 years' experience</p>	<p>2</p>	
	<p>1 and less than 2 years' experience</p>	<p>1</p>	
	<p>Less than 1 year or no experience</p>	<p>0</p>	
<p>Qualification of project leader to be assigned to the project</p>	<p>Bidders are required to submit/attach copies of relevant qualification for the Project Leader in the Environmental Management/Science/ Natural Resource Management/ or Youth Development studies</p>	<p>Indicator</p>	
	<p>A Masters (NQF level 9) and above qualification(s)</p>	<p>5</p>	<p>20</p>
	<p>An Honours degree qualification(s) (NQF level 8)</p>	<p>4</p>	
	<p>A Bachelor degree / B Tech / Advanced Diploma qualification(s) (NQF level 7)</p>	<p>3</p>	
	<p>A three year National Diploma qualification(s) (NQF level 6)</p>	<p>2</p>	
	<p>A certificate(s) (NQF level 5)</p>	<p>1</p>	
	<p>No qualification / certificate(s) submitted</p>	<p>0</p>	
<p>The service provider's experience, track record, and</p>	<p>Bidder(s) are required to demonstrate relevant experience and competency of the company for all successfully</p>		

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY – METHOD 3 – NORTHWEST PROVINCE		
knowledge in the field of coordination and management of Youth Development projects	completed projects. Bidder(s) must submit full details of reliable dully signed references letters on company letter head where successfully completed projects were done in the field of coordination and management of Youth Development projects.		
	Company experience in successfully completed and managing projects in the field of facilitation and coordinating youth projects	Indicator	Weight
	5 or more Projects completed successfully with 5 or more signed reference letters	5	30
	4 Projects completed successfully with 4 signed reference letters	4	
	3 Projects completed successfully with 3 signed reference letters	3	
	2 Projects completed successfully with 2 signed reference letters	2	
	1 Project completed successfully with 1 signed reference letters	1	
	No Projects completed successfully	0	
- An undertaking by a registered financial institution to provide a revolving credit to the bidder in the event a bidder is awarded the contract,	The letter must be in the letter head of the banking institution, contact person and contact number, date and signed by authorised personnel		
	Bidder (s) should submit full details of their financial standing	Indicator	Weight
	To a value above R 4 750 000.00	5	10
	To a value greater than R 4 000 000.00 up to R 4 750 000.00.	4	
	To a value greater than R 3 000 000 up to R4 000 000.00	3	
To a value greater than R 2 500 000.00 up to R 3 000 000.00	2		

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY – METHOD 3 – NORTHWEST PROVINCE		
	To a value greater than R 1 500 000.00 up to R 2 500 000.00	1	
	To a value less than R 1 500 000.00 or no proof has been submitted.	0	
TOTAL POINTS ON FUNCTIONALITY			100

11.4 **PHASE 3: PRICE AND PREFERENCE POINTS – METHOD 3 – NORTHWEST PROVINCE**

11.4.1 The preference point system applicable for this bid is: **80/20**

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

a) For contracts with a Rand value up to R50 000 000, a maximum 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 of tender under consideration.

Pt = Price of tender under consideration; and

Pmin = Price of the lowest applicable tender.

II. total of 20 points may be awarded to a tenderer as follows:

20 points: if the Bidder has more than 50% (fifty percent) by Black people, Women, or people with disabilities

0 Points: for 50% and below ownership by stipulated categories of persons

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

11.4.4 A maximum 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

11.4.5 **For service providers to claim preference points the following must be adhered to:**

- a) Submit a complete and signed SBD 6.1,
- b) Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS, or Accredited Verification Agency, or B-BBEE Certificate issued by CIPC, or a Sworn Affidavit commissioned by the Commissioner of Oaths together with their bids.
- 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.

12. BID SUBMISSION REQUIREMENTS

- 12.1 Bidders must ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:
- 12.1.1 The service provider must draft a table of contents that will indicate where each document is in the proposal.
 - 12.1.2 The proposal shall consist of one (01) master original document and must indicate the prices on SBD 3.3 and Annexure A for a detailed price schedule **for each province the bidder intends to submit an application for**
 - 12.1.3 The information in the CV of the proposed Project/ Team Leader **per province** must include relevant experience in the chosen area of expertise.
 - 12.1.4 Project reference specifying the role played by the service provider in the listed projects or assignments.
 - 12.1.5 A detailed project plan with a clear indication of who will be responsible for the management of the assignment as well as its execution. The allocation of team members on the assignments must be based on the experience in delivering the scope of work as listed.
 - 12.1.6 Standard bidding documents (SBD1, 3.3, 4, and 6.1).
 - 12.1.7 Copy of Central Supplier Database (CSD) report or tax pin certificate from SARS.
 - 12.1.8 Letter of Authority to sign documents on behalf of the company.
 - 12.1.9 All annexures per province as outlined in this document.
 - 12.1.10 Letter of good standing from the Compensation Fund (COIDA) within two months of appointment.
 - 12.1.11 UIF compliance certificate (issued by the Department of Employment and Labour) to be submitted within two months of appointment.
 - 12.1.12 Proof of financial standing, an undertaking by a registered financial institution to provide a revolving credit to the bidder in the event a bidder is awarded a contract, or proof of an overdraft facility by a registered financial institution in the name of the business.
 - 12.1.13 A bidder must always be compliant with UIF and COIDA.

13. LEGISLATIVE FRAMEWORK OF THE BID

- 13.1 Tax Legislation
- 13.1.1 Bidder must at all-time 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).

13.1.2 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 R500 000 has been exceeded in the past 12-month period.

13.1.3 Bidders who meet the above requirement must register as VAT vendors, if successful, within one month of award of the bid.

13.1.4 SARS Tax Status Pin requirements / or Central Supplier Database (CSD) number or report must be provided.

13.2 Procurement Legislation

13.2.1 Bidders must be cognisant of the legislation and/or standards specifically applicable to the services.

13.2.2 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 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.

13.2.3 If the application is made by a Joint Venture or Partnership, the accreditation credentials in the name of joined entities must be submitted. Members of the joint venture must meet the requirements of the proposal.

13.3 Privacy and Protection of Personal Information Act 4 of 2013

13.3.1 Protecting personal information is important to the Department of Forestry, Fisheries, and the Environment. To do so, DFFE follows general principles by applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

13.3.2 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.

13.3.3 DFFE will process personal information only with the knowledge and authorisation of the bidder/ respondent and will treat the personal information which 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.

- 13.3.4 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.
- 13.3.5 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.

14. SPECIAL CONDITIONS OF THE CONTRACT

- 14.1 On appointment, the performance measures for the delivery of the project will be closely monitored by the project manager.
- 14.2 The service provider will submit monthly progress reports to the project manager, within three (03) days after the end of each month for the duration of the project, submitted in both soft and hard copies. Failure to submit the required reports on time will result in penalties.
- 14.3 The Programme Manager shall do the ongoing management of the Service Level Agreement.
- 14.4 The appointed service provider will be subjected to security vetting and screening.
- 14.5 All the conditions specified in the **General Conditions of Contract (GCC)** will apply and where the conditions in the special conditions of contract contradict the conditions in the general conditions of contract the special conditions of contract will prevail.
- 14.6 The service provider must guarantee the presence of the Project Manager in charge of the programme throughout the contract.
- 14.7 Before the appointment of a replacement, the Programme Manager must approve such appointment. If the senior must leave the project, a period of at least a 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 to be able to transfer skills and knowledge.
- 14.8 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.
- 14.9 A Letter of Authority to sign documents on behalf of the company.
- 14.10 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.
- 14.11 The proposals must be submitted with all required information containing technical information.
- 14.12 DFFE reserves the right to request additional information to validate any information submitted by bidders including preference points claimed.

- 14.13 **For bidders to claim preference points, the following must be adhered to.**
- 14.13.1 Submit a complete and signed SBD 6.1,
 - 14.13.2 Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS, or Accredited Verification Agency; or B-BBEE Certificate issued by CIPC, or Sworn Affidavit commissioned by Commissioner of Oaths together with their bids.
 - 14.13.3 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.
- 14.14 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 14 (fourteen) days as to why: -
- 14.14.1 the Tender may not be disqualified, or,
 - 14.14.2 If the Tender has already been awarded to the Bidder, the contract or order must not be terminated in whole or in part.
- 14.15 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 in whole or in part and if applicable, claim damages from the Bidder.
- 14.16 Poor or non-performance by the bidder will result in the cancellation of contract.
- 14.17 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.
- 14.18 DFFE will not be held responsible for any costs incurred by the service providers in the preparation, presentation, and submission of the proposal.
- 14.19 Upon contracting, the successful service provider must submit proof of registration and compliance with UIF and COIDA with the Department of Employment and Labour (DoEL). The comprehensive Project Implementation Plan and the Business Plan shall be concluded at the planning stage and provide project deliverables, activities, timeframes, and budgets and shall be used to measure monthly progress during the implementation stage.
- 14.20 The appointed service provider will serve as the employer of the participants contracted in the projects and is expected to **(through their funds)**:
- 14.20.1 Register and pay an Unemployment Insurance Fund (UIF) for all the participants,
 - 14.20.2 Comply and pay Compensation for Occupational Injuries and Diseases (COIDA) and
 - 14.20.3 Administration and payment of monthly stipend (R200 per day, excluding weekends) and issuance of pay slips to the participants.

- 14.21 The appointed service provider shall make funds available for payment of UIF, COIDA, and monthly stipend (R200 per day, excluding weekends), such amounts could be claimed back from the Department through the normal invoice payment process.
- 14.22 The appointed service provider shall ensure that the outsourced Accredited Training service provider register the project participants on Sector Education and Training Authority (SETA)/Quality Council Trades and Authority system/s within three months of the commencement of training
- 14.23 The appointed service provider shall ensure the placement of participants for workplace experience training by the outsourced Accredited Training service provider for the period prescribed by the relevant SETA or skills development body (Only during the training implementation period).
- 14.24 The appointed service provider shall ensure that Accredited Training service provider issue competency certificates/Statements of Results (SORs) to participants within 6 months after the completion of training implementation.
- 14.25 Report progress on training implementation, monthly to the Department.
- 14.26 The appointed service provider shall ensure 25% placement of project participants on exit opportunities and or create pathways for exit opportunities.
- 14.27 The appointed service provider shall ensure that the outsourced Accredited Training Provider conduct functional and accredited training for project participants as prescribed by DFFE.
- 14.28 The appointed service provider shall procure PPE for all project participants, as indicated in **Annexure B**.
- 14.29 The appointed service provider shall ensure medical examination for all project participants (entry, mid-term, and exit) as indicated in Annexures **A1, A2, and A3 on the TOR**.
- 14.30 The appointed service provider shall ensure the implementation of community service and planting of 200 trees (1 tree per participant) as indicated in the specifications in Annexures **D1, D2, and D3 on the TOR**.
- 14.31 The appointed service provider shall ensure the submission of proof of financial standing (as indicated in section 9.2).
- 14.32 The appointed service provider shall ensure the submission of the OHS closeout report, project completion report, and final invoice. This phase shall be done during the 6th month after the contract of participants was terminated.
- 14.33 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.

- 14.34 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.saga.org.za)”.
- 14.35 DFFE will not be held responsible for any costs incurred by the service providers in the preparation, presentation, and submission of the proposal.
- 14.36 A trust, consortium or joint venture will qualify for Preference Points if their average combined ownership is more than 50% (fifty percent) of ownership on specific goals (e.g., two or more companies claiming preference points, Ownership/ Directorship will be combined and divided by the number of companies to ascertain the preference points),

15. PAYMENT TERMS

- 15.1 DFFE undertakes to pay out in full or as per deliverables within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/ work not submitted by the service provider/s until that outstanding information is submitted.

16. TECHNICAL ENQUIRIES

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

17. ANNEXURE A1 : LIMPOPO - MEDICAL TESTING REQUIREMENTS

ACTIVITY	NO OF PARTICIPANTS
Pre – Medical Testing	200
Within month 1 of the project implementation	
Mid Term Medical Testing	200
Within month 18 of the project implementation	
Post – Medical Testing	200
Within month 36 of the project implementation	
<p>TOTAL PRICING FOR MEDICAL TESTING to be transferred to section 3.2 of the Annexure F1</p> <p>Pricing to include transportation and accommodation for delivery of the service to project sites as follows:</p> <ul style="list-style-type: none"> • Mopani: (To be conducted in Greater Letaba, Maruleng, Greater Tzaneen, & Ba-Phalaborwa) • Vhembe: (To be conducted in Musina, Collins Chabane, Thulamela & Makhado) 	
<p>Occupational Medical Practitioners to perform the pre, mid-term and post/exit medical surveillance on all Project Participants based on the occupational risk exposure profile (OREP) as indicated below:</p>	
The medical surveillance program shall encompass, but not limited to:	
Preliminary health risk assessment;	
Pre-employment health screening assessment and evaluation;	
Clinical history (Occupational history and hazard exposure);	
Physical examinations;	
Medical history;	
Medical treatment in the last 3 (three) years;	
Vision screening and vision acuity;	
Chest X-ray;	
Special examinations (e.g. Spirometry test);	
ECG, if the employee seems to have cardiac abnormalities;	
Blood and urine analysis;	
Biological Monitoring and Biological Effect Monitoring for HCA; and	
Medical opinion referrals.	
<u>Health Surveillance:</u>	
Hand-arm vibration syndrome screening;	
Follow-up for Hand arm Vibration screening;	
Hearing screening including audiometry; and	
Lung function test / Respiratory surveillance.	




18. ANNEXURE A2 : MPUMALANGA - MEDICAL TESTING REQUIREMENTS





ACTIVITY	NO OF PARTICIPANTS
Pre – Medical Testing	200
Within month 1 of the project implementation	
Mid Term Medical Testing	200
Within month 18 of the project implementation	
Post – Medical Testing	200
Within month 36 of the project implementation	
<p>TOTAL PRICING FOR MEDICAL TESTING to be transferred to section 3.2 of the Annexure F2</p> <p>Pricing to include transportation and accommodation for delivery of the service to project sites as follows:</p> <ul style="list-style-type: none"> • Gert Sibande: (To be conducted in Lekwa, Mkhondo, Dipaleseng, Govan Mbeki) • Nkangala: (To be conducted in Emalahleni, Emakhazeni, Thembisile Hani, Victor Khanye) 	
<p>Occupational Medical Practitioners to perform the pre, mid-term and post/exit medical surveillance on all Project Participants based on the occupational risk exposure profile (OREP) as indicated below:</p>	
The medical surveillance program shall encompass, but not limited to:	
Preliminary health risk assessment;	
Pre-employment health screening assessment and evaluation;	
Clinical history (Occupational history and hazard exposure);	
Physical examinations;	
Medical history;	
Medical treatment in the last 3 (three) years;	
Vision screening and vision acuity;	
Chest X-ray;	
Special examinations (e.g. Spirometry test);	
ECG, if the employee seems to have cardiac abnormalities;	
Blood and urine analysis;	
Biological Monitoring and Biological Effect Monitoring for HCA; and	
Medical opinion referrals.	
<u>Health Surveillance:</u>	
Hand-arm vibration syndrome screening;	
Follow-up for Hand arm Vibration screening;	
Hearing screening including audiometry; and	
Lung function test / Respiratory surveillance.	



19. ANNEXURE A3: NORTHWEST - MEDICAL TESTING REQUIREMENTS




ACTIVITY	NO OF PARTICIPANTS
Pre – Medical Testing	200
Within month 1 of the project implementation	
Mid Term Medical Testing	200
Within month 18 of the project implementation	
Post – Medical Testing	200
Within month 36 of the project implementation	
<p>TOTAL PRICING FOR MEDICAL TESTING to be transferred to section 3.2 of the Annexure F3</p> <p>Pricing to include transportation and accommodation for delivery of the service to project sites as follows:</p> <ul style="list-style-type: none"> • Dr Ruth Segomotsi Mompoti: (To be conducted in Mamusa, Greater Taung, Kagisano Molopo, Naledi, Lekwa Taemane) • Ngaka Modiri Molema: (To be conducted in Mafikeng) 	
<p>Occupational Medical Practitioners to perform the pre, mid-term and post/exit medical surveillance on all Project Participants based on the occupational risk exposure profile (OREP) as indicated below:</p>	
The medical surveillance program shall encompass, but not limited to:	
Preliminary health risk assessment;	
Pre-employment health screening assessment and evaluation;	
Clinical history (Occupational history and hazard exposure);	
Physical examinations;	
Medical history;	
Medical treatment in the last 3 (three) years;	
Vision screening and vision acuity;	
Chest X-ray;	
Special examinations (e.g. Spirometry test);	
ECG, if the employee seems to have cardiac abnormalities;	
Blood and urine analysis;	
Biological Monitoring and Biological Effect Monitoring for HCA; and	
Medical opinion referrals.	
<u>Health Surveillance:</u>	
Hand-arm vibration syndrome screening;	
Follow-up for Hand arm Vibration screening;	
Hearing screening including audiometry; and	
Lung function test / Respiratory surveillance.	


20. ANNEXURE B : PERSONAL PROTECTIVE EQUIPMENT DETAILED SPECIFICATION (WITH VARIOUS SIZES AND TO BE CONCLUDED ON RECRUITMENT)
NB: THIS IS APPLICABLE TO ALL PROVINCES (LIMPOPO, MPUMALANGA, AND NORTHWEST)

No.	Item Description	Quantity	Specification
1	Jeans	400 per year over 3 years	<p>100% denim fabric jeans (blue), stone washed, double back pockets (sizes vary and to be concluded on recruitment)</p>  <p>Sample picture</p>
2	Golf-shirts	200 per year over 3 years	<p>Breathable (emerald or forest green), light, quick dry, outdoor golf t-shirts OR similar (branded as per EP branding manual)</p>  <p>Sample picture</p>
3	T-Shirts	400 per year over 3 years	<p>Short - sleeve T-shirts, round knitted neck, 100% cotton (emerald green or forest green) (Branded as per EP branding manual)</p>  <p>Sample picture</p>

No.	Item Description	Quantity	Specification
4			<p>Poly fleece jacket 2 hand pocket, zip jacket (emerald, forest green, khaki or charcoal)</p>  <p>Sample picture</p>
5	Puffer jackets	200 per year over 3 years	<p>Light weight, water, and wind resistant, 2 hand pocket, elasticated cuff, and zip jacket for outdoor weather OR similar.</p>  <p>Sample picture</p>
6	Beanie	200 per year over 3 years	<p>Beanie</p> 
7	Sun Hats	200 per year over 3 years	<p>Wide brim green colored bucket hat OR similar</p>  <p>sample picture</p>

No.	Item Description	Quantity	Specification
8	Safety Boots	200 once off	<p>Hi-Tech Rustproof lacing system, waterproof with rubber soles OR similar</p>  <p>Sample picture</p>
9	Rain suits	200 once off	<p>Elasticized cuffs, waterproof polyester pvc, pockets with flaps, stow away hood with draw cord OR similar.</p>  <p>Sample picture</p>
10	Conti-suit: Jacket & Trouser	200 sets once off	<p>Long sleeve jacket (green)</p> <ul style="list-style-type: none"> • Double needle top stitched yoke • Lapel collar • Left chest pocket with stud flap and pen division • Right cell phone pocket with stud flap • Concealed YKK metal zip front • Lower patch pockets • Fabric: 65 / 35 Polycotton <p>Long trouser (green)</p> <ul style="list-style-type: none"> • Lapel collar • Concealed YKK metal zip front • Lower patch pockets • Elasticated back • Riveted metal button closure • YKK metal zip fly • Seven belt loops

No.	Item Description	Quantity	Specification
			<ul style="list-style-type: none"> • Side slant swing pockets • Back right patch pocket • Seat and inleg triple needle stitched • Double needle front rise • Fabric: 65 / 35 Polycotton  <p>Sample picture</p>
11	Safety specs	200 once off	<p>SABS approved safety glasses</p>  <p>(UV, fog resistance) or an Sample picture</p>
12			<p>Reflector Bib with full zip (line color)</p> <p>Sample picture</p> 

No.	Item Description	Quantity	Specification
13	Gloves	200	<p data-bbox="738 215 1422 353">Durable polyurethane (PU) palm coating, lightweight 13gg HPPE, nylon liner, breathable lightweight and flexible close-fitting design, knit wrist cuff style or similar</p>  <p data-bbox="738 656 916 689">Sample picture</p>

21. ANNEXURE C: TOOLS OF TRADE SPECIFICATION (TOOLS AND EQUIPMENT)

NB: THIS IS APPLICABLE TO ALL PROVINCES (LIMPOPO, MPUMALANGA, AND NORTH WEST)

No	Item	Quantity
1	Spade	40 per Project
2	Yard broom	40 per Project
3	Rake dynamic all steel 16 tooth lasher	40 per Project
4	Rake fan leaf plastic C/W HNDL	40 per Project
5	Rs Pro Litter Pick Up Tool, 850 mm Aluminium	200 per project
6	Watering can 10 L-Plastic	100 Per project
7	Traffic cone-Gel rubber	50 per Project
8	Heavy duty Refuse bags(40 micron)	3200 per project over two years
9	Procurement of First AID Kit / box per Site	8 for Limpopo and Mpumalanga, 9 for North West

22. ANNEXURE D1 - LIMPOPO: TREES SPECIFICATION

<u>Family</u>	<u>Species</u>	<u>Common Name</u>	<u>Size</u>	<u>Price</u>
Achariaceae	Kiggelaria africana	Wild Peach	30/40L	R...
Anacardiaceae	Lannea discolor	Live-long	30/40L	R...
Anacardiaceae	Lannea schweinfurthii	False-marula	30/40L	R...
Anacardiaceae	Sclerocarya birrea	Marula	30/40L	R...
Anacardiaceae	Searsia dentata	Nana-Berry	30/40L	R...
Anacardiaceae	Searsia chirindensis	Red currant	30/40L	R...
Annonaceae	Annona senegalensis	Wild custard-apple	30/40L	R...
Annonaceae	Xylopia odoratissima	Kalahari bitterwood	30/40L	R...
Aphloiaceae	Aphloia theiformis	Albino-berry	30/40L	R...
Apiaceae	Heteromorpha arborescens	Common parsley-tree	30/40L	R...
Apocynaceae	Rauvolfia caffra	Quinine tree	30/40L	R...
Apocynaceae	Wrightia natalensis	Saddle-pod	30/40L	R...
Arecaceae	Hyphaene coriacea	Lala palm	30/40L	R...
Arecaceae	Hyphaene petersiana	Northern lala palm	30/40L	R...
Arecaceae	Phoenix reclinata	Wild date palm	30/40L	R...
Araliaceae	Cussonia spicata	Cabbage-tree	30/40L	R...
Araliaceae	Schefflera umbellifera	False cabbage tree	30/40L	R...
Asteraceae	Brachylaena discolor	Lowveld silver-oak	30/40L	R...
Asteraceae	Brachylaena huillensis	Silver oak	30/40L	R...
Asteraceae	Brachylaena transvaalensis	Forest silver-oak	30/40L	R...
Bignoniaceae	Kigelia africana	Sausage-tree	30/40L	R...
Bignoniaceae	Rhigozum obovatum	Karoo gold	30/40L	R...
Boraginaceae	Ehretia rigida	Puzzle bush	30/40L	R...
Brassicaceae	Boscia albitrunca	Shepherds-tree	30/40L	R...
Brassicaceae	Maerua angolensis subsp. angolensis	Bead-bean tree	30/40L	R...
Brassicaceae	Maerua cafra	Bush-cherry	30/40L	R...
Burseraceae	Commiphora africana	Hairy corkwood	30/40L	R...
Burseraceae	Commiphora marlothii	Paperback corkwood	30/40L	R...
Burseraceae	Commiphora mollis	Velvet-leaved corkwood	30/40L	R...

<u>Family</u>	<u>Species</u>	<u>Common Name</u>	<u>Size</u>	<u>Price</u>
Burseraceae	Commiphora viminea	Zebra-bark corkwood	30/40L	R...
Canellaceae	Warburgia salutaris	Pepper-bark tree	30/40L	R...
Cannabaceae	Celtis africana	White stinkwood	30/40L	R...
Celastraceae	Catha edulis	Bushman-tea	30/40L	R...
Celastraceae	Elaeodendron transvaalense	Bushveld saffron	30/40L	R...
Celastraceae	Mystroxyton aethiopicum subsp. aethiopicum	Kooboo-berry	30/40L	R...
Celastraceae	Gymnosporia buxifolia	Stinking spike-thorn	30/40L	R...
Celastraceae	Pleurostyliya capensis	Coffee-pear	30/40L	R...
Chrysobalanaceae	Parinari curatellifolia	Mobola-plum	30/40L	R...
Clusiaceae	Garcinia livingstonei	Lowveld mangosteen	30/40L	R...
Combretaceae	Combretum apiculatum	Red bushwillow	30/40L	R...
Combretaceae	Combretum collinum subsp. gazense	Bicoloured bushwillow	30/40L	R...
Combretaceae	Combretum erythrophyllum	River bushwillow	30/40L	R...
Combretaceae	Combretum hereroense	Russet bushwillow	30/40L	R...
Combretaceae	Combretum imberbe	Leadwood	30/40L	R...
Combretaceae	Combretum molle	Velvet bushwillow	30/40L	R...
Combretaceae	Combretum zeyheri	Large-fruit bushwillow	30/40L	R...
Combretaceae	Pteleopsis myrtifolia	Stink bushwillow	30/40L	R...
Combretaceae	Terminalia prunioides	Purple-pod cluster- leaf	30/40L	R...
Combretaceae	Terminalia sericea	Silver cluster leaf	30/40L	R...
Ebenaceae	Diospyros lycioides	Bluebush star apple	30/40L	R...
Ebenaceae	Diospyros mespiliformis	Jackal berry	30/40L	R...
Ebenaceae	Euclea natalensis	Hairy-leaved guarri	30/40L	R...
Euphorbiaceae	Croton gratissimus var. gratissimus	Lavender croton	30/40L	R...
Euphorbiaceae	Croton megalobotrys	Fever-berry	30/40L	R...
Euphorbiaceae	Croton sylvaticus	Forest fever-berry	30/40L	R...
Euphorbiaceae	Euphorbia confinalis	Lebombo euphorbia	30/40L	R...
Euphorbiaceae	Euphorbia cooperi	Bushveld candelabra tree	30/40L	R...

<u>Family</u>	<u>Species</u>	<u>Common Name</u>	<u>Size</u>	<u>Price</u>
Euphorbiaceae	Euphorbia ingens	Giant euphorbia	30/40L	R...
Euphorbiaceae	Euphorbia tirucalli	Rubber-hedge euphorbia	30/40L	R...
Euphorbiaceae	Spirostachys africana	Tamboti	30/40L	R...
Fabaceae	Afzelia quanzensis	Pod-mahogany	30/40L	R...
Fabaceae	Albizia adianthifolia	Rough-barked flatcrown	30/40L	R...
Fabaceae	Albizia anthelmintica	Worm-cure albizia	30/40L	R...
Fabaceae	Albizia brevifolia	Rock false-thorn	30/40L	R...
Fabaceae	Albizia forbesii	Broad-pod albizia	30/40L	R...
Fabaceae	Albizia tanganyicensis subsp. tanganyicensis	Paperbark false thorn	30/40L	R...
Fabaceae	Albizia versicolor	Large-leaved albizia	30/40L	R...
Fabaceae	Bolusanthus speciosus	Tree wistaria	30/40L	R...
Fabaceae	Burkea africana	Wild-seringa	30/40L	R...
Fabaceae	Cassia abbreviata subsp. beareana	Long-tail cassia	30/40L	R...
Fabaceae	Dalbergia melanoxylon	Zebrawood	30/40L	R...
Fabaceae	Dalbergia nitidula	Purplewood flat-bean	30/40L	R...
Fabaceae	Erythrina lysistemon	Sacred coral-tree	30/40L	R...
Fabaceae	Faidherbia albida	ana-tree	30/40L	R...
Fabaceae	Millettia stuhlmannii	Panga-panga	30/40L	R...
Fabaceae	Peltoporum africanum	African wattle	30/40L	R...
Fabaceae	Philenoptera violacea	Apple-leaf	30/40L	R...
Fabaceae	Piliostigma thonningii	Camels-foot	30/40L	R...
Fabaceae	Pterocarpus angolensis	Transvaal teak	30/40L	R...
Fabaceae	Pterocarpus rotundifolius subsp. rotundifolius	Round-leaved bloodwood	30/40L	R...
Fabaceae	Senegalia ataxacantha	Flame thorn	30/40L	R...
Fabaceae	Senegalia burkei	Black monkey thorn	30/40L	R...
Fabaceae	Senegalia galpinii	Monkey thorn	30/40L	R...
Fabaceae	Senegalia caffra	Common hook thorn	30/40L	R...
Fabaceae	Senegalia nigrescens	Knob thorn	30/40L	R...

<u>Family</u>	<u>Species</u>	<u>Common Name</u>	<u>Size</u>	<u>Price</u>
Fabaceae	Schotia brachypetala	Weeping boer-bean	30/40L	R...
Fabaceae	Vachellia erioloba	Camel thorn	30/40L	R...
Fabaceae	Vachellia karroo	Sweet thorn	30/40L	R...
Fabaceae	Vachellia nilotica subsp. kraussiana	Scented-pod	30/40L	R...
Fabaceae	Vachellia rehmanniana	Silky thorn	30/40L	R...
Fabaceae	Vachellia sieberiana var. woodii	Paperbark thorn	30/40L	R...
Fabaceae	Vachellia robusta	Robust thorn	30/40L	R...
Fabaceae	Vachellia tortilis subsp. heteracantha	Umbrella thorn	30/40L	R...
Fabaceae	Vachellia xanthophloea	Fevertree thorn	30/40L	R...
Fabaceae	Xanthocercis zambesiaca	Nyala tree	30/40L	R...
Gentianaceae	Anthocleista grandiflora	Forest big leaf	30/40L	R...
Hernandiaceae	Gyrocarpus americanus subsp. africanus	Propeller-tree	30/40L	R...
Heteropyxidaceae	Heteropyxis natalensis	Lavender-tree	30/40L	R...
Icacinaceae	Apodytes dimidiata subsp. dimidiata	White pear	30/40L	R...
Kirkiaceae	Kirkia acuminata	White seringa	30/40L	R...
Lamiaceae	Volkameria glabra	Smooth tinderwood	30/40L	R...
Loganiaceae	Strychnos cocculoides	Corky monkey- orange	30/40L	R...
Loganiaceae	Strychnos decussata	Cape-teak	30/40L	R...
Loganiaceae	Strychnos madagascariensis	Black monkey-orange	30/40L	R...
Loganiaceae	Strychnos potatorum	Black bitter-berry	30/40L	R...
Loganiaceae	Strychnos pungens	Spine-leaved monkey-orange	30/40L	R...
Loganiaceae	Strychnos spinosa subsp. spinosa	Spiny monkey- orange	30/40L	R...
Lophiocarpaceae	Lophiocarpus tenuissimus	Narrow-leaved pondweed	30/40L	R...
Loranthaceae	Erianthemum dregei	Hairy mistletoe	30/40L	R...

<u>Family</u>	<u>Species</u>	<u>Common Name</u>	<u>Size</u>	<u>Price</u>
Maesaceae	Maesa lanceolata	False assegai	30/40L	R...
Malvaceae	Adansonia digitata	Baobab	30/40L	R...
Malvaceae	Dombeya rotundifolia var. rotundifolia;	Wild-pear	30/40L	R...
Malvaceae	Grewia monticola	Silver raisin	30/40L	R...
Malvaceae	Sterculia rogersii	Star-chestnut	30/40L	R...
Meliaceae	Ekebergia capensis	Cape-ash	30/40L	R...
Meliaceae	Entandrophragma caudatum	Mountain mahogany	30/40L	R...
Meliaceae	Trichilia dregeana	Forest Natal- mahogany	30/40L	R...
Meliaceae	Trichilia emetica subsp. emetica	Natal mahogany	30/40L	R...
Melanthaceae	Bersama tysoniana	Forest bersama	30/40L	R...
Monimiaceae	Xymalos monospora	Lemonwood	30/40L	R...
Moraceae	Ficus burkei	Common wild	30/40L	R...
Moraceae	Ficus glumosa	African rock-fig	30/40L	R...
Moraceae	Ficus ingens	Red-leaved fig	30/40L	R...
Moraceae	Ficus natalensis subsp. natalensis	Wild fig tree	30/40L	R...
Moraceae	Ficus sansibarica subsp. sansibarica	Knobbly fig	30/40L	R...
Moraceae	Ficus sur	Broom-cluster	30/40L	R...
Moraceae	Ficus sycomorus	Sycamore fig	30/40L	R...
Musaceae	Ensete ventricosum	Wild banana	30/40L	R...
Myricaceae	Morella pilulifera	Broad leaved waxberry	30/40L	R...
Myrsinaceae	Rapanea melanophloeos	Cape-beech	30/40L	R...
Myrtaceae	Syzygium cordatum subsp. cordatum	Waterberry	30/40L	R...
Myrtaceae	Syzygium gerrardii	Forest waterberry	30/40L	R...
Myrtaceae	Syzygium guineense	Bushveld waterberry	30/40L	R...
Myrtaceae	Syzygium legatii	Mountain waterberry	30/40L	R...
Ochnaceae	Ochna arborea	Coldbark ochna	30/40L	R...

<u>Family</u>	<u>Species</u>	<u>Common Name</u>	<u>Size</u>	<u>Price</u>
Ochnaceae	Ochna holstii	Red-ironwood	30/40L	R...
Oleaceae	Olea capensis subsp. enervis	Small ironwood	30/40L	R...
Oleaceae	Olea europaea subsp. africana	Wild olive	30/40L	R...
Oleaceae	Schrebera alata	Wing-leaved	30/40L	R...
Phyllanthaceae	Bridelia micrantha	Mitzeerie	30/40L	R...
Phyllanthaceae	Bridelia mollis	Velvet sweetberry	30/40L	R...
Phyllanthaceae	Hymenocardia ulmoides	Red-heart tree	30/40L	R...
Phyllanthaceae	Pseudolachnostylis maprouneifolia	Kudu-berry	30/40L	R...
Picrodendraceae	Androstachys johnsonii	Lebombo-ironwood	30/40L	R...
Pittosporaceae	Pittosporum viridiflorum	Cheesewood	30/40L	R...
Polygalaceae	Securidaca longepedunculata var. longepedunculata	Violet-tree	30/40L	R...
Proteaceae	Faurea saligna	Willow beechwood	30/40L	R...
Rhamnaceae	Berchemia discolor	Brown ivory	30/40L	R...
Rhamnaceae	Berchemia zeyheri	Red ivory	30/40L	R...
Rhamnaceae	Ziziphus mucronata	Tree buffalo-thorn	30/40L	R...
Rosaceae	Prunus africana	Red stinkwood	30/40L	R...
Rubiaceae	Breonadia salicina	Matumi	30/40L	R...
Rubiaceae	Gardenia volkensii subsp. spatulifolia	Bushveld gardenia	30/40L	R...
Rubiaceae	Hyperacanthus amoenus	Spiny-gardenia	30/40L	R...
Rubiaceae	Rothmannia capensis	Wild gardenia	30/40L	R...
Rubiaceae	Vangueria infausta subsp. infausta	Velvet wild-medlar	30/40L	R...
Rutaceae	Zanthoxylum davyi	Forest knobwood	30/40L	R...
Salicaceae	Scolopia zeyheri	Thorn pear	30/40L	R...
Salicaceae	Trimeria grandifolia subsp. grandifolia	Wild mulberry	30/40L	R...
Sapindaceae	Pappea capensis	Jacket-plum	30/40L	R...

<u>Family</u>	<u>Species</u>	<u>Common Name</u>	<u>Size</u>	<u>Price</u>
Sapotaceae	Englerophytum magalismontanum	Stemfruit	30/40L	R...
Sapotaceae	Manilkara mochisia	Lowveld milk berry	30/40L	R...
Sapotaceae	Mimusops zeyheri	Red milkwood	30/40L	R...
Sterculiaceae	Dombeya rotundifolia	Wild pear	30/40L	R...
Stilbaceae	Halleria lucida	Tree-fuchsia	30/40L	R...
Stilbaceae	Nuxia floribunda	Wild elder	30/40L	R...
Ulmaceae	Trema orientalis	Pigeon wood	30/40L	R...
Zamiaceae	Encephalartos transvenosus	Modjadje cycad	30/40L	R...
Zygophyllaceae	Balanites maughamii	Green-thorn	30/40L	R...

23. ANNEXURE D2 - MPUMALANGA: TREES SPECIFICATION

Family	Species	Common Name	Size	Price
Achariaceae	Kiggelaria africana	Wild Peach	30/40L	R...
Anacardiaceae	Searsia dentata	Nana-berry	30/40L	R...
Anacardiaceae	Searsia lancea	Karree	30/40L	R...
Anacardiaceae	Searsia leptodictya	Mountain karree	30/40L	R...
Anacardiaceae	Searsia pyroides	Common taaibos	30/40L	R...
Anacardiaceae	Searsia tumulicola var. tumulicola	Hard-leaved current	30/40L	R...
Apiaceae	Heteromorpha arborescens	Parsley tree	30/40L	R...
Anacardiaceae	Searsia zeyheri	Blue teabush	30/40L	R...
Araliaceae	Cussonia paniculata	Highveld cabbage tree	30/40L	R...
Asteraceae	Brachylaena rotundata	Mountain rotundata	30/40L	R...
Celastraceae	Gymnosporia buxifolia	Stinking spike-thorn	30/40L	R...
Celastraceae	Gymnosporia heterophylla	Angle-stem spikethorn	30/40L	R...
Celastraceae	Pterocelastrus tricuspidatus	Candlewood	30/40L	R...
Celastraceae	Pterocelastrus echinatus	White cherrywood	30/40L	R...
Celastraceae	Catha edulis	Bushman's tea	30/40L	R...
Cannabaceae	Celtis africana	White stinkwood	30/40L	R...
Combretaceae	Combretum erythrophyllum	River bushwillow	30/40L	R...
Combretaceae	Combretum molle	Velvet bushwillow	30/40L	R...
Cupressaceae	Widdringtonia nodiflora	Mountain cypress	30/40L	R...
Ebenaceae	Diospyros lycioides	Bluebush	30/40L	R...
Ebenaceae	Diospyros mespiliformis	African ebony	30/40L	R...
Ebenaceae	Euclea crispa	Blue guarri	30/40L	R...
Fabaceae	Senegalia caffra	Common hook-thorn	30/40L	R...
Fabaceae	Verchellia tortilis subsp. heteracantha	Umbrella thorn	30/40L	R...
Fabaceae	Vachellia hebeclada	Candle thorn	30/40L	R...
Fabaceae	Vachellia sieberiana var. woodii	Paperback thorn	30/40L	R...
Fabaceae	Vachellia karroo	Sweet thorn	30/40L	R...

<u>Family</u>	<u>Species</u>	<u>Common Name</u>	<u>Size</u>	<u>Price</u>
Fabaceae	Vachellia erioloba	Camel thorn	30/40L	R...
Malvaceae	Dombeya rotundifolia	Wild pear	30/40L	R...
Melianthaceae	Greyia sutherlandii	Natal bottlebush	30/40L	R...
Myrsinaceae	Rapanea melanophloeos	Cape beech	30/40L	R...
Oliniaceae	Olinia emarginata	Mountain hard pear	30/40L	R...
Oleaceae	Olea europaea ssp africana	Wild olive	30/40L	R...
Rhamnaceae	Ziziphus mucronata	Buffalo thorn	30/40L	R...
Rhizophoraceae	Cassipourea swaziensis	Swazi onionwood	30/40L	R...
Rutaceae	Zanthoxylum capense	Small knobwood	30/40L	R...
Rubiaceae	Vangueria infausta	Wild medler	30/40L	R...
Rubiaceae	Canthium inerme	Turkey-berry	30/40L	R...
Rubiaceae	Rothmannia capensis	Wild gardenia	30/40L	R...
Pittosporaceae	Pittosporum viridiflorum	Cheesewood	30/40L	R...
Proteaceae	Protea caffra	Highveld protea	30/40L	R...
Stilbaceae	Halleria lucida	Tree fuchsia	30/40L	R...
Salicaceae	Dovyalis caffra	Kei apple	30/40L	R...
Salicaceae	Dovyalis zeyheri	Oval kei apple	30/40L	R...
Salicaceae	Salix mucronata	Cape willow	30/40L	R...
Sapotaceae	Englerophytum magalismontanum	Transvaal milkplum	30/40L	R...
Scrophulariaceae	Buddleja saligna	False olive	30/40L	R...

24. ANNEXURE D3 - NORTHWEST: TREES SPECIFICATION

Family	Species	Common Name	Size	Price
Apiaceae	Steganotaenia araliacea	Carrot tree	30/40L	R...
Apocynaceae	Tabernaemontana elegans	Toad tree	30/40L	R...
Anacardiaceae	Sclerocarya birrea	Marula	30/40L	R...
Araliaceae	Cussonia spicata	Cabbage-tree	30/40L	R...
Araliaceae	Cussonia transvaalensis	Grey cabbage tree	30/40L	R...
Apocynaceae	Rauvolfia caffra	Quinine tree	30/40L	R...
Bignoniaceae	Kigelia africana	Sausage tree	30/40L	R...
Burseraceae	Commiphora africana	African myrrh	30/40L	R...
Capparaceae	Boscia albitrunca	Shepherd's tree	30/40L	R...
Celastraceae	Gymnosporia buxifolia	Stinking spike-thorn	30/40L	R...
Combretaceae	Combretum erythrophyllum	River bushwillow	30/40L	R...
Combretaceae	Combretum imberbe	Leadwood	30/40L	R...
Combretaceae	Combretum molle	Velvet Bushwillow	30/40L	R...
Combretaceae	Combretum zeyheri	Large-fruited bushwillow	30/40L	R...
Ebenaceae	Diospyros lycioides	Jackal-berry	30/40L	R...
Ebenaceae	Euclea natalensis	Natal Guarri	30/40L	R...
Euphorbiaceae	Croton gratissimus	Lavender feverberry	30/40L	R...
Fabaceae	Senegalia burkei	Black monkey thorn	30/40L	R...
Fabaceae	Senegalia galpinii	Monkey thorn	30/40L	R...
Fabaceae	Senegalia nigrescens	Knob thorn	30/40L	R...
Fabaceae	Vachellia notilica subsp kraussiana	Scented-pod thorn	30/40L	R...
Fabaceae	Vachellia robusta	Broadpod robust thorn	30/40L	R...
Fabaceae	Vachellia sieberiana var. woodii	Paperback thorn	30/40L	R...
Fabaceae	Albizia versicolor	Poison-pod Albizia	30/40L	R...
Fabaceae	Bolusanthus speciosus	Tree wisteria	30/40L	R...
Fabaceae	Schotia brachypetala	Weeping boer-beam	30/40L	R...
Fabaceae	Lonchocarpus capassa	Apple leaf	30/40L	R...
Fabaceae	Pterocarpus angolensis	Kiaat	30/40L	R...

Family	Species	Common Name	Size	Price
Fabaceae	<i>Pterocarpus rotundifolius</i>	Round-leaved kiaat	30/40L	R...
Fabaceae	<i>Xanthocercis zambesiaca</i>	Nyala tree	30/40L	R...
Fabaceae	<i>Burkea africana</i>	Red syringa	30/40L	R...
Fabaceae	<i>Erythrina lysistemon</i>	Coral tree	30/40L	R...
Fabaceae	<i>Faidherbia albida</i>	Ana tree	30/40L	R...
Fabaceae	<i>Peltoporum africanum</i>	Weeping wattle	30/40L	R...
Fabaceae	<i>Cordyla africana</i>	Wild mango	30/40L	R...
Fabaceae	<i>Vachellia xanthophloea</i>	Fever tree	30/40L	R...
Kirkiaceae	<i>Kirkia acuminata</i>	White syringa	30/40L	R...
Kirkiaceae	<i>Kirkia wilmsii</i>	Mountain syringa	30/40L	R...
Lamiaceae	<i>Clerodendrum glabrum</i>	White cat's whiskers	30/40L	R...
Lythraceae	<i>Galpinia transvaalica</i>	Wild pride of India	30/40L	R...
Malvaceae	<i>Adansonia digitata</i>	Baobab	30/40L	R...
Malvaceae	<i>Dombeya rotundifolia</i>	Wild pear	30/40L	R...
Malvaceae	<i>Sterculia murex</i>	Lowveld Chestnut	30/40L	R...
Meliaceae	<i>Entandrophragma caudatum</i>	Wooden banana	30/40L	R...
Moraceae	<i>Ficus ingens</i>	Red-leaved rock fig	30/40L	R...
Moraceae	<i>Ficus glumosa</i>	African rock fig	30/40L	R...
Moraceae	<i>Ficus sycomorus</i>	Sycamore fig	30/40L	R...
Moraceae	<i>Ficus abutilifolia</i>	Large-leaved rock fig	30/40L	R...
Myrtaceae	<i>Syzygium cordatum</i>	Water berry	30/40L	R...
Rhamnaceae	<i>Phyllogeiton discolor</i>	Red ivory	30/40L	R...
Heteropyxidaceae	<i>Heteropyxis natalensis</i>	Lavender tree	30/40L	R...
Rubiaceae	<i>Breonadia salicina</i>	African teak	30/40L	R...
Salicaceae	<i>Dovyalis caffra</i>	Kei apple	30/40L	R...
Sapotaceae	<i>Englerophytum magalismontanum</i>	Transvaal milkplum	30/40L	R...
Sapotaceae	<i>Mimusops zeyheri</i>	Transvaal red milkwood	30/40L	R...

25. ANNEXURE E: CV TEMPLATE TO BE COMPLETED BY THE PROJECT LEADER

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	Degree / Diploma 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)

ANNEXUR F1

PRICING SCHEDULE: TOTAL PROJECT COST

PROJECT AREA	LIMPOPO
NAME OF BIDDER	
BID NUMBER /REFERENCE NUMBER	
PROJECT NAME	TO APPOINT PROJECT MANAGEMENT SERVICE PROVIDERS FOR THE IMPLEMENTATION OF YOUTH ENVIRONMENTAL SERVICE (YES) PROJECT IN REGION 1: LIMPOPO, MOUMALANGA, AND NORTHWEST PROVINCE FUNDED BY THE DEPARTMENT THROUGH THE ENVIRONMENTAL PROGRAMMES (EP) FOR A PERIOD OF THIRTY-SIX (36) MONTHS.
Approximate Project Duration	36 MONTHS

Project Planning ,Implemetation and Closeout

Item	Description	Hours	Rate per hour excluding vat	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Cost (Excl vat)	Total Cost (Incl vat)
Section 1 Project Inception								
1	Validation of the Terms of Reference, the scope, costing, objectives and activities							
2	Concept Design							
3	Process design with timeframes							
4	Detailed costing							
5	Inception report							
6	Submission and the business plan approval							
7	Site compliance on OHS and provide OHS files refer to Annexure H							
8	Project Implementation Plan							
Section 2								
2. EPWP Wages		Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Item Cost (Excl vat)	Total Item Cost (Incl vat)
1	EPWP Wages/ monthly Stipend	200	200					
2	UIF (1% of wages) Monthly							
3	COIDA (1 % of Wages)							
4	Issuance of payslips Monthly							
5	Allocate OHS officer for compliance and monthly inspection 36 months							
6	Allocate project coordinator per district municipality for a 36 months duration							
SECTION 3 IMPLEMENTATION								
3.1 Recruitment and Contracting		Hours	Rate per hour excluding vat	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Cost (Excl vat)	Total Cost (Incl vat)
1	Contracting							
2	Conduct Induction							
3	Register the project as per EPWP requirement using DFFE prescribed template (yearly)							
4	Capturing of participants on DFFE online system and upload of all necessary contractual and payment documents							
3.2 Medical Testing Refer to Annexure A1, A2, and A3 in the ToRs		Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Item Cost (Excl vat)	Total Item Cost (Incl vat)
1	Pre- Medicals (year1)- Mid-term (year 2) Post/Exit medicals (year 3)	200x3						
3.3 Training Costs (Accredited & Non-Accredited)		Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Item Cost (Excl vat)	Total Item Cost (Incl vat)
1	Sourcing of Training Venues 1 per local municipality Refer to TOR	8						
2	National Certificate: Environmental Education, Training and Development Practice (Adult Learning): ID - 22901- 121 Credits (NQF level 5)	100						
3	National Certificate: Environmental Education, Training and Development Practice (Adult Learning): ID - 22901- 121 Credits (NQF level 5)	100						
4	SHE Representative Workplace HW/SP/2023/02 - 259622 ,259597 and 259619	20						
5	OHS (Workplace) HW/SP/2023/01 -259639 ,9964, 120496 and 119567	20						
6	Non-Acctredited Basic Occupational Health and Safety (every18 months)	200						

7	Registration of participants on relevant Sector Education and Training Authority system once off	200							
8	Organise certification handover ceremony once after training	1							
9	Issuing of training competency certificates to project participants	200							
Item 1	3.4 Procurement of Protective Clothing (PPE) Refer to Annexure B in the ToRs and Annexure G Branding Manual	Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Item Cost (Excl vat)	Total Item Cost (Incl vat)	
1	T Shirt (Round neck) (400 for 3 years including branding)	1200							
2	2 Piece Conti Suit (200 once off on the first year including branding)	200							
3	Golf T Shirts (200 per year for 3 years including branding)	600							
4	Puffer Jackets (200 once off on the first year including branding)	200							
5	Poly fleece jacket (200 per year for 3 years including branding)	600							
6	Denim Jeans (400 per year for 3 years)	1200							
7	Rain Suit 200 once off on the first year including branding	200							
8	Sun Hats (200 per year for 3 years including branding)	600							
9	SAB approved safety glasses 200 once off on the first year	200							
10	Safety Boots 200 once off on the first year	200							
11	Reflector Bib 200 once off on the first year	200							
12	Rubber Gloves 200 per year for 3 years	600							
13	Beanie 200 per year for 3 years	600							
	3.5 Procurement of trees (Please refer to Annexure D1 in the ToRs)	Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Item Cost (Excl vat)	Total Item Cost (Incl vat)	
1	Procurement of trees	200							
	3.6 Procurement of tools of trades Refer to Annexure C in the ToRs	Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Item Cost (Excl vat)	Total Item Cost (Incl vat)	
1	Procurement of First Aid Kit / box per Site	8							
2	Spade	40 per project							
3	Yard Broom	40 per project							
4	Rake dynamic all steel 16 tooth lasher	40 per project							
5	Rake fan leaf plastic C/W HNDL	40 per project							
6	Rs Pro Litter Pick Up Tool, 850mm Aluminium	200 per project							
7	Watering can 10 L-Plastic	100 per project							
8	Traffic cone-Gel rubber	50 per project							
9	Heavy Duty Refuse Bags (40 micron)	3200 per project over two years							
	3.7 Marketing , Community Facilitation and Reporting	Hours	Rate per hour excluding vat	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Cost (Excl vat)	Total Cost (Incl vat)	
1	Submit monthly progress reports for the duration of the project								
2	Attend Service Providers Mid-tem performance review meetings in National office (virtual and in contact meetings) 6 meetings								
3	Organise and attend Bimonthly Project Advisory Meeting - within the participating districts (virtual and in contact meetings) 18 meetings								
4	Attend Service Providers quarterly performance review meetings in provincial offices (virtual and in contact meetings) 12 meetings								
5	Project administration (management of bids, quotations, invoicing, payment of suppliers, organizing meetings, records keeping etc.)								
6	Project marketing 2 billboards (1 per district)refer to Annexure G Branding Manual	2							
	Other Project Deliverables	Hours	Rate per hour excluding vat	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Cost (Excl vat)	Total Cost (Incl vat)	
1	Implementation of Community Service								
2	Placement of 25% of 200 participants in Exit opportunities								
3	Submission of evidence for participants placed in exit opportunities								
4	Project Close-out report.								
5	Submission of Occupational Health and Safety Close Out report								
TOTAL PRICE							R	R	

ANNEXUR F2

PRICING SCHEDULE: TOTAL PROJECT COST

PROJECT AREA	MPUMALANGA
NAME OF BIDDER	
BID NUMBER /REFERENCE NUMBER	
PROJECT NAME	TO APPOINT PROJECT MANAGEMENT SERVICE PROVIDERS FOR THE IMPLEMENTATION OF YOUTH ENVIRONMENTAL SERVICE (YES) PROJECT IN REGION 1: LIMPOPO, MOUMALANGA, AND NORTHWEST PROVINCE FUNDED BY THE DEPARTMENT THROUGH THE ENVIRONMENTAL PROGRAMMES (EP) FOR A PERIOD OF THIRTY-SIX (36) MONTHS.
Approximate Project Duration	36 MONTHS

Project Planning ,Implemetation and Closeout

Item	Description	Hours	Rate per hour excluding vat	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Cost (Excl vat)	Total Cost (Excl vat)
Section 1 Project Inception								
1	Validation of the Terms of Reference, the scope, costing, objectives and activities							
2	Concept Design							
3	Process design with timeframes							
4	Detailed costing							
5	Inception report							
6	Submission and the business plan approval							
7	Site compliance on OHS and provide OHS files refer to Annexure H							
8	Project Implementation Plan							
Section 2								
2. EPWP Wages								
		Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Costs Year 3	Total Cost (Excl vat)	Total Item Cost (Incl vat)
1	EPWP Wages/ monthly Stipend	200	200					
2	UIF (1% of wages) Monthly							
3	COVIDA (1 % of Wages)							
4	Issuance of payslips Monthly							
5	Allocate OHS officer for compliance and monthly inspection 36 months							
6	Allocate project coordinator per district municipality for a 36 months duration							
SECTION 3 IMPLEMENTATION								
3.1 Recruitment and Contracting								
		Hours	Rate per hour excluding vat	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Cost (Excl vat)	Total Cost (Excl vat)
1	Contracting							
2	Conduct Induction							
3	Register the project as per EPWP requirement using DFFE prescribed template (yearly)							
4	Capturing of participants on DFFE online system and upload of all necessary contractual and payment documents							
3.2 Medical Testin_g Refer to Annexure A1, A2, and A3 in the ToRs								
		Quantity	Unit Price	Total Cost Year1	Total Costs Year 2	Total Cost Year 3	Total Item Cost (Excl vat)	Total Item Cost (Incl vat)
1	Pre- Medicals (year1)- Mid-term (year 2) Post/Exit medicals (year 3)	200x3						
3.3 Training Costs (Accredited & Non-Accredited)								
		Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Item Cost (Excl vat)	Total Item Cost (Incl vat)
1	Sourcing of Training Venues 1 per local municipality Refer to TOR	8						
2	National Certificate: Environmental Education, Training and Development Practice (Adult Learning): ID - 22901- 121 Credits (NQF level 5)	100						
3	National Certificate: Environmental Education, Training and Development Practice (Adult Learning): ID - 22901- 121 Credits (NQF level 5)	100						
4	SHE Representative Workplace HW/SP/2023/02 - 259622 ,259597 and 259619	20						
5	OHS (Workplace) HW/SP/2023/01 -259639 ,9964, 120496 and 119567	20						
6	Non-Acctredited Basic Occupational Health and Safety (every18 months)	200						
7	Registration of participants on relevant Sector Education and Training Authority system once off	200						

8	Organise certification handover ceremony once after training	1							
9	Issuing of training competency certificates to project participants	200							
Item 1	3.4 Procurement of Protective Clothing (PPE) Refer to Annexure B in the ToRs and Annexure G Branding Manual	Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Item Cost (Excl vat)	Total Item Cost (Incl vat)	
1	T Shirt (Round neck) (400 for 3 years including branding)	1200							
2	2 Piece Conti Suit (200 once off on the first year including branding)	200							
3	Golf T Shirts (200 per year for 3 years including branding)	600							
4	Puffer Jackets (200 once off on the first year including branding)	200							
5	Poly fleece jacket (200 per year for 3 years including branding)	600							
6	Denim Jeans (400 per year for 3 years)	1200							
7	Rain Suit 200 once off on the first year including branding	200							
8	Sun Hats (200 per year for 3 years including branding)	600							
9	SAB approved safety glasses 200 once off on the first year	200							
10	Safety Boots 200 once off on the first year	200							
11	Reflector Bib 200 once off on the first year	200							
12	Rubber Gloves 200 per year for 3 years	600							
13	Beanie 200 per year for 3 years	600							
	3.5 Procurement of trees (Please refer to Annexure D1 in the ToRs)	Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Item Cost (Excl vat)	Total Item Cost (Incl vat)	
1	Procurement of trees	200							
	3.6 Procurement of tools of trades Refer to Annexure C in the ToRs	Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Item Cost (Excl vat)	Total Item Cost (Incl vat)	
1	Procurement of First AID Kit / box per Site	8							
2	Spade	40 per project							
3	Yard Broom	40 per project							
4	Rake dynamic all steel 16 tooth lasher	40 per project							
5	Rake fan leaf plastic C/W HNDL	40 per project							
6	Rs Pro Litter Pick Up Tool, 850mm Aluminium	200 per project							
7	Watering can 10 L-Plastic	100 per project							
8	Traffic cone-Gel rubber	50 per project							
9	Heavy Duty Refuse Bags (40 micron)	3200 per project over two years							
	3.7 Marketing , Community Facilitation and Reporting	Hours	Rate per hour excluding vat	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Cost (Excl vat)	Total Cost (Incl vat)	
1	Submit monthly progress reports for the duration of the project								
2	Attend Service Providers Mid-term performance review meetings in National office (virtual and in contact meetings) 6 meetings								
3	Organise and attend Bimonthly Project Advisory Meeting - within the participating districts ((virtual and in contact meetings) 18 meetings								
4	Attend Service Providers quarterly performance review meetings in provincial offices (virtual and in contact meetings) 12 meetings								
5	Project administration (management of bids, quotations, invoicing, payment of suppliers, organizing meetings, records keeping etc.)								
6	Project marketing 2 billboards (1 per district)refer to Annexure G Branding Manual	2							
	Other Project Deliverables	Hours	Rate per hour excluding vat	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Cost (Excl vat)	Total Cost (Incl vat)	
1	Implementation of Community Service								
2	Placement of 25% of 200 participants in Exit opportunities								
3	Submission of evidence for participants placed in exit opportunities								
4	Project Close-out report								
5	Submission of Occupational Health and Safety Close Out report								
TOTAL PRICE							R	R	

ANNEXUR F3

PRICING SCHEDULE: TOTAL PROJECT COST

PROJECT AREA	NORTH WEST
NAME OF BIDDER	
BID NUMBER /REFERENCE NUMBER	
PROJECT NAME	TO APPOINT PROJECT MANAGEMENT SERVICE PROVIDERS FOR THE IMPLEMENTATION OF YOUTH ENVIRONMENTAL SERVICE (YES) PROJECT IN REGION 1: LIMPOPO, MOUMALANGA, AND NORTHWEST PROVINCE FUNDED BY THE DEPARTMENT THROUGH THE ENVIRONMENTAL PROGRAMMES (EP) FOR A PERIOD OF THIRTY-SIX (36) MONTHS.
Approximate Project Duration	36 MONTHS

Project Planning ,Implementation and Closeout

Item	Description	Hours	Rate per hour excluding vat	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Cost (Excl vat)	Total Cost (Incl vat)
Section 1 Project Inception								
1	Validation of the Terms of Reference, the scope, costing, objectives and activities							
2	Concept Design							
3	Process design with timeframes							
4	Detailed costing							
5	Inception report							
6	Submission and the business plan approval							
7	Site compliance on OHS and provide OHS files refer to Annexure F							
8	Project Implementation Plan							
Section 2								
2. EPWP Wages		Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Costs Year 3	Total Item Cost (Excl vat)	Total item Cost (Incl vat)
1	EPWP Wages/ monthly Stipend	200	R200					
2	UIF (1% of wages) Monthly							
3	COIDA (1 % of Wages)							
4	Issuance of payslips Monthly							
5	Allocate OHS officer for compliance and monthly inspection 36 months							
6	Allocate project coordinator per district municipality for a 36 months duration							
SECTION 3 IMPLEMENTATION								
3.1 Recruitment and Contracting		Hours	Rate per hour excluding vat	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Cost (Excl vat)	Total Cost (Incl vat)
1	Contracting							
2	Conduct Induction							
3	Register the project as per EPWP requirement using DFFE prescribed template (yearly)							
4	Capturing of participants on DFFE online system and upload of all necessary contractual and payment documents							
3.2 Medical Testin Refer to Annexure A1, A2, and A3 in the ToRs		Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Cost (Excl vat)	Total item Cost (Incl vat)
1	Pre- Medicals (year1)- Mid-term (year 2) Post/Exit medicals (year 3)	200x3						
3.3 Training Costs (Accredited & Non-Accredited)								
		Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Item Cost (Excl vat)	Total Item Cost (Incl vat)
1	Sourcing of Training Venues 1 per local municipality Refer to TOR	9						
2	National Certificate: Environmental Education, Training and Development Practice (Adult Learning): ID - 22901- 121 Credits (NQF level 5)	100						
3	National Certificate: Environmental Education, Training and Development Practice (Adult Learning): ID - 22901- 121 Credits (NQF level 5)	100						
4	SHE Representative Workplace HW/SP/2023/02 - 259622 ,259597 and 259619	20						
5	OHS (Workplace) HW/SP/2023/01 -259639 ,9964, 120496 and 119567	20						
6	Non-Accredited Basic Occupational Health and Safety (every18 months)	200						
7	Registration of participants on relevant Sector Education and Training Authority system once off	200						

8	Organise certification handover ceremony once after training	1							
9	Issuing of training competency certificates to project participants	200							
Item 1	3.4 Procurement of Protective Clothing (PPE) Refer to Annexure B in the ToRs and Annexure G Branding Manual	Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	vat)	Total Item Cost (Incl vat)	
1	T Shirt (Round neck) (400 for 3 years including branding)	1200							
2	2 Piece Conti Suit (200 once off on the first year including branding)	200							
3	Golf T Shirts (200 per year for 3 years including branding)	600							
4	Puffer Jackets (200 once off on the first year including branding)	200							
5	Poly fleece jacket (200 per year for 3 years including branding)	600							
6	Denim Jeans (400 per year for 3 years)	1200							
7	Rain Suit 200 once off on the first year including branding	200							
8	Sun Hats (200 per year for 3 years including branding)	600							
9	SAB approved safety glasses 200 once off on the first year	200							
10	Safety Boots 200 once off on the first year	200							
11	Reflector Bib 200 once off on the first year	200							
12	Rubber Gloves 200 per year for 3 years	600							
13	Beanie 200 per year for 3 years	600							
	3.5 Procurement of trees (Please refer to Annexure D1 in the ToRs)	Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Item Cost (Excl vat)	Total Item Cost (Incl vat)	
1	Procurement of trees	200							
	3.6 Procurement of tools of trades Refer to Annexure C in the ToRs	Quantity	Unit Price	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Item Cost (Excl vat)	Total Item Cost (Incl vat)	
1	Procurement of First AID Kit / box per Site	9							
2	Spade	40 per project							
3	Yard Broom	40 per project							
4	Rake dynamic all steel 16 tooth lasher	40 per project							
5	Rake fan leaf plastic C/W HNDL	40 per project							
6	Rs Pro Litter Pick Up Tool, 850r Aluminium	200 per project							
7	Watering can 10 L-Plastic	100 per project							
8	Traffic cone-Gel rubber	50 per project							
9	Heavy Duty Refuse Bags (40 micron)	3200 per project over two years							
	3.7 Marketing , Community Facilitation and Reporting	Hours	Rate per hour excluding vat	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Cost (Excl vat)	Total Cost (Incl vat)	
1	Submit monthly progress reports for the duration of the project								
2	Attend Service Providers Mid-tem performance review meetings in National office (virtual and in contact meetings) 6 meetings								
3	Organise and attend Bimonthly Project Advisory Meeting - within the participating districts (virtual and in contact meetings) 18 meetings								
4	Attend Service Providers quarterly performance review meetings in provincial offices (virtual and in contact meetings) 12 meetings								
5	Project administration (management of bids, quotations, invoicing, payment of suppliers, organizing meetings, records keeping etc.)								
6	Project marketing 2 billboards (1 per district)refer to Annexure G Branding Manual	2							
	Other Project Deliverables	Hours	Rate per hour excluding vat	Total Cost Year1	Total Cost Year 2	Total Cost Year 3	Total Cost (Excl vat)	Total Cost (Incl vat)	
1	Implementation of Community Service								
2	Placement of 25% of 200 participants in Exit opportunities								
3	Submission of evidence for participants placed in exit opportunities								
4	Project Close-out report								
5	Submission of Occupational Health and Safety Close Out report								
TOTAL PRICE							R	R	

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.

TABLE OF CLAUSES

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

General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

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

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

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

3. General

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

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

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

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



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	<input style="width: 100%;" type="text"/>								
Trading Name	<input style="width: 100%;" type="text"/>								
Tax Number	<input style="width: 100%;" type="text"/>								
VAT Number	<input style="width: 100%;" type="text"/>								
Title:	<input style="width: 100%;" type="text"/>								
Initials:	<input style="width: 100%;" type="text"/>								
Full Names	<input style="width: 100%;" type="text"/>								
Surname	<input style="width: 100%;" type="text"/>								
Persal Number	<input style="width: 100%;" type="text"/>								
Address Detail									
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 2px;">Physical</th> <th style="width: 50%; padding: 2px;">Postal</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Address</td> <td style="padding: 2px;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">(Compulsory if Supplier)</td> <td style="padding: 2px;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">Postal Code</td> <td style="padding: 2px;"><input style="width: 100%;" type="text"/></td> </tr> </tbody> </table>	Physical	Postal	Address	<input style="width: 100%;" type="text"/>	(Compulsory if Supplier)	<input style="width: 100%;" type="text"/>	Postal Code	<input style="width: 100%;" type="text"/>
Physical	Postal								
Address	<input style="width: 100%;" type="text"/>								
(Compulsory if Supplier)	<input style="width: 100%;" type="text"/>								
Postal Code	<input style="width: 100%;" type="text"/>								
New Detail									
<input type="checkbox"/> New Supplier information <input type="checkbox"/> Update Supplier information									
Supplier Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Department <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> CC <input type="checkbox"/> Other (Specify)								
Department Number	<input style="width: 50px;" type="text"/>								

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

Bank Stamp

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

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