INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)

BID NUMBER: DHET059 CLOSING DATE: 03 OCTOBER 2014 CLOSING TIME: 11:00

DESCRIPTION: UNIFIED COMMUNICATIONS (CLOUD BASED) APPROACH FOR THE NATIONAL CAREER ADVICE PORTAL (NCAP)

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO: The Director: Logistical Services, Private Bag X174, PRETORIA, 0001

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
Department of Higher Education and Training, Main Entrance/Reception, 123 Schoeman Street, Pretoria

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(Failure to do so may result in your bid being disqualified)

NAME OF BIDDER ………………………………………………………………………………………………………………………………
POSTAL ADDRESS ………………………………………………………………………………………………………………………
STREET ADDRESS ………………………………………………………………………………………………………………………
TELEPHONE NUMBER CODE………….NUMBER……………………………………………………………………………………
CELLPHONE NUMBER …………………………………………………………………………………………………………………
FACSIMILE NUMBER CODE ……..NUMBER………………………………………………………………………………………..
E-MAIL ADDRESS ………………………………………………………………………………………………………………………
VAT REGISTRATION NUMBER ……………………………………………………………………………………………………………

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)…………………………………
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);
OR…………………………………………………………………………………………………………………………………
A REGISTERED AUDITOR …………………………………………………………………………………………………………

(TICK APPLICABLE BOX)

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE

TOTAL NUMBER OF ITEMS OFFERED

______________________________________________________________

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Higher Education and Training
Contact Person: Ms. Zintathu Mabuza
Tel: 012 312 5288
Fax: 012 3231440
E-mail address: Mabuza.z@dhet.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mr Paul West
Tel: 012 312 5055
E-mail address: West.p@dhet.gov.za

OR

Mr Heinrich Barnard
Tel: 012 312 6028
UNIFIED COMMUNICATIONS (CLOUD BASED) APPROACH FOR THE NATIONAL CAREER ADVICEPORTAL (NCAP)
## Technical Glossary

<table>
<thead>
<tr>
<th>Abbreviation/Term</th>
<th>Full Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent</td>
<td></td>
<td>The person who responds to phone calls (Career Advisor)</td>
</tr>
<tr>
<td>Chat</td>
<td></td>
<td>Text messaging via a computer, tablet or smartphone</td>
</tr>
<tr>
<td>CRM</td>
<td></td>
<td>A system to capture information on people and organisations</td>
</tr>
<tr>
<td>ICASA</td>
<td></td>
<td>A system that provides an interest questionnaire, learning pathways and learning directory</td>
</tr>
<tr>
<td>KPI</td>
<td></td>
<td>The network cabling and system inside an organisation</td>
</tr>
<tr>
<td>LAN</td>
<td>Local Area Network</td>
<td>A telephone system or switchboard</td>
</tr>
<tr>
<td>NCAP</td>
<td></td>
<td>A system that provides an interest questionnaire, learning pathways and learning directory</td>
</tr>
<tr>
<td>PABX</td>
<td></td>
<td>A telephone system or switchboard</td>
</tr>
<tr>
<td>QA</td>
<td></td>
<td>A large flat panel TV that displays technical information on the call centre</td>
</tr>
<tr>
<td>SITA</td>
<td>State Information Technology Agency</td>
<td>A database system</td>
</tr>
<tr>
<td>SMS</td>
<td>Short Message System</td>
<td>Text messaging via a cell phone</td>
</tr>
<tr>
<td>SQL</td>
<td>Structured Query Language</td>
<td>A database system</td>
</tr>
<tr>
<td>SSRS</td>
<td>SQL Server Reporting Services</td>
<td>A telephone that works over the Internet</td>
</tr>
<tr>
<td>VOIP</td>
<td>Voice Over Internet Protocol</td>
<td>A telephone that works over the Internet</td>
</tr>
</tbody>
</table>
1 General Information

1.1 Purpose of this Request for Proposal

The Department of Higher Education and Training (DHET) invites prospective service providers to submit their proposal documents to be considered as potential solution provider for a National Career Advice Portal (NCAP) cloud based contact (call) centre solution for the DHET.

Based on the information contained in the responses to this RFP, a Bid Evaluation Committee will short-list potential solution providers to be invited to demonstrate their solutions.

The DHET reserves the right to appoint multiple service providers should the requirement be fulfilled more effectively that way.

The DHET will ultimately enter into negotiations with the preferred bidder(s) for purposes of concluding asupporting Service Level Agreement(s).

The DHET reserves the right to cancel this RFP.

1.2 DHET Telephony and Call Centre Technology Environment

The DHET consists of multiple geographically dispersed locations throughout South Africa. Placing call centre equipment at every site is not feasible and is costly. Cloud technology and its pervasive nature makes it perfect for the DHET to invest in a cloud-based call centre arrangement. It is recognised that industry leaders are predicting a 10 times growth in the amount of cloud based contact centres as opposed to their on the premise counterparts.

The DHET manages its own Information and Communication Technology Services (ICT) jointly through agreements with SITA and Baraka Information Technology Services (BITS)

The Wide Area Network is housed and maintained at SITA in Centurion.

The DHET does not have an IP based telephony system and the call centre/PABX details situated at Francis Baard Street (Pretoria) are as follow:

- Analogue telephone system based on a legacy Philips IS3000 PABX (Philips iS3070 Fully redundant communication server with service pack: call@net3.1 that was installed in 2005)
- 4x ISDN Primary Rate Interface (30 Lines to Telkom)
- 1x ISDN Primary Rate Interface to GSM Cellular Network
- 52x Digital Extensions
- 1024 x Analogue Extensions
- 3x LCD Operator Terminals
- MyMail@net 510 Unified Messaging Server (Linux OS)
- Contact@net 250 Multimedia Contact Centre licenced for 5 agents, 4 port IVR, 1 Supervisor and 1 Wall Board.

The DHET is not looking to utilise its current call centre devices (hardware) within the cloud based setup unless absolutely necessary. Leveraging of the improved customer experience that cloud based call centres offer, the DHET additionally desires to utilise intelligent analytics embedded in the contact centre to further improve service delivery to the post
school education sector. This also means the cloud contact centre should show agility by being able to deploy additional call agents to any location provided they have an internet line for the data systems and a telephone (which could typically be a landline, cellular or VOIP).

2 Overview of Required Services

2.1 DHET Central Contact/Call Centre

The DHET currently operates a very basic call centre at its Head Office in Pretoria for purposes of:

- National Career Advice Portal (NCAP) and CareerHelp website that will connect users with advisors – this will connect existing services currently located at government entities.
- Central Applications Clearing house (CACH) – resources for only three months of the year.
- General, examinations, NSFAS enquiries and other issues raised by the public.

There is a proliferation of contact centres throughout the post school education sector (e.g.) to attempt to improve service delivery. It is therefore prudent that the DHET is able to interface with the call centres of its entities and partner institutions. Stakeholders expect reliable informative and prompt feedback and solutions to their challenges and concerns through the DHETContact Centre.

Additional existing call centre facilities with which the DHET must be able to interface include:

- Career Advice Services Helpline (currently hosted and operated by the South African Qualifications Authority - SAQA)
- National Artisan Development Call Centre, Ekurhuleni East College, Kwa-Thema Campus, Ekurhuleni.
- Call centres at the Sector Education and Training Authorities (SETAS).
- Call centres operated by the National Youth Development Agency (NYDA)
- Call centres operated at universities and colleges.

The broad requirement is to enhance the current legacy call centre to that of a full contact centre where not only traditional telephone calls are handled and managed but is also able to accommodate contact via various Instant Messaging platforms, Web based calls (e.g. Skype), e-mail, faxing, etc.

This means that a holistic, cloud based call centre operation must be established to balance calls across inbound and outbound activities. The cloud based solution must have multiple levels of security for users, even to the individual record. As this will carry personal information, it must conform to the highest security and quality standards possible. Preferably all databases and information stores must be installed at a DHET site; or alternatively replicate daily to DHET information stores.
Users are expected to be calling via land line or cellular phone, Internet telephone or chat and expect to receive a timeous response from a live agent. It must be taken into account that career advisors and other DHET officials may be located in existing or newly established DHET facilities in or entities, universities, colleges or other agencies that support career advice and DHET operations.

It is imperative to optimize and monitor service agents across different skill sets and abilities whilst a detailed reporting structure must provide a single, unified view of the DHET contact centre from end-to-end.

Currently, the DHET call centre is predominantly located the 4th floor at the Head Office located at 123 Francis Baard Street, the South African Qualifications Authority, and the Ekurhuleni East College, Kwa-Thema Campus, Ekurhuleni but there might be call agents that work from home and other centres nationally that should share the same facilities no matter their connection. Smaller contact centres at other DHET campuses and regional sites should be integrated with the cloud based call centre and with any IP enabled PBX solution whether on-premise or publically hosted.

Voice recording and system management should form part of the solution. Full analysis and reporting is required.

Integration into popular CRM solutions whether on-premise or publically hosted is also required. Typically, this would be Career Advice Services Case Database (a Specialised CRM) system designed specifically for the needs of the DHET. The creation of this CRM is included in this specification.

The usual requirements for the management of contact centres will apply as presented in the functional requirements.

*The DHET does not wish to own any additional PBX or Contact Centre equipment, and potentially even the hand/headsets as well as the switchboard units might be offered as a rental option.*

### 2.2 National Career Development and Central Applications

The NCAP Project aims at advancing the technical usability of both NCAP and its Helpline. This will increase streams of accessibility by users.

The Career Advice Helpline is currently operating from a direct Telkom line. It is envisaged that the current system will be upgraded to operate with a cloud system. A cloud based system integrated with the National Career Advice Portal (NCAP) and CareerHelp website that will connect users with advisors. Users are expected to be calling via land line or cellular phone, Internet telephone or chat and expect to receive a timeous response from a live agent. Career advisors may be located in existing facilities in Government departments or entities, universities, colleges or other agencies that support career advice. Inbound calls will be delivered over the cloud (internet) routed through a cloud-based service, to the most appropriate career advisor who is on line at the same time.
The system must have a case database (CRM or 'customer relationship management' system) that can be accessed securely via the Internet by career advisors. The Customer Relations Management System will house personal details of users. Specification of fields and reporting will be provided. Security down to the individual user-record is required. The database and all related applications will be hosted on the premises of the DHET A knowledge base must be integrated for additional information that is not already available via the website. Where a call is routed to an advisor, the advisor should be able to receive it on a land line, cellular phone or Internet connection (VOIP). The advisor should be able to capture the case on the Customer Management System for easy tracking and follow up by any other advisors.

3. Specific Instruction to Service Providers

- Where applicable, the DHET may also request the successful respondent(s) to install and manage the Internet connectivity component of the proposed solutions and it should be clearly identified as part of the proposal.
- At critical sites (to be identified by the DHET), alternative connectivity through existing connectivity services must also be catered for in the proposed solutions in the event that Internet connectivity is interrupted.
- Proposed equipment must be ICASA approved and certification should be provided.
- Be able to provide and maintain the proposed solution at all the sites of the DHET within reasonable SLAs.
- Only one network point is available per user, hand/headsets should thus have built-in switching capability so that the UTP LAN cable must run to the phone and then to the user's computer in order to enable the user to continue using the phone even if there is no computer or when the computer is switched off.
- Do not assume that all switches have Power over Ethernet capability, thus instruments should have their own power supply unit.
- All license fees are to be included in the services quoted for in providing these services. This excludes license fees related to agents but includes all licenses relating to the provision of the cloud-based call centre technology.
- This RFP must be costed on the information as provided, bearing in mind that ultimately the roll-out will be phased.
- This tender will be awarded for a 3 year term.
Note that no seats or staffing are required from the service provider. The information is provided to indicate the potential load on the cloud-based system at start-up. The system must be scalable according to needs that may change on a monthly basis.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Number of agents</th>
<th>Where located</th>
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<tbody>
<tr>
<td>DHET</td>
<td>30</td>
<td>123 Francis Baard Street</td>
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<tr>
<td></td>
<td></td>
<td>177 Francis Baard Street</td>
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<tr>
<td>Student Advisors</td>
<td>100</td>
<td>Ekurhuleni East College, Kwa-Thema Springs.</td>
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<tr>
<td>(Artisans, post-</td>
<td></td>
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<td>school institutions, Careers,</td>
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<tr>
<td>CACH</td>
<td>30</td>
<td>177 Francis Baard Street</td>
</tr>
<tr>
<td>Other (SETAs,</td>
<td>40</td>
<td>Locations in South Africa</td>
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<td>professional bodies, etc.)</td>
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4. Phase 1: Contact Centre Mandatory Requirements

Service providers must comply with all the mandatory requirements in section 4 or will be disqualified. If one of the requirements are not satisfactorily answered, it will be evaluated as “do not comply” and the service provider will be disqualified.

NB: Each section below must be referenced to the appropriate section, page and paragraph in the proposal document. Please provide sufficient expansion and evidence to demonstrate the service provider’s capacity to deliver the required services.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Comply</th>
<th>Do not comply</th>
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<tbody>
<tr>
<td><strong>Automated Greeting and music:</strong></td>
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<tr>
<td>For example, “Good morning/afternoon, Welcome to the DHET, Thank you for calling and your call is important to us” etc.</td>
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Reference to proposal document:

Section:  Page:  Par:
<table>
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<tr>
<th>Requirement</th>
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<tbody>
<tr>
<td>Voice Prompts</td>
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<tr>
<td>Voice Automated Attendant: for example,</td>
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<tr>
<td>• “for exam enquiries press 1.</td>
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<td>• For NSFAS related matters press 2</td>
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<tr>
<td>The service must be able to handle a minimum of 10 levels of IVR.</td>
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<td>Reference to proposal document:</td>
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<tr>
<th>Requirement</th>
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<tbody>
<tr>
<td>Accessible over the existing DHET Local and wide area networks and over the internet to sites where contact centre agents may also reside.</td>
<td></td>
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<td>Reference to proposal document:</td>
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<th>Requirement</th>
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<tbody>
<tr>
<td>Make and accept calls to VOIP, Digital and Analogue Phones</td>
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<td>Reference to proposal document:</td>
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<tr>
<td>General</td>
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<td>------------------------------------------------------------------------</td>
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<tr>
<td>a) Recording of all calls (inbound/outbound) for Quality Control, Training, Complaints</td>
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<tr>
<td>a. Desktop retrieval of calls</td>
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<tr>
<td>b. Encryption (to be used in a court of law)</td>
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<td>c. Non-editable recording files</td>
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<tr>
<td>b) Call Forwarding and Messaging (Event based messaging e.g. new call, transferring, on hold, etc.)</td>
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<td>c) Recording of voice mails for when a caller chooses to leave a message and be called back</td>
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<tr>
<td>d) Ability to integrate Caller History into Client history in CRM systems</td>
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<td>e) Call assessments (inbound/outbound)</td>
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<td>f) Conference Calling (including Supervisor into Call)</td>
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<td>g) Auto Replies on Emails (e.g. Response will take 2 days)</td>
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<tr>
<td>h) Auto generated client support log number for any type of support (e.g. Email, Web Query, Call, etc.)</td>
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<tr>
<td>i) Client Type Specific Messaging – Rules set up for type of client that will auto-generate the appropriate messages</td>
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<td>j) Dialler Integration with CRM systems</td>
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<tr>
<td>k) Encryption of any client data (such as https, etc.)</td>
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<td>l) Ease of addition of extensions and agents</td>
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<th>Reference to proposal document:</th>
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<tr>
<td>Section: Page: Par:</td>
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<td>a b c d e f g h i j k l</td>
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<tr>
<td>Requirement</td>
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<tr>
<td><strong>Inbound</strong></td>
</tr>
<tr>
<td>a) Telephone, SMS, eMail and chat management</td>
</tr>
<tr>
<td>b) IVR functionality</td>
</tr>
<tr>
<td>a. Caller ID / Recognition</td>
</tr>
<tr>
<td>b. Call Scripting e.g. for ID verification (Client Specific)</td>
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<tr>
<td>c. Automated Security Checking if required (e.g. Card Number, ID, etc.)</td>
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<tr>
<td>d. IVR Messages (On Hold, System down and Call Centre closed messages)</td>
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<tr>
<td>e. Effective Call Routing</td>
</tr>
<tr>
<td>c) Ability to vary On Hold Messages based on Client Type/Client interests</td>
</tr>
<tr>
<td>d) Skills based routing for a minimum of 20 skills with multiple levels.</td>
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<tr>
<td>e) The system must be fully flexible and programmable.</td>
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<tr>
<td><strong>Reference to proposal document:</strong></td>
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<tr>
<td>Section:</td>
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<tr>
<td>a</td>
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<tbody>
<tr>
<td><strong>Outbound</strong></td>
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<tr>
<td>a) Telephone, SMS, eMail and chat campaign management</td>
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<tr>
<td>b) Setting up and assigning Agents to Outbound Campaigns</td>
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<tr>
<td>c) Advanced scheduling of Agent Groupings for Outbound Campaigns (Predefined groupings)</td>
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<tr>
<td>d) Call classifications – Classify outbound calls based on query resolution</td>
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<tr>
<td>e) Setup Callback on outbound calls (Ensure dropped calls not lost)</td>
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<tr>
<td>f) Automated system attachment management</td>
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g) The system must be fully flexible and programmable.

Reference to proposal document:

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<thead>
<tr>
<th>Requirement</th>
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<tbody>
<tr>
<td>Proactive scheduled (reminders) with call back functionality</td>
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<tr>
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<tr>
<td>Computer Telephony Integration</td>
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<tr>
<td>The system must be able to provide records regarding calls such as the following:</td>
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<td></td>
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<tr>
<td>• Duration of a call</td>
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<tr>
<td>• Records of all required details such as name of caller, contact details, provinces, districts, languages, enquiry and institutions.</td>
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<tr>
<td>• Analysis of queries so that data can be classified.</td>
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<tr>
<td>• Generate reports: The number of calls that are</td>
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- A flexible report writing tool must be provided (i.e. user defined reports).

**Reference to proposal document:**

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<tr>
<th>Requirement</th>
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<tbody>
<tr>
<td>The service provider must guarantee the availability of the persons whose CV’s are submitted with the proposal for the implementation of the project. If a person leaves the project, the DHET must be provided with a month’s notice.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Disaster Recovery: Queue calls in the cloud regardless of conditions at any site with built-in contingency routing, including automatic re-routing of calls in the event of a site going offline.</td>
</tr>
</tbody>
</table>

**Reference to proposal document:**

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tools (Agents, management). Examples of typical requirements.</td>
</tr>
</tbody>
</table>

  a) Dashboard (view on performance indicators, e.g. Contact Centre, Agent, Agent Group. See
b) Queue information.
c) Access to relevant information (e.g. FAQ, Troubleshooting documents).
d) Agent Status changes (e.g. not ready, lunch, tea, call wrap-up, etc.).

Reference to proposal document:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Comply</th>
<th>Do not comply</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wallboard</strong> (i.e. the functionality to display on large, flat-panel monitors. No monitors are to be provided in this proposal). Typical functionality includes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Indicate the number of calls queuing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The number of operators that are logged on</td>
<td></td>
<td></td>
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<tr>
<td>• Duration of current calls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Total calls received for the day and the +GMT Time (real time)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reference to proposal document:

<table>
<thead>
<tr>
<th>Section:</th>
<th>Page:</th>
<th>Par:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Comply</th>
<th>Do not comply</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workforce Management</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Work Flow Management (e.g. Email Queries routing, Response tracking, Support handover and follow up management, SLA response and resolution time).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
b) Assign skills per Agent (e.g. Customer Complaints).
c) Set KPIs (e.g. Service Level Targets).
d) Temporary assigning of roles e.g. 2IC.
e) Support Escalation.
f) Resolution Breach.
g) Workforce management tool – Enable forecasting, scheduling and trend analysis on call volumes vs. adherence/agent availability.
h) Flagging system – Ability to flag non adherence to an agent or supervisor.
i) Call Quality Tracking (Call intrusion for Quality control).
j) Contact Centre Staff Quality Tracking and Call QA Assessments (Eavesdropping).

Reference to proposal document:

<table>
<thead>
<tr>
<th>Requirement</th>
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<th>Do not comply</th>
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</thead>
<tbody>
<tr>
<td>Reporting</td>
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</tr>
</tbody>
</table>

  a) Report tool used for generating own reports (e.g. SSRS, Crystal Reports, etc.)
  b) Reporting on - Caller identification, customer type, query type, caller frequency, customer historical engagement (type of engagement e.g. Email, Phone, Social Media, Fax, Web, etc.)
  c) Inbound and Outbound Call statistics – please list standard reports available
  d) Enable and Incentivising cross/upselling based on the information provided
  e) Number of leads a consultant has penetrated for outbound calls
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Comply</th>
<th>Do not comply</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Statistics on Call Centre Agents</strong> to monitor individual performance of call centre agents. Typical issues like amount of calls per day, time spent on calls and amount of time away from workstations must be monitored and reported on. A flexible report writing tool must be provided (i.e. user defined reports).</td>
<td></td>
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<tr>
<td>Reference to proposal document:</td>
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<td>Section: Page: Par:</td>
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</table>

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Comply</th>
<th>Do not comply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chat integration from the public via the DHET portal/website to an agent, and the management of chat responses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference to proposal document:</td>
<td></td>
<td></td>
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<tr>
<td>Section: Page: Par:</td>
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</tbody>
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<thead>
<tr>
<th>Requirement</th>
<th>Comply</th>
<th>Do not comply</th>
</tr>
</thead>
<tbody>
<tr>
<td>A case database</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(<em>customer relationship management</em> system) that can be accessed securely via the Internet by agents. The Customer</td>
<td></td>
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<tr>
<td>Reference to proposal document:</td>
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<tr>
<td>Section: Page: Par:</td>
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<td></td>
</tr>
</tbody>
</table>
Relations Management System will house personal details of callers.

A knowledge base must be integrated for additional information that is not already available via the website.

Where a call is routed to an agent, the agent should be able to receive it on a land line, cellular phone or Internet connection (VOIP).

The agent should be able to capture the case on the Customer Management System for easy tracking and follow up by any other advisors.

Reference to proposal document:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Comply</th>
<th>Do not comply</th>
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</thead>
<tbody>
<tr>
<td>Single point/interface for system management and administration.</td>
<td></td>
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<tr>
<td>Reference to proposal document:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section:</td>
<td>Page:</td>
<td>Par:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Comply</th>
<th>Do not comply</th>
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</thead>
<tbody>
<tr>
<td>Enables home-based or remote agents to be as effective as those in the office.</td>
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<tr>
<td>Reference to proposal document:</td>
<td></td>
<td></td>
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<tr>
<td>Section:</td>
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<td>Par:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Comply</th>
<th>Do not comply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have the ability to show active presence in the cloud of subject matter experts and other agents (so that agents may call on additional expertise by chat or telephone when)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference to proposal document:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section:</td>
<td>Page:</td>
<td>Par:</td>
</tr>
</tbody>
</table>
5. CONTINUITY AND PROFILE OF ALL STAFF INCLUDING SENIOR STAFF ON THE PROJECT

The service provider must guarantee the presence of the persons whose CV’s were submitted with the proposal throughout the duration of the contract. If the person has to leave, a one month notice must be given to the Department. Within the notice period, it is weekly requirement that a senior employee/consultant work in parallel with the person who is leaving person (senior employee/consultant with similar expertise and years of experience), to be able to transfer skills and knowledge.

6. SPECIAL CONDITIONS OF QUOTATION
Services of the successful service provider will be secured in accordance with the DHET’s Procurement Policy subject to the following conditions:

- The DHET reserves the right to award or not to award this contract;
- The DHET reserves the right not to accept the lowest cost proposal;
- The DHET will enter into a formal contract with the successful service provider;
- The DHET reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
- The DHET has the right to visit the business premises of the service provider to verify the information provided in the bid documents but will inform the service provider in advance of such a verification visit;
- It is the responsibility of prospective service providers to ensure that their bid documents are submitted before the closing time and date of the quotation. Quotation received after closing time and date are late and will NOT be considered.
- Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the DHET will not be responsible for. Any change of information provided in the request for quotation document that may affect delivery of services should be brought to the DHET’s attention as soon as possible. Failure to comply may result in the contract being terminated.
- All copyrights and intellectual property rights in respect of products developed by the consultant during the project will vest in the Department of Higher Education and Training which will have the right to allow any other individual, company, agency or organisation to use or modify the product for any purpose approved by this Department, including selling; and

7. **MANDATORY PROPOSAL DOCUMENTS**

The service provider shall submit a quotation including the following:

7.1 company profile with the relevant organisational qualifications and experience to provide the require services;
7.2 understanding of the brief (the methodology to be employed);
7.3 a plan of action to achieve the objectives including description of the services to be rendered with details activities;
7.4 capability (CVs of key staff and consultants to be assigned to the project with experience and educational background);
7.5 relevant technology requirements, attach proof to support your submission;
7.6 B-BBEE level status: Certificate and supported by completion of SBD 6.1 to be eligible for the points;
7.7 original tax clearance certificate;
7.8 list of contactable references (provide reference letters if possible);
7.9 illustrative budget containing the amounts for each activity related to the call centre including the cost per active seat. The prices quoted must be VAT inclusive.

8. EVALUATION CRITERIA

8.1 The submission will be evaluated in accordance with the PPPFA 90/10 principle.

8.2 In evaluating the technical information contained in the submissions, the evaluation committee will be guided by the following:

- Bidder understands of the brief – The bid provides a clear indication that the bidder fully understands the purpose and scope of the work and the bidders’ own roles and functions in this regard.

- Capability – The bid provides a clear indication that the bidder’s team comprises people with the necessary experience, skills, qualifications, knowledge and skills required to ensure the efficient and effective generation of the required deliverables to the highest standards of quality.

- Track Record – The bidder should provide clear information on previous, relevant projects that confirm that the bidder has the required experience and success track record in the area of general project management and management related projects.

- Quality of the Bid – The bid proposal should be structured, laid-out, formatted and organized in such a way that the evaluation committee is easily able to access the information.

Phase 2: In terms of functionality the following will be taken into consideration when evaluating the proposals:

Bidders must score at least 80 POINTS ON FUNCTIONALITY to proceed to the next phase of the evaluation. Bidders who score less than 80 out 100 on functionality will not be considered for the next phase and will be disqualified.

<table>
<thead>
<tr>
<th>CRITERION</th>
<th>MAXIMUM POINTS TO BE AWARDED</th>
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<td></td>
<td></td>
</tr>
<tr>
<td>CRITERION</td>
<td>MAXIMUM POINTS TO BE AWARDED</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>1. Feasibility and appropriateness of the plan of action to achieve the objectives of the project (incl. technical specifications).</td>
<td>25</td>
</tr>
<tr>
<td>2. Experience of similar projects at enterprise level. The bidder must include instances of similar projects delivered in South Africa at enterprise level, with contactable references at least senior level.</td>
<td>25</td>
</tr>
<tr>
<td>b) Points will be awarded as follow:</td>
<td></td>
</tr>
<tr>
<td>i. Illustrated 1 instance = 5 points</td>
<td></td>
</tr>
<tr>
<td>ii. Illustrated 2 instances = 10 points</td>
<td></td>
</tr>
<tr>
<td>iii. Illustrated 3 and more instances = 25 points</td>
<td></td>
</tr>
<tr>
<td>3. The service to be delivered is the core business of the organisation.</td>
<td>25</td>
</tr>
<tr>
<td>Signed “gold partner” status or more in proposed solution for the last three years = 25 points (copy of valid signed letter to be provided).</td>
<td></td>
</tr>
<tr>
<td>Less than gold partner status for the last three years = 0 points</td>
<td></td>
</tr>
<tr>
<td>Proof should be provided of partnership status.</td>
<td></td>
</tr>
<tr>
<td>4. The extent to which the service provider has successfully completed skills transfers to the sites for which reference letters are provided in each of the areas below:</td>
<td>25</td>
</tr>
<tr>
<td>• Administration of environment(s)</td>
<td></td>
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<tr>
<td>• Troubleshooting and configuration</td>
<td></td>
</tr>
<tr>
<td>• Certification training where needed</td>
<td></td>
</tr>
<tr>
<td>d) Points will be awarded as follow:</td>
<td></td>
</tr>
<tr>
<td>iv. Illustrated 1 instance = 5 point</td>
<td></td>
</tr>
<tr>
<td>v. Illustrated 2 instances = 10 points</td>
<td></td>
</tr>
<tr>
<td>vi. Illustrated 3 and more instances = 25 points</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
</tr>
</tbody>
</table>

**Phase 3: Pricing and BBEEE**
Annexure a: Proposed Service Levels

The following minimum service levels are required:

a) Severity 1 Incident

Where problems on the solution impacts on business to the extent where no agents anywhere can perform inbound or outbound calls and/or call recording facility is not operational

✓ Immediate response
✓ MTTR of 2 hours

b) Severity 2 Incident

Where problems on the solution impacts on business to the extent where a certain contact centre is without access to the contact centre solution.

✓ Immediate response
✓ MTTR of 4 hours

c) Severity 3 Incident

Where some agents at a site are without access to the contact centre solution.

✓ Immediate response
✓ MTTR of 2 days

d) Delivery of new Instruments when ordered

✓ 3 days

e) Swop out of faulty Instruments

✓ Immediate response
✓ MTTR of 2 days

f) Voice Quality on VoIP over LAN and WAN

✓ Provide analogue phone quality
✓ Describe how your VoIP based Contact Centre Solution telephony solution will ensure Analogue telephony quality on IP LANs and WANs.
✓ State if any software is used
✓ State what the bandwidth requirement is per call
✓ State the minimum bandwidth requirement per Internet Access technology type for the following scenarios:
  o 8 Simultaneous external calls
  o 15 Simultaneous external calls
  o 30 Simultaneous external calls
60 Simultaneous external calls
90 Simultaneous external calls

a) Database: Drop down pages of information on the database system based on eleven (11) official languages and DHET related content.

b) A case database ('customer relationship management' system) that can be accessed securely via the Internet by career advisors. The Customer Relations Management System will house personal details of users. A knowledge base must be integrated for additional information that is not already available via the website. Where a call is routed to an advisor, the advisor should be able to receive it on a land line, cellular phone or Internet connection (VOIP). The advisor should be able to capture the case on the Customer Management System for easy tracking and follow up by any other advisors.

c) IVR SMS System
- Option to leave or record messages after hours
- Maximum queuing time
- Indicate the number of calls queuing: Wall board

d) Automatic Call Distribution
- Configures the number of rings then it answers the caller; answers calls after three rings
- Provide reference number to callers
- Distribute calls depending on the enquiry.
- Estimated time to hold e.g. 2mins
- Updates the caller with the latest information

e) Wallboard
- Indicate the number of calls queuing
- The number of operators that are logged on
- Total calls received for the day and the +GMT Time (real time)

f) Statistics on Call Centre Agents
Statistics on call Centre Agents to monitor individual performance of call centre agents. Typical issues like amount of calls per day, time spent on calls and amount of time away from workstations must be monitored and reported on.

g) Performance Management

Managing the performance of call centre agents is imperative to report:

- Average on times for voice calls and/or chats.
- Success rate on handling outbound calls.
- Success rate on inbound calls.
- Custom Designed Dashboard allowing managers and contact centre operators to view real-time performance information, such as:
  - queue characteristics by skill groups;
  - agents status;
  - calls answered;
  - average call and hold times; and
  - managers able to estimate the operators’ performance,

h) In addition it is prudent to see how much time expires before an agent answers a call and to determine call waiting periods in call queues. Combing of the above statistics will also improve call forecasting abilities.

i) The solution proposed should therefore produce consolidated reports and store both the inbound and outbound data in a common database so information can be easily viewed and summarized. These more granular details can then be used for decisions on blending, staffing, training and routing of traffic.

j) Proactive scheduled call back functionality. It reduces customer frustration with hold times during high call volumes by offering them the option of a call back at another time.

k) Single point of administration.

7. Evaluation Process

The Evaluation Process that will be followed is summarised as follows:

- Phase 1 – Evaluate minimum criteria and discard any responses that do not meet minimum requirements or any general SCM regulations.

- Phase 2 – RFP Evaluation Panel to perform a functional requirements evaluation of the responses. A threshold of 80% for evaluation of Functional Requirements is applicable before your response can proceed to Phase 3.
• Phase 3 – Evaluate and confirm B-BBEE and Commercial aspects of successful RFP(s) that passed Phase 2

The following schedule highlights the important dates throughout the process:

1. RFP issued
2. Information Session
3. RFP submission closure date

Paul West
Project Manager: Career Development Services
Date:

Trudi van Wyk
Director: Career Development and Open Learning
Date:
- Phase 3 – Evaluate and confirm B-BBEE and Commercial aspects of successful RFP(s) that passed Phase 2

The following schedule highlights the important dates throughout the process:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>RFP issued</td>
</tr>
<tr>
<td>2.</td>
<td>Information Session</td>
</tr>
<tr>
<td>3.</td>
<td>RFP submission closure date</td>
</tr>
</tbody>
</table>
TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder’s tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5. Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
### Purpose

Select the applicable option ................................................................. Tenders  
Good standing

If "Good standing", please state the purpose of this application

### Particulars of applicant

<table>
<thead>
<tr>
<th>Name/Legal name (Initials &amp; Surname or registered name)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trading name (if applicable)</td>
<td></td>
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<tr>
<td>ID/Passport no</td>
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<tr>
<td>Income Tax ref no</td>
<td></td>
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<tr>
<td>VAT registration no</td>
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</tr>
<tr>
<td>Customs code</td>
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<tr>
<td>Telephone no</td>
<td>CODE - NUMBER</td>
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<td>E-mail address</td>
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<td>Physical address</td>
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<td>Postal address</td>
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<tr>
<td>Company/Close Corp. registered no</td>
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<tr>
<td>PAYE ref no</td>
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<tr>
<td>SDL ref no</td>
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<tr>
<td>UIF ref no</td>
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</table>

If "Good standing", please state the purpose of this application

### Particulars of representative (Public Officer/Trustee/Partner)

<table>
<thead>
<tr>
<th>Surname</th>
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<tbody>
<tr>
<td>First names</td>
<td></td>
</tr>
<tr>
<td>ID/Passport no</td>
<td></td>
</tr>
<tr>
<td>Telephone no</td>
<td>CODE - NUMBER</td>
</tr>
<tr>
<td>E-mail address</td>
<td></td>
</tr>
<tr>
<td>Physical address</td>
<td></td>
</tr>
</tbody>
</table>
Particulars of tender (If applicable)

Tender number: ____________________________

Estimated Tender amount: R ____________________________, _____________

Expected duration of the tender: _______ year(s)

Particulars of the 3 largest contracts previously awarded

<table>
<thead>
<tr>
<th>Date started</th>
<th>Date finalised</th>
<th>Principal</th>
<th>Contact person</th>
<th>Telephone number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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</table>

Audit

Are you currently aware of any Audit investigation against you/the company? …………………………………………... YES NO

If ‘YES’ provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct ____________________________ to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Name of representative/agent: ____________________________

Signature of representative/agent: ____________________________ Date: _____________-___________-___________

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Name of applicant/Public Officer: ____________________________

Signature of applicant/Public Officer: ____________________________ Date: _____________-___________-___________

Notes:

1. It is a serious offence to make a false declaration.
   (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
   (b) without just cause shown by him, refuses or neglects to-
      (i) furnish, produce or make available any information, documents or things;
      (ii) reply to or answer truly and fully, any questions put to him ...
   As and when required in terms of this Act ... shall be guilty of an offence ...
3. SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.
# Pricing Schedule

**NAME OF BIDDER:** ……………………………………………………………………………………………… **BID NO.:** ……………………………………

**CLOSING TIME 11:00**

**CLOSING DATE…………………………...**

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

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>BID PRICE IN RSA CURRENCY <strong>(ALL APPLICABLE TAXES INCLUDED)</strong></th>
</tr>
</thead>
</table>

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

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

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

4. PERSON AND POSITION

<table>
<thead>
<tr>
<th>PERSON AND POSITION</th>
<th>HOURLY RATE</th>
<th>DAILY RATE</th>
</tr>
</thead>
<tbody>
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<td>R-------------</td>
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</table>

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

<table>
<thead>
<tr>
<th>PHASES</th>
<th>COST PER PHASE</th>
<th>MAN-DAYS TO BE SPENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R-------------</td>
<td>123 days</td>
</tr>
<tr>
<td></td>
<td>R-------------</td>
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<td>R-------------</td>
<td>123 days</td>
</tr>
<tr>
<td></td>
<td>R-------------</td>
<td>123 days</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>R......</td>
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<td>R......</td>
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<td></td>
<td></td>
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<td>R......</td>
</tr>
</tbody>
</table>

**TOTAL: R…………………………………………………**

**"all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.**
5.2 Other expenses, for example accommodation (specify, e.g. 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.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
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</tr>
<tr>
<td><strong>TOTAL</strong>:</td>
<td></td>
<td></td>
<td><strong>R.</strong></td>
</tr>
</tbody>
</table>

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:

Ms Zintathu Mabuza  
Supply Chain Management  
Tel: 012 312 5288

Any enquiries regarding bidding procedures may be directed to:

Mr Paul West  
Tel: 312 5055  
West.p@dhet.gov.za

OR

Mr Heinrich Barnard  
Tel: 012 312 6028
ANNEXURE B

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative: ..............................................................................

2.2 Identity Number: ..........................................................................................................................

2.3 Position occupied in the Company (director, trustee, shareholder², member):
..................................................................................................................................................

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
..................................................................................................................................................

2.5 Tax Reference Number: ..............................................................................................................

2.6 VAT Registration Number: ........................................................................................................

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹“State” means –
(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) any municipality or municipal entity;
(c) provincial legislature;
(d) National Assembly or the national Council of provinces; or
(e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
2.7 Are you or any person connected with the bidder presently employed by the state?  
YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder / member: ..............................................
Name of state institution at which you or the person connected to the bidder is employed:
Position occupied in the state institution: .................................................................

Any other particulars:
...................................................................................................................
...................................................................................................................
...................................................................................................................

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?  
YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document?  
YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
...................................................................................................................
...................................................................................................................
...................................................................................................................

2.8 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?  
YES / NO

2.8.1 If so, furnish particulars:
..................................................................................................................
..................................................................................................................
..................................................................................................................

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?  
YES / NO

2.9.1 If so, furnish particulars.
..................................................................................................................
2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?  

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

3 Full details of directors / trustees / members / shareholders.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Income Tax Reference Number</th>
<th>State Employee Number / Personal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
4 DECLARATION

I, THE UNDERSIGNED (NAME)............................................................................................................

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS  
DECLARATION PROVE TO BE FALSE.

........................................................................  .................................................................
Signature                           Date

........................................................................  .................................................................
Position                           Name of bidder

November 2011
This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the……………………system shall be applicable.

1.3 Preference points for this bid shall be awarded for:
(a) Price; and
(b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3.1.1 PRICE</td>
</tr>
<tr>
<td>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</td>
</tr>
</tbody>
</table>

Total points for Price and B-BBEE must not exceed 100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2.1 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
2.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 “consortium or joint venture” 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;

2.8 “contract” means the agreement that results from the acceptance of a bid by an organ of state;

2.9 “EME” means any enterprise with an annual total revenue of R5 million or less.

2.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 “non-firm prices” means all prices other than “firm” prices;

2.13 “person” includes a juristic person;

2.14 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.16 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

2.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM
3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

\[
Ps = 80 \left(1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}}\right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}}\right)
\]

Where

\(Ps\) = Points scored for comparative price of bid under consideration

\(Pt\) = Comparative price of bid under consideration

\(P_{\text{min}}\) = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>8</td>
</tr>
</tbody>
</table>
5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: .............. = .................(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)
8.1.1 If yes, indicate:
   (i) what percentage of the contract will be subcontracted? ...........................................%
   (ii) the name of the sub-contractor? ....................................................................................
   (iii) the B-BBEE status level of the sub-contractor? ..............................................................
   (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm ............................................................................................................

9.2 VAT registration number ........................................................................................................

9.3 Company registration number ............................................................................................

9.4 TYPE OF COMPANY/ FIRM

   ☐ Partnership/Joint Venture / Consortium
   ☐ One person business/sole propriety
   ☐ Close corporation
   ☐ Company
   ☐ (Pty) Limited
   [TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

   ☐ Manufacturer
   ☐ Supplier
   ☐ Professional service provider
   ☐ Other service providers, e.g. transporter, etc.
   [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? ........................................

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify
that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7
of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we
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
       paragraph 7, the contractor may be required to furnish documentary proof to the
       satisfaction of the purchaser that the claims are correct;
   (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent
       basis or any of the conditions of contract have not been fulfilled, the purchaser may, in
       addition to any other remedy it may have –
(a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

1. ........................................

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

SIGNATURE(S) OF BIDDER(S)

2. ........................................

DATE:....................................

ADDRESS:................................

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

........................................
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
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 contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier’s performance

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

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

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

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the
supplier’s point of supply is not situated at or near the place where the supplies are required, or the supplier’s services are not readily available.

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

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without 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
## 25. Force Majeure

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

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

## 26. Termination for Insolvency

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

## 27. Settlement of Disputes

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

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

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

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

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

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

## 28. Limitation of Liability

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

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

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

30. Applicable law

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

31. Notices

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

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

32. Taxes and duties

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

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

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

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a biddert(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.
DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
   
a. abused the institution’s supply chain management system;
   
b. committed fraud or any other improper conduct in relation to such system; or
   
c. failed to perform on any previous contract.

4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied). The Database of Restricted Suppliers now resides on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.2.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.3.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
4.4.1 If so, furnish particulars:

SBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)……………………………………………………………… CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.........................................................  .........................................................
Signature  Date

.........................................................  .........................................................
Position  Name of Bidder

Js365bW
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

   a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.

   b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

________________________________________________________________________

(Bid Number and Description)

in response to the invitation for the bid made by:

____________________________________________________________________________

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:_______________________________________________________that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

   (a) has been requested to submit a bid in response to this bid invitation;
   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium\(^3\) will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   
   (a) prices;
   
   (b) geographical area where product or service will be rendered (market allocation)
   
   (c) methods, factors or formulas used to calculate prices;
   
   (d) the intention or decision to submit or not to submit, a bid;
   
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   
   (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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.

\(^3\) Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.................................................................  .........................................................
Signature                                    Date

.................................................................  .........................................................
Position                                    Name of Bidder

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