



<b>BID DOCUMENT</b>	
<b>BID. NO. IUCMA/006/OFFICESPACEBB /2022</b>	

<b>BID DESCRIPTION</b>	
<b>LEASE OFFICE ACCOMMODATION FOR THE INKOMATI-USUTHU CATCHMENT MANAGEMENT AGENCY BUSHBUCKRIDGE OFFICE FOR A PERIOD OF THREE (3) YEARS</b>	

<b>CLOSING DATE</b>	
<b>DATE TIME</b>	<b>12 SEPTEMBER 2022 11H00 AM</b>
<b>DELIVERY ADDRESS</b>	<b>IUCMA OFFICES, SUITE 801 THE MAXSA BUILDING 13 STREAK STREET MBOMBELA 1200</b>

<b>BIDDER TO COMPLETE</b>	
<b>NAME OF BIDDER</b>	
<b>TRADING AS</b> (if different from above)	
<b>CSD NO</b>	<b>MAAA</b>

**ISSUED AND PREPARED BY:  
INKOMATI-USUTHU CATCHMENT MANAGEMENT AGENCY  
PRIVATE BAG X11214  
MBOMBELA  
1200  
Tel: +27 13 753 9000**

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## **SECTION A – BID INVITATION, GENERAL CONDITIONS OF BID AND GENERAL CONDITIONS OF CONTRACT**

**1. BID NOTICE & INVITATION TO BID**

**BID. NO. IUCMA/006/OFFICESPACEBB /2022**

**CLOSING DATE: 12 September 2022**

The Inkomati-Usuthu Catchment Management Agency (IUCMA) is a body corporate established in terms of section 78 (1) of the National Water Act 36 of 1998, as amended (the Act). The IUCMA is listed in Schedule 3A of the Public Finance Management Act 1 of 1999 (PFMA) as a National Public Entity and is as such required to manage its resources in compliance with the PFMA as amended.

Bids are hereby invited from qualified, competent, and capable bidders to render the following services:

**LEASE OFFICE ACCOMMODATION FOR THE INKOMATI-USUTHU CATCHMENT  
MANAGEMENT AGENCY BUSHBUCKRIDGE OFFICE FOR A PERIOD OF THREE (3) YEARS**

It is compulsory that service providers download a copy of the bid document that will ONLY be available from **Friday, 19 August 2022** on the National e-Tender Portal: [www.etenders.gov.za](http://www.etenders.gov.za) and the IUCMA website: [www.iucma.co.za](http://www.iucma.co.za) on the tenders free of charge.

**NB: There will be no briefing session for this bid.**

Bids will be adjudicated in terms of the Preferential Procurement Regulations as amended, pertaining to Preferential Procurement Policy Framework Act, 5/2000 and other applicable legislation and will be based on 80/20 points system. Preference points will be awarded to service providers using their B-BBEE status level of contribution. BIDS shall remain valid for the period of days as indicated in the bid document from the date of closing. The IUCMA reserves the right to accept all, part, or none of the bids submitted, either wholly or in part and it is not obliged to accept the lowest bid. Tenders are subject to the General Conditions of Contract and the Supply Chain Management Policy of the IUCMA.

Completed bid documents complying with the conditions of a bid must be sealed and endorsed **“LEASE OFFICE ACCOMMODATION FOR THE INKOMATI-USUTHU CATCHMENT  
MANAGEMENT AGENCY BUSHBUCKRIDGE OFFICE FOR A PERIOD OF THREE (3) YEARS”** bearing the name and address of the bidder at the back of the envelope to be deposited in the official bid box provided at the IUCMA Offices, Suite 801, The Maxsa Building, 13 Streak Street, Mbombela before 11:00 on the closing date. Late quotations or tenders received by way of facsimile or e-mail will under no circumstances be considered.

For technical enquiries contact Mr C Sewela at Tel: 013 753 9044 or email; [sewelac@iucma.co.za](mailto:sewelac@iucma.co.za) and for SCM enquiries contact Ms S Mbatha on Tel: 013 753 9089 or e-mail [hlatshwayon@iucma.co.za](mailto:hlatshwayon@iucma.co.za) during office hours (Monday to Friday) 07:30 to 16:00.

**Only prospective suppliers who are registered on the National Treasury Supplier database are legible to bid. To register on the CSD log onto [www.csd.gov.za](http://www.csd.gov.za)**

**Mr LC Mohalaba  
Chief Executive Officer**

**PART A**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE IUCMA</b>						
BID NUMBER:	<b>BID.NO.IUCMA/006/ OFFICESPACEBB /2022</b>		CLOSING DATE:	<b>12 September 2022</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	<b>LEASE OFFICE ACCOMMODATION FOR THE INKOMATI-USUTHU CATCHMENT MANAGEMENT AGENCY BUSHBUCKRIDGE OFFICE FOR A PERIOD OF THREE (3) YEARS</b>					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT</b>						
<b>IUCMA, SUITE 801, THE MAXSA BUILDING, 13 STREAK STREET, MBOMBELA, 1200 (DURING OFFICE HOURS BETWEEN 07H30 TO 16H00)</b>						
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>			
CONTACT PERSON	<b>Mr C Sewela</b>		CONTACT PERSON	<b>Mr N Hlatshwayo</b>		
TELEPHONE NUMBER	<b>013 753 9044</b>		TELEPHONE NUMBER	<b>013 753 9039</b>		
FACSIMILE NUMBER	<b>N/A</b>		FACSIMILE NUMBER	<b>N/A</b>		
E-MAIL ADDRESS	<b>sewelac@iucma.co.za</b>		E-MAIL ADDRESS	<b>hlatshwayon@iucma.co.za</b>		
<b>SUPPLIER INFORMATION</b>						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>						
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN-BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS (Not applicable to South African suppliers)</b>						
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>						

PART B

TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR ONLINE.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS AS AMENDED, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
1.5. THE BOX IS GENERALLY OPEN DURING OFFICE HOURS: 07:30 – 16:00 MONDAYS TO FRIDAYS.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

**2. DECLARATION OF POPI ACT**

**Compulsory document (completed and signed) to be submitted with tender document**

**PERMISSION BY BIDDER:**

On behalf of Company/Close Corporation/Trust/Joint Venture/Consortium/Juristic  
Person/Partnership

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I, Mr/Ms \_\_\_\_\_ (duly  
authorised), hereby grant permission, in terms of the Protection of Personal Information Act, 2013  
(Act 4 of 2013), POPI Act, to the Inkomati-Usuthu Catchment Management Agency, to utilise all  
information contained in the tender documents submitted to the Inkomati-Usuthu Catchment  
Management Agency, for purposes of procurement.

Capacity: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**NB: Bidder will be disqualified if the form is not completed and signed**

### **3. GENERAL CONDITIONS OF BID**

#### **1. Definitions**

- 1.1. The word “Bidder/Tenderer” in these conditions shall mean and include any firm of contractors, suppliers, service providers or any company or body incorporated or unincorporated.

#### **2. General conditions of the Contract**

- 2.1. This bid is subject to the General Conditions of Contract (GCC) 2010 and, if applicable, any other Special Conditions of Contract. Whenever there is a conflict between the GCC and SCC, the provisions in the SCC shall prevail.

#### **3. Pricing**

- 3.1. Rates and prices offered by the bidder must be written onto the pricing schedule or form of an offer of this document by hand, completed in full and signed by the duly authorised signatory.
- 3.2. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT** where applicable.
- 3.3. Bid prices must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) which may be required for the execution of the bidder's obligations in terms of the contract. Bid prices shall cover the cost of all general risks, liabilities and obligations set forth or implied in the contract, as well as overhead charges and profit (in the event that the bid is successful), unless otherwise specified.
- 3.4. All bid prices will be final and binding.

#### **4. Forward Exchange Rate Cover**

- 4.1. In the event of price(s) based on the exchange rate, the successful bidder(s) will be required to obtain exchange rate cover in order to protect the entity against exchange rate variations.
- 4.2. The bidder must provide proof of forward exchange rate cover within 14 days after an order was placed.
- 4.3. If proof that forward exchange rate cover was taken out within 14 days after the order was placed but is not submitted to the IUCMA along with the invoice, the contract price adjustment will not be accepted, and the contract may be cancelled.

#### **5. Submission of Bids**

- 5.1. Sealed bids, with the “**Bid Number and Title**” clearly endorsed on the envelope and must be deposited in the bid box on or before the closing date and time of the bid.
- 5.2. The bid box is at **IUCMA offices, Suite 801, MAXSA Building, 13 Streak Street, Mbombela.**
- 5.3. All literature must be securely attached to the bid. The entity shall not be held liable for any loss or damages sustained due to the service provider's failure to comply with this condition.
- 5.4. If a courier service company is being used for the delivery of the bid document, the bidder description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed/deposited into the bid box. The IUCMA will not be held



responsible for any bid document which is not timeously delivered, mislaid, or incorrectly delivered due to the negligence of the courier company or any other party involved in the delivery of the bid document

Please note:

- Bids that are deposited in the incorrect box will not be considered.
- Mailed, telegraphic or faxed tenders will not be accepted.

**Failure to adhere to this condition will render your submission non-responsive.**

## **6. Bid Responses**

- 6.1. Changes to the bidder's submission will not be allowed after the closing date of the tender. All bid responses will be regarded as offers unless the bidder indicates otherwise. No bidder or any of its consortium/joint venture members may have an interest in any of the other bidder/joint venture/consortium participating in this bid. Tenders will be opened immediately after the closing time for tenders at IUCMA.

## **7. Completion of Tender Documents**

- 7.1. The original tender document must be completed fully in handwriting and in a non-erasable **black ink pen**. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder.
- 7.2. Paragraph 2.1.1, 2.2.1, 2.3.1 of the SBD 4 and SBD 6.1 paragraph 7.1.1 is excluded from the condition of 7.1 if the chosen answer is no.
- 7.3. If a tender has not been properly signed by a party having the authority to do so, according to the example of "Authority for Signatory" will be rejected. This condition will not apply to companies owned by one director / member / sole proprietorship.
- 7.4. The use of correction fluid/tape on the bid documents is not allowed. If there is an error, draw a line through it, initial next to it and make the correction directly above/below/next to it. Failure to do so will result in the disqualification of the tender.
- 7.5. Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.
- 7.6. The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.
- 7.7. No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity has to be cleared with the contact person for the tender before the tender closure.

## **8. Opening, Recording and Publications of Bids Received**

- 8.1. Bids will be opened on the closing date immediately after the closing time specified in the bid documents. If requested by any bidder present, the names of the bidders, and if practical, the total amount of each bid and of any alternative bids will be read out aloud.
- 8.2. Details of bids received in time will be recorded in a register that is open to public inspection.
- 8.3. Any bid received after the appointed time for the closing of bids **will not be considered** but shall be filed unopened with the other bids received, which bid(s) can be returned to the bidder at his request and cost.

## **9. Alternative Bids**

- 9.1. No alternative bid offers will be accepted, and bids must be completed on the bid document provided by the IUCMA.

## **10. Validity Period**

- 10.1. Bids shall remain valid for **one hundred and twenty (120) days** after the tender closure date.
- 10.2. During the validity period the prices which have been quoted by the bidder must remain firm and valid.
- 10.3. If the bid validity expires on a weekend or public holiday, the bid validity period shall remain open until the closure of business on the next working day.

## **11. Incorrect Information**

- 11.1. Where a contract has been awarded on the strength of the information furnished by the bidder which after the conclusion of the relevant agreement, is proven to have been incorrect, the entity may, in addition to any other legal remedy it has or may have, recover from the service provider all costs, losses or damages incurred or sustained by the entity as a result of the award of the contract.

## **12. Withdrawal of Bid during and After the SCM Process**

- 12.1. When a bidder withdraws his/her bid during the SCM bidding process, it must be in writing, prior to the award of the bid, of which IUCMA holds the right to accept or reject with or without a claim for any damages.
- 12.2. When a bidder withdraws or cancels the contract after award of the bid to the particular winner of the bid, the awarded bidder will be held responsible for any damages or administrative expenses incurred prior to the award of the bid.

## **13. Legal requirements for invoices**

- 13.1. Please ensure that your tax invoices comply with the requirements as stipulated by SARS (VAT Act No 89 of 1991), i.e.:

### **13.1.1. Ordinary invoice (not VAT Registered)**

- a) The word “**INVOICE**” in a prominent place
- b) Official invoice number and date of transaction
- c) Trade name, legal name, registration number (if any) and address of supplier
- d) The official order number of IUCMA
- e) The entity's name and postal or physical address
- f) Accurate description of goods and/or services supplied/provided.
- g) Unit of measurement of goods or services supplied
- h) Price

### **13.1.2. VAT/Tax invoice (VAT registered)**

- a) Word “**TAX INVOICE**” in a prominent place

- b) Trade, legal name and registration number (if any) of supplier
- c) Address and VAT number of supplier
- d) The official invoice number and date of an invoice
- e) The official order number of IUCMA
- f) The entity's name and postal or physical address
- g) Accurate description of goods and/or services supplied/provided.
- h) Unit of measurement of goods or services supplied
- i) Price and VAT amount

#### **14. Payment Terms**

- 14.1. It is the policy of the IUCMA to pay all creditors by means of electronic bank transfers.
- 14.2. Creditors will be paid within 30 days after receipt of an invoice and statement for the month in question, detailing all invoices during that month and reflecting the total amount due by the IUCMA. In exceptional circumstances, the IUCMA may, at its discretion, deviate from the above.

#### **15. Poor Performance**

- 15.1. Where the supplier fails to render the services within the stipulated period, or should services rendered be deemed not to the satisfaction of the IUCMA, the tenderer will receive written notice of poor performance. Failure to address performance issues could result in the entire contract being reviewed or cancelled.

#### **16. Central Supplier Database**

- 16.1. No awards will be made to a tenderer who is not registered on the Central Supplier Database.

#### **17. Tax Compliance Status**

- 17.1. It is necessary to ensure that a supplier conducting business with the IUCMA is tax compliant at the date of submission and award of a bid, as well as for the full duration of their respective contracts. The bidder's tax compliance status of bidders shall be verified on the CSD for all price quotations and competitive bidding.
- 17.2. No bid may be awarded to a bidder whose tax matters have not been declared by the SARS to be in order. IUCMA reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award.
- 17.3. Where the recommended bidder is not tax compliant, the bidder shall be notified in writing of their non-compliant status and granted seven (7) working days to rectify their tax compliance status with SARS. Thereafter the bidder is responsible to provide IUCMA with proof of its tax compliance status which shall be verified through CSD and/or Tax Compliance System.
- 17.4. Recommended bidder with a non-compliant tax status may be disqualified with failure to update the Tax Status within seven (7) working days.

#### **18. Confidentiality of Information**

- 18.1. IUCMA will not disclose any information disclosed to IUCMA through this tender process to a third party or any other bidder without any written approval from the bidder whose information is sought.
- 18.2. Bidders may not disclose any information given to the bidders as part of this tender process to any third party without written approval from IUCMA. In the event that the bidder requires to consult with third parties on the tender, such third parties must complete confidentiality agreements, which should also be returned to IUCMA with the bid.

## **19. Disbursements, Travel and Subsistence**

- 19.1. No bidder will be refunded any cost or disbursements incurred in respect of the project, save where the prior written approval of IUCMA has been obtained in respect of such expenditure.
- 19.2. Any authorized disbursements will be refunded at the reasonable and actual cost determined by IUCMA. Any expenditure incurred by the successful bidder in respect of authorized travel for the project will be refunded in accordance with the IUCMA travel policy as applicable from time to time. The rates payable for the use of private vehicles will be the prevailing rates quoted by the Automobile Association of South Africa or South Africa Revenue Services.
- 19.3. All claims in respect of authorized disbursements (travel and subsistence costs) must be substantiated by documentary evidence such as receipts and logs of kilometres travelled.
- 19.4. All expenses incurred by the bidder for the proposal and presentations are the responsibility of the bidder and will not be reimbursed by IUCMA.

## **20. Joint Venture Agreement or Consortium**

- 20.1. Tenderers intending to tender in the form of a joint venture or consortium must submit the following documentation together with the bid: -
  - 20.1.1. All parties of the Joint Venture or Consortium shall submit tax compliance status at the date of submission and award of a bid.
  - 20.1.2. All parties of the Joint Venture or Consortium shall submit signed copies of the Bidder's Disclosure.
  - 20.1.3. An undertaking duly signed by all parties of the Joint Venture or Consortium indicating their intention to enter into an agreement for the purposes of this contract, and
  - 20.1.4. A consolidated valid and original or certified copy of their B-BBEE Status Level Verification Certificate.

Further to the above, the name of the Joint Venture or Consortium shall appear on the relevant pages of the document.

## **21. Samples for Quality Control**

- 21.1. If the samples are required in terms of the specification, such samples shall be supplied by the service provider at his/her own cost.
- 21.2. All samples approved will be retained by the IUCMA as standards for the duration of the contract.

## **22. Cession of Assignment**

- 22.1. The service provider may not assign this contract, not sub-let any part of this contract or any of its obligations hereunder without the prior written consent of the client. The service provider's obligations to the client hereunder shall remain unchanged and the service provider shall be solely responsible to the client for the performance of this obligation.

## **23. Ownership and Intellectual Property**

- 23.1. All work produced, including records, documents pertaining to this bid shall remain the property of the IUCMA. The contents of the material may not be altered without the prior permission of the IUCMA.
- 23.2. All the data and information generated under this project shall become the property of the IUCMA and shall not be given to third parties without written approval from the IUCMA.
- 23.3. The service provider may also not use IUCMA material for any advertisements and personal use without the prior permission of the IUCMA.

## **24. Notice to Bidders**

- 24.1. Should any additions or alterations to the document as issued to bidders be deemed necessary prior to the date for submission of tenders, these will be issued to bidders in the form of Notices to Bidders and will form part of the tender document.
- 24.2. The Notices to Bidders shall be completed where applicable by bidders, signed, dated and returned with the tender documents.

## **25. Fronting**

- 25.1. Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.
- 25.2. The Government, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during enquiry/investigation, the onus will be on bidder/contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies IUCMA may have against the Bidder/contractor concerned.

## **26. Data Protection**

- 26.1. The bidder undertakes to always comply with the Protection of Personal Information Act, no 4 of 2013 in performing its obligations during the bidding process and/or in terms of the agreement should it be successful in its bid and be awarded the tender.

**27. Service Level Agreement**

27.1. Successful service provider/s will enter into a service level agreement with IUCMA.

**28. Tender Defaulters and Restricted Suppliers**

28.1. No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. The IUCMA reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

**29. Rights reserved by IUCMA regarding bids**

It shall be noted that IUCMA reserves its right to:

- 29.1. Award the bid in part or in whole.
- 29.2. Not to award the bid at all.
- 29.3. Withdraw/cancel the bid for any reason whatsoever.
- 29.4. Negotiate rates submitted by bidders.
- 29.5. Not to award the bid to the lowest bidder.
- 29.6. Appoint more than one service provider.
- 29.7. Contact references during the evaluation and adjudication process to obtain information.

Should bidder(s) be selected for further negotiations, they will be chosen based on cost-effectiveness and the principle of value for money not necessarily based on the lowest costs. The IUCMA, therefore, reserves the right not to appoint the lowest bidder

**4. 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 vendor, 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 Vendor under the contract for the full and proper performance of his contractual obligations.
  - 1.4. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5. **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6. **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7. **"Day"** means calendar day.
  - 1.8. **"Delivery"** means delivery in compliance of the conditions of the contract or order.
  - 1.9. **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
  - 1.10. **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the vendor bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
  - 1.11. **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12. **"Force majeure"** means an event beyond the control of the vendor 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 vendor 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 goods 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 Institution purchasing the goods/works and/or service.
- 1.22. **“Republic”** means the Republic of South Africa.
- 1.23. **“SCC”** means the Special Conditions of Contract.
- 1.24. **“Services”** means that 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 vendor 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 vendors, services or works.
- 2.3. Where such Special Conditions of Contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**



- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

#### **4. Standards**

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

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

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

#### **6. Patent Rights**

- 6.1. The vendor 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. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss result from them vendor's failure to complete his obligations under the contract.
- 7.2. 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.

- 7.3. The performance security will be discharged by the purchaser and returned to the vendor not later than thirty (30) days following the date of completion of the vendor'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 Institution or an organization acting on behalf of the Institution.
- 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 vendor.
- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the vendor 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 vendor's cost and risk. Should the vendor fail to provide the substitute supplies forthwith, the purchaser may, without giving the vendor further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the vendor.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packaging**

- 9.1. The vendor 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 vendor in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the vendor are specified in SCC.
- 10.2. Documents to be submitted by the vendor 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 vendor 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 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 vendor of any warranty obligations under this contract;
  - e) training of the purchaser's personnel, at the vendor's plant and/or
  - f) on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2. Prices charged by the vendor 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 vendor for similar services.

## **14. Spare parts**

- 14.1. Specified in SCC, the vendor may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the vendor:
- a) such spare parts as the purchaser may elect to purchase from the vendor, provided that this election shall not relieve the vendor 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 vendor 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 vendor 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 vendor, 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 vendor in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the vendor 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 vendor, 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 vendor's risk and expense and without prejudice to any other rights which the purchaser may have against the vendor under the contract.

## **16. Payment**

- 16.1. The method and conditions of payment to be made to the vendor under this contract shall be specified in SCC.
- 16.2. The vendor 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 vendor.
- 16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

## **17. Prices**

- 17.1. Prices charged by the vendor for goods/works delivered and/or services performed under the contract shall not vary from the prices quoted by the vendor in this bid, with the exception of any price adjustments authorized in SCC or 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 vendor shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **20. Subcontractors**

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

## **21. Delays in the vendor's performance**

- 21.1. Delivery of the goods/works and/or performance of services shall be made by the vendor 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 vendor or its subcontractor(s) should encounter conditions impeding timely delivery of the goods/works and/or performance of services, the vendor 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 vendor's notice, the purchaser shall evaluate the situation and may at his discretion extend the vendor'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 essential services executed if an emergency arises, the vendor's point of supply is not situated at or near the place the supplies are required or the vendor's supplies or goods are not readily available.
- 21.5. Except as provided under GCC Clause 25, a delay by the vendor in the performance of its delivery obligations shall render the vendor liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the vendor'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 vendor.

## **22. Penalties**

- 22.1. Subject to GCC Clause 25, if the vendor 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/works and/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 vendor, may terminate this contract in whole or in part:
- a) if the vendor 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 vendor fails to perform any other obligation(s) under the contract; or
  - c) if the vendor, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods/works and/or services similar to those undelivered, and the vendor shall be liable to the purchaser for any excess costs for such similar goods/works and/or services. However, the vendor 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 vendor by prohibiting such vendor 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 vendor or any person associated with the vendor, the vendor 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 vendor fail to respond within the stipulated fourteen (14) days the purchaser may regard may regard the intended penalty as not objected against and may impose it on the vendor.
- 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 vendor 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 vendors 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. Antidumping and countervailing duties and rights**

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

**25. Force Majeure**

25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the vendor 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 as a result of an event of Force Majeure.

25.2. If a force majeure situation arises, the Vendor shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Vendor 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 on insolvency**

26.1. The purchaser may at any time terminate the contract by giving written notice to the vendor if the vendor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the vendor, 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 vendor 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 vendor 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 vendor any monies due the vendor.

## **28. Limitation of Liability**

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

- a) the vendor 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 vendor to pay penalties and/or damages to the purchaser; and
- b) the aggregate liability of the vendor 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 vendor 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 vendor 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 vendor 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 purchaser 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 Programme**

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

## **34. Prohibition of restrictive practices**



- 34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/are or a contractor(s) was/were involved in collusive bidding (or bid rigging).
- 34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3. If a bidder(s) or contractor(s), has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition, and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and/or claim damages from the bidder(s) or contractor(s) concerned.



## **SECTION B – RETURNABLE DOCUMENTS**

### **5. AUTHORITY TO SIGN A BID**

Indicate the status of the bidder by ticking the appropriate box hereunder. The bidder must complete the certificate set out below for the relevant category.

<b>A</b> <b>Company / Close Corporation</b>	<b>B</b> <b>Sole Proprietor</b>	<b>C</b> <b>Partnership</b>	<b>D</b> <b>Joint Venture</b>

#### **A. COMPANIES AND CLOSE CORPORATIONS**

a. If a bidder is a **COMPANY**, a copy of the resolution by the board of directors (, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company **must be submitted with this bid**, that is, before the closing time and date of the bid.

b. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, a resolution by its **members**, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid**.

#### **PARTICULARS OF RESOLUTION BY BOARD OF DIRECTOR/S OF THE COMPANY / MEMBERS OF THE CC**

Date Resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated Authorized Signatory			
Capacity			
Specimen Signature			
<b>Full name and surname of ALL Director(s) / Member(s)</b>			
Is a CERTIFIED COPY of the resolution attached?	Yes	No	

Signed on behalf of Company / CC		Date	
Print Name			
Witness 1		Witness 2	

#### **B. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)**

I, ....., hereby confirm that I am the sole  
owner of the business trading as  
.....

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

C. PARTNERSHIP

We, the undersigned partners in the business trading as  
.....

hereby authorize Mr/Ms .....to sign this bid as well as  
any contract resulting from the bid and any other documents and correspondence in connection  
with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every  
partner:

Full name of partner	Signature

Signed on behalf of Partnership		Date	
Print Name			
Witness 1		Witness 2	

#### **D. JOINT VENTURES**

**This returnable schedule is to be completed by JOINT VENTURES**

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr/Ms ..... authorized signatory of the Company/Close Corporation/Partnership (name), acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

1. Name of firm (Lead partner)			
Address			
		Tel no	
Signature		Designation	

2. Name of firm			
Address			
		Tel no	
Signature		Designation	

3. Name of firm			
Address			
		Tel no	
Signature		Designation	

4. Name of firm			
Address			
		Tel no	
Signature		Designation	

**NOTE: A copy of the Joint Venture Agreement clearly showing the percentage contribution of each partner to the Joint Venture, shall be appended to this Schedule**

#### **6. ADDENDA / NOTICE(S) ISSUED TO BIDDERS**

I/We confirm that the following communication / Information / Notice(s), issued to Bidders, was received from the Employer before the submission of this tender offer and has been taken into consideration in this tender:

(NB: Addendum/Addenda shall only be made available to Bidders who attended the Clarification Meeting.)

Addendum / Notice Reference Number	Date of Issue	Subject Matter of Addendum / Notice

**NB:** Evidence of such addenda must be attached to this Schedule.

Specify number of sheets appended to this schedule \_\_\_\_\_ (if none, enter NONE)

**SIGNATURE:** \_\_\_\_\_  
(On behalf of the Bidder)

**DATE:** \_\_\_\_\_

**7. SBD 4: BIDDER’S DISCLOSURE**

## 1. PURPOSE OF THE FORM

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

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

## 2. BIDDER'S DECLARATION

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

.....

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

- 2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3. **DECLARATION**

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

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

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



3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**8. SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS**

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 AS AMENDED.**

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

1.2

a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or

b) Either the 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 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

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20 or 90/10**

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

Where

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

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (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:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

#### 5. BID DECLARATION

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

#### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

#### 7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations as amended:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 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-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 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 paragraphs 1.4 and 6.1, 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 contributor 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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. ....

2. ....

.....

SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

9. **SBD 7.2 CONTRACT FORM - RENDERING OF SERVICES**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1.

I hereby undertake to render services described in the attached bidding documents to **INKOMATI-USUTHU CATCHMENT MANAGEMENT AGENCY** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **BID NO. IUCMA/006/OFFICESPACEBB/2022** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid

2.

The following documents shall be deemed to form and be read and construed as part of this agreement:

(i)

Bidding documents, viz
  - Invitation to bid;
  - Tax clearance certificate;
  - Pricing schedule(s);
  - Filled in task directive/proposal;
  - Preference claims for Broad-Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations as amended;
  - Bidder's Disclosure;
  - Special Conditions of Contract;

(ii)

General Conditions of Contract; and

(iii)

Other (specify)

3.

I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

5.

I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6.

I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

.....

CAPACITY

.....

SIGNATURE

.....

NAME OF FIRM

.....

DATE

.....
- WITNESSES

1

.....

2

.....

DATE:

.....

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I ..... in my capacity as Chief Executive Officer accept your bid under reference number **BID NO. IUCMA/006/OFFICESPACEBB/2022** dated ..... for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	NAME OF THE COMPANY	PRICE (ALL APPLICABLE TAXES INCLUDED)	CONTRACT DURATION	B-BBEE STATUS LEVEL OF CONTRIBUTION
LEASE OFFICE ACCOMMODATION FOR THE INKOMATI-USUTHU CATCHMENT MANAGEMENT AGENCY BUSHBUCKRIDGE OFFICE FOR A PERIOD OF THREE (3) YEARS			Three (03) years	

4. I confirm that I am duly authorised to sign this contract.
- SIGNED AT... **MBOMBELA**.....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....





## **SECTION C – TERMS OF REFERENCE, PRICING SCHEDULE, AND OTHER RETURNABLE DOCUMENTS**

## **10. TERMS OF REFERENCE**

### **LEASE OFFICE ACCOMMODATION FOR THE INKOMATI-USUTHU CATCHMENT MANAGEMENT AGENCY BUSHBUCKRIDGE OFFICE FOR A PERIOD OF THREE (3) YEARS**

#### **1. INTRODUCTION AND BACKGROUND**

The Inkomati-Usuthu Catchment Management Agency (IUCMA) is a water resource management institution established under Section 78 of the National Water Act (Act 36 of 1998, NWA) having jurisdiction over the Inkomati-Usuthu Water Management Area (WMA). One of the inherent functions of a Catchment Management Agency (CMA) (s80) NWA it to investigate and advise interested persons on water resource protection, use, conserve, and management.

Prospective bidders are invited to provide Lease Office Accommodation required by IUCMA for a period of three (3) years.

#### **2. PURPOSE**

The purpose is to appoint a suitable service provider to provide Lease Office Accommodation for IUCMA Bushbuckridge Office at Bushbuckridge for a period of three (3) years.

#### **3. SCOPE OF WORK**

IUCMA is seeking information relating to office accommodation solutions from prospective bidders to offer 210 square meters of a lettable area at Bushbuckridge.

#### **4. DETAILED SCOPE OF WORK**

4.1. Respondents are required to provide IUCMA with office space for individual offices, open plan, and communal spaces as per 4.6.1, 4.6.2 and 4.6.3 table below.

4.2. The land and building must be easily accessible to/from road transport, public transport, etc.

4.3. The land and building must be in a safe and secure environment that does not present a security risk to IUCMA staff members who work after hours.

##### **4.4. Legislative building requirements**

The land and building “must” comply with all the applicable laws and by-laws and at least the following specifications, laws, or local authority requirements:

4.4.1. The building must comply with the Occupational Health and Safety Act 85 of 1993 as amended.

4.4.2. The National Building Regulations and Building Standards Act 103 of 1977 as amended.

4.4.3. The Municipal by-laws and any special requirements of the local authority.

4.4.4. Department of labour and the local fire regulations and requirements.

4.4.5. The building must have a standby generator.

4.4.6. Electrical Certificate of Compliance (CoC).

4.4.7. Valid Certificate of Occupation.

4.4.8. Valid Fire Clearance Certificate.

4.4.9. Certified and approved plans by the municipal building controller clearly indicating the following:

- All floor partitioning
- Layout plan of ablutions
- Layout plan showing parking

In the event that documents listed in points 4.4.6 to 4.4.9 cannot be submitted by the property owner/ agent, there must be an exemption letter from the department of labour or municipality.

4.5. **Note:** copies of certificates proving compliance with the aforementioned regulations must be provided as part of the bidders' proposal.

4.6. Respondents must provide information and costing against the detailed specification below and consider the required information on the table.

### Building/Structure Specifications

The required building is required to occupy all head office staff members at full capacity. The office space must accommodate the following offices and facilities:

#### 4.6.1 INDIVIDUAL OFFICES

Positions	Number of employees to accommodate	Size of each office(m)	Area of each office(m2)
Office Manager/ Control Environmental Officer	1	4x5	20
Environmental Officer/ Community Officer	5	4x5	100
Cleaner rest room	1	3x3	9
Reception Area	1	4x6	24
<b>TOTAL</b>	<b>8</b>		<b>153</b>

#### 4.6.2 COMMUNAL SPACES

Facility	Number to Accommodate	Size (m)	Area (m <sup>2</sup> )
Computer Room (with server room) with Air-conditioning, fire detection and fire suppression system, heat monitoring system, water monitoring system, server room door must fireproof, the wall must mortar bricks.	N/A	4x4	16
Filing Storeroom (Strong room)	N/A	4 x 4	16
Cafeteria area (Kitchen) to cater for 10	10	5x5	25
<b>SUB-TOTAL</b>			<b>57</b>

<b>GRAND TOTAL OF SPACE REQUIRED</b>	<b>210</b>
--------------------------------------	------------

#### 4.7. Proposed property information required

4.7.1. Property street address

4.7.2. Telephone, fax numbers and email address

### 5. DELIVERABLES

Specifications	Requirements
Facility description	A building should meet all relevant Occupational Health & Safety and Building regulatory (Air Conditioning) requirements, including facilities for the disabled. Must be clean and ready for occupancy; permission to be granted to customize according to IUCMA specifications
Facility occupancy timeline	The building must be ready for occupancy by the 1st of November 2022.

Accessibility	The premises must be easily accessible and be close to amenities, public transport or along a public transport route
Disability user friendly	The premises must be able to cater for people living with a disability.
Ablution facility	<p>Ablution for men, urinals and hand wash basins to accommodate 4 people (minimum 1x ablution, 1x urinals and 1x hand wash basins)</p> <p>Ablution for women and hand wash basins to accommodate 4 people (minimum 1x ablution and 1x handwash basins)</p> <p>Ablution for a person with disabilities with wash basins to accommodate 2 people (minimum 1x ablution and 1x hand wash basins)</p>
Parking space	8 under-cover parking with access control
Responsibilities of lessor	<p>The bidder must provide proof of the maintenance contract regarding his responsibility in terms of the lease agreement after the tender has been awarded.</p> <p>The bidder will be responsible for the below at his own cost:</p> <p><b>Maintenance: Internal and External Maintenance</b></p> <ol style="list-style-type: none"> <li>Gardening (if applicable)</li> <li>If the office space has any carpet space coverage, it must be deep cleaned twice a year.</li> <li>Air conditioning</li> <li>Lifts</li> <li>Floor covering: Normal wear and Tear</li> <li>Fire equipment systems and standby generator.</li> <li>Security services for all communal areas</li> <li>Ensuring that all COVID 19 protocols are adhered to at main entrances or communal areas</li> <li>Municipal rates and taxes and its increases.</li> <li>Insurance of the building.</li> </ol>
Installation requirements	<p>The area listed below shall be installed with the following:</p> <ol style="list-style-type: none"> <li>Motor Server room with fully functional Air Conditioning system, Tested and Safe Electrical conduits and quality electrical wiring, read plugs and fire suppression in records management.</li> <li>Reception area (Air Conditioned)</li> <li>The boardroom must be fitted with wireless access points and one wireless access point per floor.</li> <li>Each toilet must have hygiene products or sanitary equipment.</li> </ol>
Pricing schedule	<p>Provide a quotation indicating three (3) years lease agreement with the market-related price escalations. The required/attached pricing schedule must be completed in full. The pricing indicated on the pricing schedule must be inclusive of VAT.</p> <p>Bidder provide year-on-year pricing including annual escalation with a clear percentage and value of partitioning (according to the institution's specifications), any all-applicable deposits including a percentage interest against the said deposit. The total contract prices will be used for comparative price analysis as a total cost of ownership imperative.</p>

## 6. TIMEFRAME

The duration of the contract will be for a period of three (3) years.

## 7. EVALUATION AND SELECTION CRITERIA

IUCMA will use pre-determined evaluation criteria when considering received bids. The evaluation criteria will consider the commitment made for compliance/mandatory requirements, functional evaluation and Price & B-BBEE. During the evaluation of received bids, IUCMA will assess whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted. Bidders who fail to meet minimum requirements, and thresholds or have not submitted required mandatory documents will be disqualified from the tender process.

The requirements of any given stage must be complied with prior to progression to the next stage. IUCMA reserves the right to disqualify bidders without requesting any outstanding documents/information.

The bid will be evaluated and adjudicated in phases as follows: -:

- Phase 1 – Compliance/Mandatory requirements
- Phase 2 - Functionality Evaluation and Site Visit
- Phase 3 – Price and B-BBEE evaluation

### 7.1 Phase 1: Compliance/ Mandatory Requirements

Without limiting the generality of the IUCMA's other critical requirements for this bid, the bidder(s) must submit the documents listed in the table below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal will be disqualified for non-submission of any of the documents.

#### Documents that must be submitted for Compliance/ Mandatory Requirements

A document that must be submitted	Yes/No	Non-submission will result in disqualification?
Permission in terms of POPI Act to utilize the information contained in documents for procurement purposes	Yes	Complete and sign the supplied pro forma document.
Invitation to Bid – SBD 1	Yes	Complete and sign the supplied pro forma document.
Declaration of Interest – SBD 4	Yes	Complete and sign the form in line with principles of transparency, accountability, impartiality, and ethics as enshrined in the constitution of the republic of South Africa and further expressed in various pieces of legislation. It is required for the bidder to make this declaration in respect of the details required hereunder.
Preference Point Claim Form – SBD 6.1	No	Complete and sign the supplied pro forma document. Non-submission will lead to a zero (0) score on BBBEE.
Valid BEE certificate (accredited by SANAS) or Sworn affidavit (DTI or CIPC Template)	No	Non-submission will lead to a zero (0) score on BBBEE.
<b>Registration on Central Supplier</b>	Yes	The bidder must be registered as a service provider

<b>Database (CSD)</b>	No	on the CSD. Submit CSD full registration report (CSD full registration report must NOT be older than <b>10 days</b> from the closing date and a summary report will NOT be considered).
-----------------------	----	--

**NB:** No award will be made to an entity which is not registered on the CSD (Central Supplier Database) with National Treasury

**NB:** No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.

## 7.2 Phase 2: Functionality Evaluation and Site Visit

### 7.2.1 Functionality Evaluation Criteria Phase 2A

The tender submission will be functionally evaluated out of **a minimum of 80 points – any bidder who scores less than 80** will not be considered for further evaluation (Phase 2b), the **maximum score is 100**.

**The scores will be based on the points**

<b>EVALUATION CRITERIA</b>		<b>POINTS</b>
1.	<p>Building with provision of biometric technology on main entrance and exit doors, fully installed CCTV and biometric technology on server rooms and storage rooms.</p> <ul style="list-style-type: none"> <li>i. Building with all three of the above = <b>40 points</b></li> <li>ii. Building with two of the above = <b>20 points</b></li> <li>iii. Building with one of the above = <b>10 points</b></li> </ul> <p>Proof: Submission of evidence of existing system should be submitted (the existing system shall be assessed under phase 2B) or commitment letter from the bidder to install required system that covers the following-fully in installed CCTV and biometric technology on server rooms and storage rooms</p>	<b>40</b>
2.	<p><b>Technical proposal</b></p> <p>Detailed building structure showing how the office, facilities and parking's will be provided in line with buildings compliance legislations (provide plans and photos).</p> <ul style="list-style-type: none"> <li>i. Clearly detailed methodology covering the layout of offices, facilities, and parking as per the specification in line with building legislations compliance = <b>60 points</b></li> <li>ii. Less detailed methodology covering the layout of offices, facilities and parking as per the specification in line with building legislations compliance= <b>30 points</b></li> <li>iii. Not clear methodology in addressing the layout of offices, facilities, and parking as per the specification in line with building legislations compliance =<b>10 points</b></li> </ul>	<b>60</b>
<b>TOTAL</b>		<b>100</b>

A functionality score of less than **80 points** will eliminate the proposal for further evaluation.

### 7.2.2 Phase 2B: Site Visit

The following criteria will be used to evaluate all bids where bids must score a minimum of **70** points out of 100 maximum points on Phase 2B which is the stipulated minimum threshold for site inspection.

Bidders who comply with the Phase 2B will be evaluated in terms of Price and BBEE Preference Point system (Phase 3)

Please provide details for all the information for proper evaluation. The Bids will be evaluated on points in accordance with the criteria below. The points will be as table follows.

#### Site visit and Presentation:

Evaluation Criteria	Points	
Premises provide easy access by employees or clients who are using public transport. Premises must be within the radius of less than 3km from transport nodes	Yes	20
	No	0
The building is accessible by persons with disabilities not limited to (ramps, lift and ablution facilities).	Yes	15
	No	0
The premises must have physical security for 24 hours provided by the landlord.	Yes	20
	No	0
Parking as per requirements.	Yes	10
	No	0
The building has an emergency power supply such as generator/ solar/ inverter in the event of power outage.	Yes	15
	No	0
The building has a fire detector- and/or fire suppression-system and it is linked to the control room.	Yes	10
	No	0
The building must have the provision of air-conditioning system	Yes	10
	No	0
<b>TOTAL</b>		<b>100</b>

Bidders who obtained less than the minimum threshold of **70 points** will be declared non-responsive and therefore will not be eligible for **evaluation of BBEE & Price Preference**.

### 7.3 Phase 3: Price and B-BBEE evaluation

Evaluation in terms of 80/20 preference points system, only bids that achieve the minimum qualification score of **70** for Phase 2b will be evaluated further in accordance with the 80/20 preference point system.

(a) The 80/ 20 evaluation criteria will be used, and Points will be allocated for price (80) and BBEE status (20) as follows:

(b)

HEADING	CRITERIA	Maximum possible points (80 points)
PRICE		80
B-BBEE Status Level of Contributor		
	1	20
	2	18

	3	16
	4	14
	5	8
	6	6
	7	4
	8	2
	Non – compliant contributor	0

## 8. CONDITIONS TO BE OBSERVED WHEN BIDDING

- 8.1. The IUCMA does not bind itself to accept the lowest or any bid submitted, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his bid submission.
- 8.2. The IUCMA also reserves the right to withdraw or cancel the bid at any stage.
- 8.3. The competitive shall remain open for acceptance by the IUCMA for a period of **120 days** from the closing date of the bid enquiry.
- 8.4. IUCMA reserves the right to:
  - Not evaluate and award a bid that does not comply strictly with this bid document.
  - Make a selection solely on the information received in the bid document and enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the terms of reference.
  - Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the bid shall be sought, offered or permitted.
  - Call for best and final offers from short-listed bidders before final selection.
  - Negotiate the price with the preferred bidder.
- 8.5. Should bidder(s) be selected for further negotiations, they will be chosen on the basis of cost-effectiveness and the principle of value for money not necessarily on the basis of the lowest costs.

## 9. SPECIAL CONDITIONS

- 9.1. The successful bidder shall at its own cost maintain public liability insurance for its own personnel against accidents, injury, or death etc,.
- 9.2. Should IUCMA intend to renew or terminate the contract, a three (03) month written notice will be given to the service provider.
- 9.3. The IUCMA must be able to occupy the offices two weeks before the actual date of occupation without incurring additional costs from the service provider.
- 9.4. Green building certification will be an added advantage.
- 9.5. It is the responsibility of the service provider to provide facility manager and facility maintenance at their own cost.

## 10. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its bid submission and the IUCMA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.



## **11. NOTE TO BIDDERS**

Due diligence to be conducted by IUCMA prior to the award of the contract.

## **12. SERVICE LEVEL AGREEMENT**

The acceptance of any proposal is only valid upon the conclusion of a written Service Level Agreement (SLA) between the IUCMA and the successful Service Provider, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between the IUCMA and the successful Service provider.

Until such time that an appropriate SLA has been concluded between the IUCMA and the successful Service Provider, no rights shall be conferred, nor shall any legitimate expectations be conferred to the successful service provider to carry out the works or services provided for in this document.

This document is not to be edited or altered as it forms part of the contract. Any contract amendments are to be raised with the IUCMA for legal consideration.

### **11. PRICING SCHEDULE**

**NB: Bidders are required to complete Annexure A-Spreadsheet (in Excel format) and submit as part of the submission. The total price bid must be clear.**

## **12. AMENDMENTS, QUALIFICATIONS AND ALTERNATIVES**

*(This is not an invitation for amendments, deviations or alternatives, but should the Bidder desire to make any departures from the Provisions of this Contract he shall set out his proposals clearly hereunder. The Employer will not consider any amendment, unless form (a), has been completed to the satisfaction of the Employer).*

I / We herewith propose the amendments, as set out in the table below:

### **(a) AMENDMENTS**

<b>PAGE, CLAUSE OR ITEM NO</b>	<b>PROPOSED AMENDMENT</b>

**Notes:** (1) Amendments to the General and Special Conditions of Contract are not acceptable.

(2) The Bidder must give full details of all the financial implications of the amendments and qualifications in a covering letter attached to his Tender.

### **13. SCHEDULE OF THE BIDDER'S EXPERIENCE**

The following is a Statement of Work of similar nature recently successfully executed by myself/ourselves:

<b>Employer: Name and Address</b>	<b>Project Manager: Contact Person and Telephone Number</b>	<b>Nature of Work</b>	<b>Value of Work (inclusive of VAT)</b>	<b>Date Completed or Expected to be Completed</b>

Attach additional pages if more space is required.

**Note: When completing the above schedule, Tenderers must take cognisance of the evaluation criteria**

SIGNATURE: .....  
(of person authorised to sign on behalf of the Bidder)

DATE: .....

**14. REFERENCE/TESTIMONIAL LETTERS FROM CLIENTS**

*Attach here*

**15. KEY PERSONNEL**

The Bidder shall list below the personnel which he intends to utilize on the Project.

Name	Position	Tasks	Qualifications	Registration and No.

Attach additional pages if more space is required.

**Note: Tenderers must take cognisance of the evaluation criteria**

SIGNATURE: .....  
(of person authorised to sign on behalf of the Bidder)

DATE: .....

**16. SCHEDULE OF PROPOSED SUB-CONSULTANTS (WHERE APPLICABLE)**

We notify you that it is our intention to employ the following Sub-consultants for Work in this Contract.

If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed Sub-consultants in accordance with requirements in the Contract for such appointments. If there are no such requirements in the Contract, then your written acceptance of this list shall be binding between us.

	<b>Name and address of proposed sub-consultant</b>	<b>Nature and Extent of Work</b>	<b>Previous experience with Sub-consultant.</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			

Signed

Date

Name

Position

Bidder

**17. COMPANY PROFILE, INCLUDING TRACK RECORD**

***[Abbreviated company profile, giving history, status, activities, staff and track record of the bidding entity, to be inserted here. In the case of a Joint Venture, a separate profile for each partner must be submitted]***

**Attach here**



## **18. APPROACH AND METHODOLOGY**

**The proposer should describe below the methods and procedures he will employ to successfully complete the various activities as identified in the terms of reference and execution programme]**

[illegible]

### **19. DECLARATION BY BIDDER**

I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender document and that I / we accept the conditions in all respects.

I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of \*my / our tender and that I / we elect domicillium citandi et executandi (physical address at which legal proceedings may be instituted) in the Republic at:

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I / We accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving in me / us under this agreement as the principal liable for the due fulfillment of this contract.

I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender; that the price quoted cover all the work / items specified in the tender documents and that the price(s) cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

I / We furthermore confirm that my / our offer remains binding upon me / us and open for acceptance by the Purchases / Employer during the validity period indicated and calculated from the closing date of the bid.

<b>Name of Bidder</b>			
<b>Signature</b>		<b>Name (print)</b>	
<b>Capacity</b>		<b>Date</b>	