



**higher education  
& training**  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

**INGWE TVET COLLEGE**



Skill the nation let everyone prosper

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**BID DOCUMENT FOR PROVISION OF TRAVEL MANAGEMENT SERVICES FOR  
PERIOD OF 24 MONTHS (PANEL OF 3 AGENTS)**

**BID NO:** INGWE/11/2021  
**CLOSING DATE:** 19 NOVEMBER 2021  
**CLOSING TIME:** 11H00

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**ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

Department:	Finance Department
Contact Person:	Ms M. Vunguvungu
Tel:	039 940 2142
E-mail address:	<b>mvunguvungu@ingwecollege.edu.za</b>

**ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

Department:	Finance Department
Contact Person:	Ms Z Ndudane
Tel:	039 940 2142
E-mail address:	<b>zndundane@ingwecollege.edu.za</b>

**NAME OF BIDDER:** \_\_\_\_\_

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**BID NOTICE**

BID DESCRIPTION	BID NUMBER	COMPULSORY BRIEFING SESSION		CLOSING DATE
PROVISION OF TRAVEL MANAGEMENT SERVICES FOR PERIOD OF 24 MONTHS (PANEL OF 3 AGENTS)	INGWE/11/2021	<u>DATE</u> 04/11/2021	<u>VENUE</u> INGWE TVET COLLEGE ADMIN OFFICES MOUNT FRERE	19/11/2021
		<u>TIME</u> 10H00am		<u>CLOSING TIME</u>  11H00

Ingwe TVET College invites competent and experienced service providers for the **PROVISION OF TRAVEL MANAGEMENT SERVICES FOR PERIOD OF 24 MONTHS (PANEL OF 3 AGENTS)**

The bid documents will be available from the SCM unit upon payment of a **non-refundable** fee of **R150.00** (One hundred and fifty rand only) and will also be available on Tender Bulletin/eTender for free. The deposit is to be paid into the College's bank account, namely **First National Bank, Branch Code: 210821, Account No.: 6203 339 0353**. Submit proof of deposit prior to collection of the bid document from the SCM office. Bid document will be available from **Friday the 29<sup>th</sup> of October 2021**.

Completed Bid documents are to be placed in a sealed envelope endorsed "**PROVISION OF TRAVEL MANAGEMENT SERVICES FOR PERIOD OF 24 MONTHS (PANEL OF 3 AGENTS) & BID NUMBER**" and must be deposited in the bid box/tender box, situated at the **Reception Area, at Ingwe Administration Centre, Badibanise A/A Mount Frere 5090** not later than **11H00 on Friday, 19<sup>th</sup> November 2021**, at which bids will be opened in public.

**NOTE ALL BIDDERS WILL BE REQUIRED TO COMPLY WITH ALL COVID-19 REGULATIONS WHEN VISITING OUR SITES (e.g. masks and 2m social distancing).**

**THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE COMPLETED BID DOCUMENT/TENDER DOCUMENT AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE**

- Price(s) quoted must be valid for at least ninety (90) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A valid SARS TAX Compliance status with PIN.
- Company municipal Statement of account not later than three (3) months or company lease agreement if renting premises or company ward council letter for non-rate paying areas and rural areas
- Original valid BBBEE certificate or certified copy of BBBEE certificate or sworn affidavit
- Full CSD report (Central Supplier Database)
- Joint Ventures to attach: JV Agreement, Consolidated BBBEE certificate and letter of Signatory
- Certified Proof of IATA certificate
- Certified Proof of ASATA certificate

**Please note the following:**

- Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- Ensure that there are no errors or omissions as this may lead to bids being declared non-responsive.
- The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for.
- DO NOT USE CORRECTION FLUID as this may invalidate your submission.

**Evaluation Criteria for this procurement will be as follows:**

- **Stage 1 - Functionality (Attached)**
- **Stage 2 - Price and Preferential Points System.**

**NB: all bidders should at least obtain a minimum of 60% in stage 1 (functionality) in order to qualify for stage 2 (Price Evaluation).**

**Price Points = 80**

**BBBEE verification level points = 20**

**TOTAL = 100**

**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 Contribution	Number of Points (80/20 System)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

**BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- Ingwe TVET College Supply Chain Management Policy will apply;
- Ingwe TVET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted;

**Enquiries should be directed to:**

**Ms. M.Vunguvungu Tel: 039 940 2142 or [mvunguvungu@ingwecollege.edu.za](mailto:mvunguvungu@ingwecollege.edu.za) (Bidding process)**

**Ms. Z Ndundane Tel: 039 940 2142 or [zndungane@ingwecollege.edu.za](mailto:zndungane@ingwecollege.edu.za) (Technical queries)**

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**Mr. B. Nkonyane (The Principal)**

## INVITATION TO BID-SBD1

**YOU ARE HEREBY INVITED TO BID FOR THE UNDERMENTIONED  
REQUIREMENTS OF THE INGWE TVET COLLEGE**

**BID NUMBER: INGWE/11/2021 CLOSING DATE: 19/11/2021 CLOSING TIME: 11H00**

**TENDER DESCRIPTION: PROVISION OF TRAVEL MANAGEMENT SERVICES FOR PERIOD OF 24 MONTHS (PANEL OF 3 AGENTS)**

**As more fully set out in the annexure to this form which contains the specific specifications and /or terms of reference for the aforesaid requirements.**

**BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:** Ingwe TVET College

Administration Centre

Badibanise A/A

**MT FRERE**

5090

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


The College does not accept any responsibility for the late submission of bids nor for the placement of a bid in the bid box.

The bid box is only open between 08h00 to 16h30, Mondays to Fridays excluding public holidays.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS WHICH MAY NOT BE RETYPED.

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

 **NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE**

<b> THE FOLLOWING PARTICULARS MUST BE FURNISHED. A FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED.</b>	
<b>NAME OF BIDDER</b>	
<b>POSTAL ADDRESS</b>	
<b>STREET ADDRESS</b>	
<b>TELEPHONE NUMBER</b>	CODE: NO.
<b>CELLPHONE NUMBER</b>	

<b>FAX NUMBER</b>	CODE: NO.
<b>EMAIL ADDRESS</b>	
<b>VAT REGISTRATION NO.</b>	

**HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)**

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

YES	NO
-----	----

**IF YES, WHO WAS THE CERTIFICATE ISSUED BY?**

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

☐

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);

☐

OR

A REGISTERED AUDITOR  
(TICK APPLICABLE BOX)

☐

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

**ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?**

YES	NO
-----	----

(IF YES ENCLOSE PROOF)

**DID YOU ATTEND THE COMPULSORY BRIEFING SESSION OR SITE MEETING, IF APPLICABLE**

YES	NO
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**SIGNATURE OF BIDDER** \_\_\_\_\_

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

**CAPACITY UNDER WHICH THIS BID IS SIGNED** \_\_\_\_\_

**TOTAL BID PRICE: R** \_\_\_\_\_ **TOTAL NUMBER OF ITEMS OFFERED** \_\_\_\_\_

**DETAILS OF TENDERING ENTITY'S BANK ACCOUNT**

I/We hereby authorize the Employer/Client to approach all or any of the following bank/s for the purposes of obtaining a financial reference:

<b>DESCRIPTION OF BANK DETAIL</b>	<b>BANK DETAILS APPLICABLE TO TENDERER'S HEAD OFFICE</b>
Name of bank	
Branch name	
Branch code	
Name of Account Holder	
Account number	
Type of Account	

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

## **TERMS OF REFERENCES**

### **PROVISION OF TRAVEL MANAGEMENT SERVICES FOR PERIOD OF 24 MONTHS (PANEL OF 3 AGENTS)**

#### **1. PURPOSE**

Ingwe TVET College wishes to appoint a panel of suitable service providers to render travel management services for college.

#### **2. BACKGROUND**

Since inception, the College has been making use of the services of various travel agents for its travelling and or accommodation arrangements. Due to a detailed costs analysis recently performed by the College and a review of performance of certain travel agents, it was revealed that the College is paying exorbitant prices on some of these travel agents which often depletes the College financial resources by a large extent and of particular concern was the fact that the value for money is often very minimal in various cases. Consequently, a resolution was taken to advertise travel management services and enter into a contract with a panel of service providers.

#### **3. CONTRACT OBJECTIVE, ASSUMPTIONS AND RISKS**

##### **3.1 Key Objectives**

The main objective of this contract is to appoint a panel of service providers for the efficient and effective provision of travel management services for the College. The service to be provided must be of world class standard, clearly depict a reduction in costs to the organization by means of reports taking travel trends into consideration and the service providers must be able to deliver on tight schedule deadlines when the need arises. The College seeks to appoint a panel of service providers to render travel management services who will go through an evaluation process. The College will enter into negotiations with the preferred bidders to negotiate final contract rate prior to award of the bid. Appointment is subject to successful negotiations in terms of market related rates.

##### **3.2 Assumptions**

The general success of this contract is based on the following assumptions:

- a) That there is a need for the service;
- b) The successful service provider must have the knowledge and expertise required for corporate travel management service; and



- c) The College will provide the bidding service providers with our Travel and Accommodation policy.

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

##### **4.1 Area where service is required**

The College requires the panel of service providers to provide domestic and international travel management services for College officials and any other individuals travelling in the interests of the Ingwe TVET College.

##### **4.2 Main Activity**

- (a) The appointed service providers will be required to arrange travel and accommodation on request by the College.
- (b) Each request must be dealt with in such a manner as to ensure compliance with our Travel and Accommodation policy.
- (c) The service providers must take the required measures to ensure that the College receives the best possible price where possible, including any industry discounts that may apply for government officials.
- (d) It is to be noted that the appointed service providers will be responsible for the settlement of all accounts in relation to travel management services provided.

##### **4.3 Project Specifications**

The Ingwe TVET College requires a comprehensive travel management services for its officials and any other individuals travelling in the interests of the College. The travel agent must be a fully accredited member of IATA and ASATA with access to Travel Database.

**Services to be provided as the Travel Agent(s) for Ingwe TVET College should cover the following:**

- Air Travel (Domestic & international)
- Vehicle rental and Shuttle Services
- Accommodation
- Venues and Facilities
- Insurance (when travelling outside the borders of South Africa)
- Key Account management

##### **4.3.1 Air Travel (Domestic & International)**

## **Reservation and Ticketing**

- (a) For every duly approved travel request authorisation, Travel Agent(s) shall immediately make bookings and source the lowest, acceptable fare and the most direct and convenient routing.
- (b) In the event that required travel arrangements cannot be confirmed, Travel Agent(s) shall notify the requesting party of the problem and present (3) alternative routings/quotations for consideration.
- (c) Travel Agent(s) shall promptly issue and deliver accurately sms's or e-mail showing the accurate status of traveller's booking arrangements and shall keep abreast of carrier schedule changes, as well as all other alterations and new conditions affecting travel and make appropriate adjustments for any change(s) in flight, train, bus schedules prior to or during the traveller's official trip, tickets and billing shall be modified or issues to reflect these changes, in order to avoid cancellation of bookings.
- (d) The appointed travel agent(s) will be expected to provide travel services during office hours.
- (e) In addition Travel Agent(s) shall provide for afterhours emergency service, as well as for services during weekends and official holidays where emergency travel service is required.
- (f) The Travel Agent(s) must provide the Ingwe TVET College with contact details and be reachable by phone at any time of the day for emergency purposes.
- (g) The official travel requirements for the Ingwe TVET College employees and any other individuals travelling in the interests of the Ingwe TVET College shall be accorded the highest priority which is timely and effective processing.
- (h) On exceptional cases official travel including new staff, participants in meetings, interviews and staff from other provinces must be organized on short notice, there by placing a premium on efficient and rapid communication in handling all travel related matters.
- (i) Travel Agent(s) must ensure that all travelling Ingwe TVET College employees and any other individuals travelling in the interests of the Ingwe TVET College shall be accorded the highest priority which is timely and effective processing.
- (j) Air tickets shall be issued only on approved ticket of the International Air Transportation Association (IATA) and Association of South African Travel Agents (ASATA)
- (k) Travel Agent(s) shall be given copies of the Ingwe TVET College travel policies and/or procedures and shall be fully familiar and comply with these policies and procedures for all Ingwe TVET College official travel.

- (l) Travel Agent(s) shall provide an information service to notify the College and the traveller of such events as airport closing, cancelled or delayed flights, trains, buses voyages and strike situations as well as of local political or safety conditions which may affect travel to any particular destination.
- (m) Travel Agent(s) shall **plan, arrange, confirm and amend air travel bookings** through available branch offices and agencies situated inside or outside South Africa, in accordance with our Travel and Accommodation Guidelines.
- (n) Travel Agent(s) shall negotiate discounts on standard tariffs for air travel.
- (o) **Changes in Air Travel Arrangements:** In case of changes occurring to the original travel arrangements, the responsible Ingwe TVET official is to liaise with the travel agent and make necessary arrangements, with the provision that such changes are confirmed in writing (sms, fax and e-mail).
- (p) **Cancellation of travel:** The Ingwe TVET College official will inform the travel agent(s) of any cancellation. If payment had been made or an invoice has already been submitted to the College, a credit note will be issued to the College.

#### **4.3.2 Vehicle Rental (Domestic & International) and Shuttle Services**

- (a) Travel Agent(s) shall confirm vehicles with car rental companies and amend any confirmed bookings if necessary, in accordance with the approved Municipal travel policy.
- (b) Travel Agent(s) shall negotiate discounts on standard or reduced tariffs with all available car rental companies.
- (c) Travel Agent(s) shall make shuttle service and car-hire bookings.
- (d) The booking must reflect the and not limited to the following:
  - i. Date and period of travel.
  - ii. Name of person.
  - iii. Service provider.
  - iv. Estimated distance to be travelled and related costs.
- (e) Travel Agent(s) must ensure that shuttle service suppliers are compliant to the rules that govern the transport industry.

- (f) If an accident, traffic fines, damage or theft occurs, the matter should be reported to the College within 24 hours for further internal procedures to be exercised.
- (g) In the case of a rented vehicle the official of Ingwe TVET College must ensure that:
  - i. The rental car approved is in line with the pre-approved class in terms of the Ingwe TVET College travel and accommodation guidelines;
  - ii. The vehicle is in good condition before and after use;
  - iii. The rented vehicle utilised only for the official purpose it is rented for;
  - iv. Where required/possible, pay for fuel and refer the claim to the College.

#### **4.3.3 Accommodation**

##### **Hotel or other accommodation**

- (a) The Travel Agent(s) shall make reservations for lodging accommodations (hotel group, private hotel or other establishment, for example guesthouse).
- (b) The Travel Agent(s) shall negotiate discount rates on standard tariffs with all available hotel groups or other relevant establishments.
- (c) It must be noted that other hotel groups provide discount to Travel Agencies and such discounts shall be transferred to the College.
- (d) Accommodation must include parking facilities.

#### **4.3.4 Venues and Facilities**

- (a) Travel Agent(s) shall make bookings and amendments of conference arrangements with hotel groups, private hotels or other available establishments when required.
- (b) Negotiate discounts on standard tariffs or reduced tariffs with all available hotel groups, private hotels or other relevant establishments.
- (c) The Travel Agent(s) shall upon request, facilitate the arrangement of venues for conferences, meetings, seminars and training workshops.

#### **4.3.5 Insurance (When travelling outside the borders of South Africa)**

- (a) The Travel Agent(s) must organise insurance for the minimum but not limited to other risk associated with travelling.
  - i. Emergency medical and related expenses;
  - ii. Rental car collision damage;
  - iii. Luggage loss;
  - iv. Unforeseen/ Inconvenience circumstances ;

- v. and any other insurance cover deemed necessary by the hosting country .

#### **4.3.6 Key Account Management**

- (a) The Travel Agent must ensure that there are dedicated and experienced personnel to manage the Ingwe TVET College account.
- (b) The Travel Agent(s) will provide the Ingwe TVET College with reports that will also include orders outstanding reflected per order number, invoices outstanding and a general statement of accounts (per account) indicating payments exceeding 30 days, 60 days and more than 90 days as well as one consolidated account for the Ingwe TVET College including age analysis.

##### **4.3.6.1 Other Service Requirements**

#### **(a) Traveller's profiles**

The Travel Agent(s) shall maintain computerized profiles of all frequent travellers, as designated or defined from time to time by the Ingwe TVET College, setting forth the traveller's preferences regarding airlines, hotels, guesthouses, seating arrangement and meal requirements, passport and such other information is useful to facilitate travellers arrangements.

#### **(b) Service Standards**

- i. The Travel Agent(s) shall provide polite responsive and efficient service at all times to fulfil the Ingwe TVET College requirements.
- ii. As a service objective, telephone calls should be answered promptly.
- iii. When it is necessary to place calls on hold, they should not be kept on hold but rather a call-back should be made within one hour.

#### **(c) Performance Evaluation and Review**

- i. The Travel Agent(s) shall meet periodically with Ingwe TVET College Project Steering Committee to discuss issues of mutual concern to review the Travel Agent(s) performance and to discuss improvements which the Travel Agent(s) or the College should make in order to achieve more effective travel management and greater savings.
- ii. The Travel Agent(s) shall make the Ingwe TVET College aware immediately of major industry changes, which have a broad impact on its travel policy or procedures.

#### **(d) Travel Agent(s)'s Quality Control**

- i. The Travel Agent(s) shall establish and operate to monitor on a regular and continual basis the quality of travel services provided.

- ii. These procedures shall include a self-inspection system covering all the services to be performed under the contract and shall include a method for monitoring, identifying and correcting deficiencies in the quality of service.

**(h) Travel Documentation**

All travel documentation must be delivered timeously to the relevant official in the College, his or her nominee or the agreed point of delivery/collection, by the agency situated inside or outside South Africa.

**(e) After Hour service**

Dedicated personnel from the service providers must be available on after-hour basis, so that unexpected changes to a travel plan or accommodation can be made as and when required. This service must not be outsourced to another service provider.

## **5. RESPONSIBILITIES**

### **5.1 Ingwe TVET College**

**Ingwe TVET College officials who are delegated with arranging and approving travel and accommodation, will perform the following duties:**

- (a) Giving the service providers the necessary details so that the required travel and/or accommodation requirements are understood. In this regard, the following would have been considered:
  - i. Nature of the travel and accommodation requirements;
  - ii. Departure and arrival points, dates and type of required travel;
  - iii. Departure and arrival dates and type of accommodation required;
  - iv. Estimated kilometres to be travelled in case of car hire and;
  - v. Any other specific requirements relating to, for example, culinary requirements, passenger class in aircraft to be provided, vehicle rental, etc.
- (b) Only an official purchase order will serve as an official request for services.
- (c) The official concerned must ensure that the Ingwe TVET College travel and accommodation guidelines and related procedures have been complied with before the official purchase order is forwarded to the Travel Agent(s).

- (d) The official must also confirm the validity of the invoice and supporting documents and sign the invoice to confirm services rendered.
- (e) The official must ensure that the approved accommodation is in line with the College guidelines and policy. **(Revised Cost Containment Measures must be taken into consideration issued on the 17<sup>th</sup> November 2016)**

## 5.2 Service Providers

***The service providers will be responsible for the following:***

- (a) Making bookings for travel and accommodation in respect of the following:
  - (i) Destination, date, routes, airlines, passenger class, preferred seating and estimated costs for air travel; and
  - (ii) Hotel or Guesthouse facilities location, availability of parking facilities, distance from airports, public transport, etc. **(Revised Cost Containment Measures must be taken into consideration issued on the 17<sup>th</sup> November 2016)**
- (b) Alternative arrangements must be timeously suggested if confirming seating or accommodation arrangements is impossible;
- (c) Timeous confirmation (either printed or by electronic means) of the bookings both for air ticket, accommodation and car rental (Quote must specify kilometres as per estimate provided by Ingwe TVET official) after an official order has been received;
- (d) Timeous delivery to the relevant official in the College, his or her nominee or point of delivery/collection, of the required travel documents;
- (e) Provide information service to notify the official of such events as airport closure, cancelled flights, trains and buses, strikes, as well as political or safety conditions which may affect travel to any particular destination;
- (f) Make the arrangements for the issuing of a foreign visa and other travel documentation;
- (g) Make the traveller aware of any airport rules and procedures especially during transfer flights;
- (h) Timeous submission of proof that the required services have been rendered so that payment can be arranged by the College, unless payment has been made by the individual concerned. Such proof will include the invoices, on which the required information is reflected;
- (i) Timeous submission of the required management reports;

- (j) Providing the names, addresses and telephone numbers of all branch offices and agencies, inside and outside South Africa, and agencies with whom liaison exists outside South Africa, upon request by the College. The names and telephone numbers of personnel available after hours must be made available to the Ingwe TVET College;
- (k) Ensure confidentiality in respect of all travel and accommodation arrangements concerning all persons;
- (l) Ensure effective negotiations with suppliers of all services to the benefit of the College;
- (m) Ensure that travel insurance is arranged where necessary;
- (n) Ensure continuous availability of services to provide for emergency and official traveling during public / normal holidays;
- (o) Provide assistance in terms of foreign currency exchange
- (p) Where the accommodation is not utilized and no prior notification is made to the service providers, such non-utilization is to be reported to the Ingwe TVET College within 24 hours by the service providers.

## **6. EXPECTED OUTPUTS AND OUTCOMES**

### **6.1 Output**

The output is the written contracts with competent bidders for the procurement of travel management services. Formal contracts will be entered into between the Ingwe TVET College and the service providers after negotiations have taken place between the recommended bidder(s) and the College and following the approval of the award process.

### **6.2 Outcome**

The key outcome is the rendering of the most efficient and effective travel management service for the College.

## **7. ADJUSTMENTS TO CONTRACT**

All discounts against the standard tariffs of, or on accumulated expenditure on airline, car rental, rail and shuttle services and any rates, may not be adjusted to the disadvantage of Ingwe TVET College within the duration of the contract. Prices are subject to outer year escalation clauses linked to Consumer Price Index(CPI).

## **8. PRICING**



- See **Annexure A** for pricing schedule which will be used as a guide in price evaluation process.
- Prices must be quoted in South African currency and must be inclusive of VAT.

## **9. BILLING / PAYMENT METHOD**

- (a) All payments will be made on confirmation of services rendered and submission of a valid tax invoice.
- (b) The invoices should include the provided order number/after-hours go-ahead by the relevant Authorised official(s).
- (c) No copies or emailed invoices will be processed.
- (d) The service providers must supply the College with a monthly statement, referenced by the individual invoices that relates to the invoices on the statement for the month.
- (e) The invoice together with supporting documents must be issued to the College at least within seven days after completion of services rendered.

**The invoices are to contain the following minimum basic information and additional specific information relating to the indicated service provided:**

### **9.1 Basic Information**

- Invoice number and Date
- Travel Agent's name, address, office of issue, and consultant's name
- Banking Details
- Travel Order/Authorisation number (A copy must accompany the invoice)
- Total amount of the invoice (Inclusive of VAT)
- Copy of the order/ After-hour authorization name

### **9.2 Air Travel Information**

- Date of Travel
- Air ticket number
- Airlines company name
- Passenger's name
- Copy of the order / After-hour authorization name.

### **9.3 Accommodation**

- Date and period of accommodation
- Service Provider

- Name of Person
- Passenger's name
- Copy of the service provider's invoice and detailed service vouchers.
- Invoices to be collected from service providers by travellers in cases of international trips.
- Copy of the order / After-hour authorization name.

#### **9.4 Vehicle/Car Rental**

- Date and period of travel
- Service Provider
- Class of vehicle used
- Name of Person (Official driver including co-driver).
- Copy of the service provider's invoice and detailed trip sheet indicating the distance travelled  
and the starting points and destinations.
- Fuel Charges
- Copy of the order / After-hour authorization name.

#### **9.5 Credit Notes: Credit Notes are to contain the following minimum information**

- Credit note number and date
- Travel Agent's name, address, office of issue, and consultant's name.
- Name of person and designation
- Travel Authorisation/Order Number
- Invoice number and date
- Total amount credited (Inclusive of VAT).

ANNEXTURE A					
FEE PROPOSAL BASED ON ILLUSTRATIVE SUPPLIER QUOTES					
Phase	Service Provided	Supplier Quotation	Travel Agent Commission (percentage based)%	Service Fee ( in Rands ) R	Total as per invoice ( in Rands) R
Planning and Scoping					
	Air Travel (International, Regional and Domestic)	R 3 800.00		R	R
				R	R
	Vehicle Hire (Car Hire, Van Rental)	R 1 800.00		R	R
	Accommodation Reservations (Hotels, Challets, Guest Houses, Bed & Breakfast)per person	R 1 700.00		R	R
	Conference reservations	R 3 600.00		R	R
	Bus/Coach Bookings	R 800.00		R	R
	Tour Arrangements	R 9 000.00		R	R
	Visa Applications	R 800.00		R	R
	Travel Insurance	R 1 400.00		R	R
Any other Costs ( R ) :  Subtotal VAT @ 14% TOTAL BID AMOUNT INCLUSIVE OF 14% VAT  <b>Please Note</b> : all prices must be added up to make the final offer					
					R .....
					R .....
					R.....
					R.....



FUNCTIONALITY	REQUIRED EVIDENCE	WEIGHT	MAX VALUE (1- 5)
1. Experience			
(a) Number of clients (Contactable reference) or list of similar project that the bidder has successfully undertaken in the past three years.			
More than 10 clients with reference letters	A minimum of at least three (03) reference letters from satisfied previous clients that have been serviced in the past three years should be provided, the submission must be on the relevant client’s letterhead and signed. Contact details of clients should be also provided.  <b>NB: 0 point will be claimed where submitted clients/ references cannot be contacted.</b>	40	5
6-10 clients with reference letters			4
3-5 clients with reference letters			3
0-2 clients with reference letters			0
2. Expertise			
(a) Project Leader with experience in handling Public Sector Travel Agency accounts with certificate in Travel Management/ Logistics/Tourism/ Hospitality			
More than 10 years’ experience and qualifications.	CV and certified copy of qualification of the Project Leader depicting at least three (3) year’ experience in leading similar projects and with experience in international fares, ticketing and key account management.  <b>NB: 0 point will be claimed where the above is not attached and copies of certified copies will not considered.</b>	20	5
6 to 10 years’ experience and qualifications.			4
3 to 5 years’ experience and qualifications.			3
0-2 years’ experience and qualification			0
(b) Project Team with experience in handling Public Sector Travel Agency accounts with Grade 12 as the minimum qualification			
02- team members submitted with qualification	CVs and certified copies of qualifications of the team to be assigned to the project should be provided (The CVs must depict experience in providing similar services).  <b>NB: 0 point will be claimed where the above is not attached and</b>	20	5
01 -team members submitted with qualification			3
0 -team members submitted with qualification			0
3. Financial stability			
❖ Rating A-B	Letter of good standing from the bank which discloses bank rating	20	5
❖ Rating C			3
❖ Rating D			1
❖ Rating E and F			0
Total		100	500

**TAX CLEARANCE CERTIFICATE REQUIREMENTS**

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

1. In order to meet this requirement, bidders are required to complete in full form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The "Tax Clearance Certificate" requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**PRICING SCHEDULE**  
**(Professional Services)**

Name of Bidder:.....	Bid Number: .....
Closing Time: .....	Closing Date .....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VALUE ADDED TAX
------------	-------------	---

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

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

R.....

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

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

-----	R-----	R-----
-----	R-----	R-----
-----	R-----	R-----
-----	R-----	R-----
-----	R-----	R-----

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

SPENT

-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days-

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

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

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

DESCRIPTION INCURRED	RATE	OF QUANTITY	EXPENSE	TO AMOUNT	BE
-----					
.....	.....			R.....	
-----					
.....	.....			R.....	



-----

.....

R.....

-----

.....

R.....

TOTAL:.....

6. Period required for commencement with project after acceptance of bid.....

7. Estimated man-days for completion of project .....

8. Are the rates quoted firm for the full period of contract?.....

9. If not firm for the full period, provide details of the basis on which Adjustments will be applied for,  
example consumer price index .....

.....

**DECLARATION OF INTEREST**

- 1, No bid will be accepted from persons in the service of the state\*.
2. Any person having a kinship with persons employed by the state, including a blood relationship may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his / her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name : \_\_\_\_\_

3.2 Identity Number: \_\_\_\_\_

3.3 Company Registration Number : \_\_\_\_\_

3.4 Tax Reference Number : \_\_\_\_\_

3.5 VAT Reference Number : \_\_\_\_\_

3.6 Are you presently in the service of the state?\* **YES / NO**

3.6.1 If so, furnish particulars \_\_\_\_\_  
\_\_\_\_\_

3.7 Have you been in the service of the state for the past twelve months? **YES / NO**

3.7.1 If so, furnish particulars \_\_\_\_\_  
\_\_\_\_\_

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\* MSCM Regulations: in the service of the state” means to be -

(a) a member of -

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

- (b) a member of the board of directors of any municipal entity;
- (c) an official of any college or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

**3.8** Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

YES	NO
-----	----

**3.8.1** If so, furnish particulars \_\_\_\_\_  
\_\_\_\_\_

**3.9** Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES	NO
-----	----

**3.9.1** If so, furnish particulars \_\_\_\_\_  
\_\_\_\_\_

**3.10** Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?

YES	NO
-----	----

**3.10.1** If so, furnish particulars \_\_\_\_\_  
\_\_\_\_\_

**3.11** Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES	NO
-----	----

**3.11.1** If so, furnish particulars \_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION**

I,     **(NAME)** \_\_\_\_\_ **THE**  
**UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS**  
**CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS**  
**DECLARATION PROVE TO BE FALSE.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Name of bidder**

**INGWE TVET COLLEGE**  
**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE**  
**PREFERENTIAL PROCUREMENT REGULATIONS 2011**

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011 AS WELL AS THE APPLICABLE PROVISIONS OF THE SUPPLY CHAIN MANAGEMENT POLICY OF THE COLLEGE.**

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

**1.3** Preference points for this bid shall be awarded for:

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

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

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	<b>80</b>
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

**1.4** Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent

Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.5 The purchaser, being the College of or any agency, body or the like established by it, reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- 2..1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less;
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

- 2.11** “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12** “**non-firm prices**” means all prices other than “firm” prices;
- 2.13** “**person**” includes a juristic person;
- 2.14** “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15** “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16** “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.17** “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18** “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### **3. ADJUDICATION USING A POINT SYSTEM**

- 3.1** The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2** Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3** Points scored must be rounded off to the nearest 2 decimal places.
- 3.4** In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5** However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality.
- 3.6** Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

#### 4. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

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

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

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	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the Closed Corporation Act or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EME's with B-BBEE Status Level Certificates.



- 5.3** Bidders other than EME's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4** A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
- 5.5** A trust, consortium or joint venture will qualify for points for its B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7** A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8** A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## **6. BID DECLARATION**

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

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

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

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

## **8 SUB-CONTRACTING**

- 8.1** Will any portion of the contract be sub-contracted? YES/ NO (delete which is not applicable).
- 8.1.1** If yes, indicate:

- (i) what percentage of the contract will be subcontracted? \_\_\_\_\_ %.
- (ii) the name of the sub-contractor? \_\_\_\_\_ . (iii)
- the B-BBEE status level of the sub-contractor? \_\_\_\_\_ . (iv)
- whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

## 9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm : \_\_\_\_\_

9.2 VAT registration number : \_\_\_\_\_

9.3 Company registration number \_\_\_\_\_

### 9.4 TYPE OF COMPANY/ FIRM

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

(TICK APPLICABLE BOX)

### 9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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### 9.6 COMPANY CLASSIFICATION

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

(TICK APPLICABLE BOX)

9.7 TOTAL NUMBER OF YEARS THE COMPANY HAS BEEN IN BUSINESS? \_\_\_\_\_

9.8 I/we, the undersigned, who is/are duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in

paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser, being the Ingwe TVET College, may, in addition to any other remedy it may have -
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE(S) OF BIDDER**

**DATE:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that, when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
<b>4.1</b>	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p><b>Yes</b></p> <input type="checkbox"/>	<p><b>No</b></p> <input type="checkbox"/>
<b>4.1.1</b>	<b>If so, furnish particulars:</b>		
<b>4.2</b>	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</p>	<p><b>Yes</b></p> <input type="checkbox"/>	<p><b>No</b></p> <input type="checkbox"/>

<b>4.2.1</b>	<b>If so, furnish particulars:</b>		
<b>4.3</b>	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>4.3.1</b>	<b>If so, furnish particulars:</b>		
<b>4.4</b>	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>4.4.1</b>	<b>If so, furnish particulars:</b>		

**CERTIFICATION**

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

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_20\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38(1) prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and must enable the accounting officer to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the college or municipal entity or has committed any other improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if such person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

No: \_\_\_\_\_ Description: \_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by Ingwe TVET College, do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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**Signature**

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**Date**

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**Position**

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**Name of Bidder**

- 
1. Includes price quotations, advertised competitive bids, limited bids and proposals.
  2. Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
  3. Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



## **INGWE TVET COLLEGE**

### **CONTRACT CONDITIONS**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to municipal bids, contracts and orders;
- (ii) To ensure that prospective tenderers or bidders are familiar with the rights and obligations of all parties involved in doing business with the College;
- (iii) To set out the conditions applicable to all tenders or bids submitted to the college in response to an invitation to submit a tender, bid or quotation, as may be applicable:

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

- Any specification issued by the college for the supply of goods or services is subject to the relevant terms and conditions contained herein.
- These General Conditions of Contract will form part of all bid documents.
- Special Conditions of Contract (SCC) relevant to a specific bid, will be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

#### **A. CONDITIONS APPLYING TO ALL SPECIFICATIONS**

All specifications for goods and services to be procured by the college shall, except where otherwise stated in any specific specification, be subject to the following requirements and conditions:

##### **1. Functionality**

Where functionality is utilized as an evaluation criterion, no tender will be regarded as an acceptable tender if it fails to achieve the minimum stipulated qualifying score for functionality and only tenders that have achieved this score will be evaluated further in terms of the preference point systems referred to below.

##### **2. 80/20 Preference Point System**

- 2.1** The under-mentioned preference points evaluation system for the acquisition of services, works or goods up to a Rand value of R50 000 000 (all applicable taxes included) will be applied with regard to the evaluation of tenders falling within this threshold amount:

- (i) the following formula will be used to calculate the points for price in respect of tenders (including price quotations) with a Rand value equal to, or above R 30 000 and up to a Rand value of R50 000 000 (all applicable taxes included):

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

Where

$P_s$  = Points scored for comparative price of tender or offer under consideration;

$P_t$  = Comparative price of tender or offer under consideration; and

$P_{min}$  = Comparative price of lowest acceptable tender or offer.

- (ii) subject to subparagraph (iii), points must be awarded to a tenderer for attaining the B-BBEE status level of contributor in accordance with the following table:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- (iii) a maximum of 20 points may be allocated under subparagraph (ii);
- (iv) the points scored by a tenderer in respect of B-BBEE contribution contemplated in subparagraph (ii) must be added to the points scored for price as calculated in accordance with subparagraph (i).

## 2.2

In the event of all tenders received exceeding the estimated Rand value of R50 000 000, the tender invitation will be cancelled, provided that, if one or more of the

acceptable tenders received are within the aforesaid threshold of R50 000 000, all tenders received will be evaluated in accordance with this preference point system.

- 2.2** The B-BBEE status level attained by a tenderer will be used to determine the number of points contemplated in subparagraph 2.1 (ii) above.

**3. 90/10 Preference Point System**

- 3.1** The under-mentioned preference points evaluation system for the acquisition of services, works or goods with a Rand value above R50 000 000 (all applicable taxes included) will be applied with regard to the evaluation of tenders above this threshold amount:

- (i) the following formula will be used to calculate the points for price in respect of tenders with a Rand value above R50 000 000 (all applicable taxes included):

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

Where

$P_s$  = Points scored for comparative price of tender or offer under consideration;

$P_t$  = Comparative price of tender or offer under consideration; and

$P_{min}$  = Comparative price of lowest acceptable tender or offer.

- (ii) subject to subparagraph (iii), points must be awarded to a tenderer for attaining the B-BBEE status level of contributor in accordance with the following table:

B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	8
4	5
5	4
6	3

7	2
8	1
Non-compliant contributor	0

- (iii) a maximum of 10 points may be allocated under subparagraph (ii);
- (iv) the points scored by a tenderer in respect of the level of B-BBEE contribution contemplated in subparagraph (ii) must be added to the points scored for price as calculated in accordance with subparagraph (i).

**3.2** In the event of all tenders received being equal to, or below R500 000, the invitation to tender will be withdrawn and all tenders received shall be regarded as having been cancelled provided that, If one or more of the acceptable tenders received are above the prescribed threshold of R500 000, all tenders received will be evaluated in accordance with this preference point system.

**3.3** The B-BBEE status level attained by a tenderer must be used to determine the number of points contemplated in subparagraph 3.1 (ii) above.

#### **4. Local Production**

**4.1** Where, in the case of tenders in designated sectors, local production and content is of critical importance, it shall be a specific condition of tender that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content, will be considered.

**4.2** The exchange rate to be used for the calculation of local content or local production referred to in subparagraph 1 will be the exchange rate published by the South African Reserve Bank at 12:00 on the date, one week (7 calendar days) prior to the closing date of the invited bid;

**4.3** Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x will be used to calculate local content in accordance with the following formula:

$$LC = 1 - \frac{x}{y} \times 100$$

Where

x imported content

y bid price excluding value added tax (VAT)

and the prices referred to in the determination of x will be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank

at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid;

- 4.4 Form SBD 6.2 (Declaration Certificate for Local Content) duly completed and signed must be submitted with the bid documentation;
- 4.4 The college reserves the right to verify the accuracy of the rates of exchange quoted by a bidder in paragraph 4.1 of the aforesaid Certificate.
- 4.5 The accounting officer of the college reserves the right to include a specific bidding condition that only locally produced goods, services or works or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered on condition that any such prescript and threshold(s) are in accordance with the specific directives issued for this purpose by the National Treasury in consultation with the Department of Trade and Industry and, in such event, the requirements referred to in subparagraphs 4.2 to 4.4 above must be complied with by a tenderer.
- 4.6 A two- stage tendering process may be followed for tenders referred to in subparagraphs 4.1 and 4.5 and, in such event, the first stage will involve functionality and minimum threshold for local production and content and the second stage price and B-BBEE with the possibility of price negotiations only with the short listed tenderers.
- 5. **B-BBEE status level certificates and scorecards**
- 5.1 Those tenderers who qualify as Exempted Micro Enterprises (EME's) in terms of the Broad-Based Black Economic Empowerment Act, must submit, together with their tender, a certificate to this effect issued by a registered auditor, accounting officer (as contemplated in section 60(4) of the Close Corporations Act, 1984 (Act No. 69 of 1984)) or an accredited verification agency provided that a certificate issued by an Accounting Officer of a closed corporation must be on his letterhead which should also contain his practice number and contact number clearly specified on the face of such certificate.
- 5.2 Tenderers other than Exempted Micro-Enterprises (EME's) must submit, with their tender, their original and valid B-BBEE Status Level Verification Certificate or a certified copy thereof, in support of their B-BBEE rating.
- 5.3 A trust, consortium or joint venture will qualify for points for its B-BBEE status level as a legal entity, provided it submits its B-BBEE Status Level Verification Certificate with its tender.
- 5.4 A trust, consortium or joint venture will qualify for points for its B-BBEE status level as an unincorporated entity, provided that it submits its consolidated B-BBEE scorecard as if were a group structure and, provided further, that such a consolidated B-BBEE scorecard is prepared for every separate tender.

## **6. Sub-contracting**

- 6.1** A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that he/she/it qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 6.2** A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the relevant sub-contract.
- 6.3** A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

## **7. Specific goals**

- 7.1** Where a bidder is required to attain a specified specific goal or goals other than contracting with historically disadvantaged persons and implementing Reconstruction and Development Programmes in order to qualify for the award of a contract, such bidder must provide the required information to enable the bid evaluation committee to determine whether or not such specific goal or goals will be attained by the bidder concerned in the event of him/her or it being awarded the relevant contract.

## **8. Miscellaneous conditions**

- 8.1** Only tenderers who have completed and signed the declaration part of any tender documentation will be considered when tenders are evaluated.
- 8.2** When comparative prices must be calculated, any discounts which have been offered unconditionally will be taken into account.
- 8.3** A discount which has been offered conditionally will, despite not being taken into account for evaluation purposes, be implemented when payment to a tenderer in respect of an accepted tender is effected.
- 8.3** Bid evaluation points scored will be rounded off to the nearest 2 decimal places.
- 8.4** Equal point scoring:

- (i) In the event that two or more tenders score equal total points, the successful tender will be the one scoring the highest number of preference points for B-BBEE;
- (ii) However, when functionality is part of the evaluation process and two or more tenders have scored equal points including equal preference points for B-BBEE, the successful tender will be the one scoring the highest score for functionality;
- (iii) Should two or more tenders be equal in all respects, the award shall be decided by the drawing of lots in accordance with the applicable regulations of the College.

## **9. Cancelling a tender**

- 9.1** The accounting officer may, prior to the award of a tender, by notice in the media in which the original tender was advertised, cancel such tender if, due to changed circumstances, there is no longer a need for the services, works or goods requested or if funds are no longer available to cover the total envisaged expenditure or if no acceptable tenders are received.

## **10. Declarations**

A tenderer must -

- (a) declare that the information provided in a tender document is true and correct;
- (b) declare that the signatory to a tender document is duly authorized; and
- (c) undertake to submit documentary proof regarding any tendering issue when required to the satisfaction of the College.

## **11. Remedies**

- 11.1** A tenderer who submits a tender acknowledges thereby that:

- (a) The college will, upon detecting that the B-BBEE status level of contribution has been claimed or obtained by a tenderer on a fraudulent basis or any of the conditions of a contract awarded to such tenderer or contractor have not been fulfilled, act against such tenderer or person awarded the ensuing contract.
- (b) The college may, in addition to any other remedy it may have against the person contemplated in subparagraph (a)-
  - (i) disqualify the person concerned from participating in any future tender process with the College;

- (ii) recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (iii) cancel the relevant contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (c) The college may restrict a tenderer or contractor, its shareholders and directors, or only the shareholders and directors, as the case may be, who acted on a fraudulent basis in connection with a tender, from obtaining business from the college for a period not exceeding 10 years, provided that, before exercising this right, the college shall give the persons or parties concerned an opportunity to make representations and be heard in defence of such contemplated action; and
- (d) The college may refer any fraudulent action on the part of a tenderer or contractor or any party aforesaid to the South African Police Services with a view to criminal prosecution.
- (e) Where a tenderer or contractor is restricted in terms of subparagraph (c), the accounting officer will forward the relevant details to National Treasury for inclusion in the Central Database of Restricted Suppliers.
- (f) The college will check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector;
- (g) The college will reject any bid from a bidder -
  - (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any of its directors to the College, or to any other college or municipal entity, are in arrears for more than three months; or
  - (ii) who during the last five years has failed to perform satisfactorily on a previous contract with the college or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- (e) The college will reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, committed a corrupt or fraudulent act in competing for the particular contract;
- (f) The college will cancel a contract awarded to a person if -
  - (i) such person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or
  - (ii) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person; and



- (g)** The college will reject the bid of any bidder if that bidder or any of its directors -
- (i)** has abused the supply chain management system of the college or has committed any improper conduct in relation to such system;
  - (ii)** has been convicted for fraud or corruption during the past five years;
  - (ii)** has willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;
  - (iii)** has been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004); and
  - (iv)** who, in terms of any applicable law, is required to be possession of a current licence, registration certificate or authority to submit a bid in response to a bid invitation by the College.
- (h)** The college will reject a bid from any bidder who failed to attend a compulsory site meeting or information session relative to a particular invitation to bid.

## **B. GENERAL CONDITIONS OF CONTRACT**

### **TABLE OF CLAUSES**

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## 1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1 **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 **"Corrupt practice"** means the offering, giving, receiving, or soliciting of 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 consignee's store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 **"Dumping"** occurs when a private enterprise abroad markets its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 **"Force majeure"** means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13** **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14** **“GCC”** means the General Conditions of Contract.
- 1.15** **“Goods”** means all of the equipment, machinery and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16** **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17** **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18** **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19** **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20** **“Project site,”** where applicable, means the place indicated in bidding documents.
- 1.21** **“Purchaser”** means the Ingwe TVET College or any other agency or body on whose behalf it has been authorized to procure goods and services and includes the accounting officer of this college or his nominee.
- 1.22** **“Republic”** means the Republic of South Africa.
- 1.23** **“SCC”** means the Special Conditions of Contract.
- 1.24** **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25** **“State”** includes the College;

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

**2. Application**

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

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

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

**3. General**

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

**3.2** With certain exceptions, invitations to bid are only published in the local press or accessed electronically or in hard copy form from the college upon payment of x any prescribed fee.

**4. Standards**

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

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

**5.1** The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only insofar as may be necessary for purposes of such performance.

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

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

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

**6. Patent rights**

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

**7. Performance security**

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

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

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

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

(b) a cashier's or certified cheque

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

**8. Inspections, tests and analyses**

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

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

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

- 8.4** If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5** Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6** Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7** Any contract supplies may, on or after delivery, be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8** The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof or to act in terms of Clause 23 of GCC.

## **9. Packing**

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

**10. Delivery and documents**

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

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

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

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

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



## **14. Spare parts**

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

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

## **15. Warranty**

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

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

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

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

**15.5** If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

- 16.1** The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2** The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3** Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an acceptable invoice or claim by the supplier.
- 16.4** Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

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

**21. Delays in the supplier's performance**

- 21.1** Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2** If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for

performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- 21.3** No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4** The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5** Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties
- 21.6** Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

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

## **23. Termination for default**

- 23.1** The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
  - (a)** if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b)** if the supplier fails to perform any other obligation(s) under the contract; or
  - (c)** if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

- 23.2** In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3** Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4** If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5** Any restriction imposed on any person by the Accounting Officer will, at the discretion of the Accounting Officer, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6** If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction;
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.

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

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

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

- 24.1** When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase.

When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

## **25. Force Majeure**

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

## **26. Termination for insolvency**

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

## **27. Settlement of Disputes**

- 27.1** If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2** If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other

party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

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

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

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

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

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

**28. Limitation of liability**

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

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

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

**29. Governing language**

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

**30. Applicable law**

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

**31. Notices**

**31.1** Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address

furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

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

**32. Taxes and duties**

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

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

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

**33. National Industrial Participation (NIP) Programme**

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

**34. Prohibition of Restrictive practices**

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

- 34.2** If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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

## PAST EXPERIENCE

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Bidders must furnish hereunder details of similar works/service, which they have satisfactorily completed in the past. The information shall include a description of the Works, the Contract value and name of Employer.

EMPLOYER /INSTITUTION NAME	NATURE OF WORK/ PROJECT NAME	AWARDED AMOUNT	ANTICIPATED / ACTUAL COMPLETION DATE	EMPLOYER CONTACT NO.

.....  
DATE

.....  
SIGNATURE OF BIDDER



## PAST EXPERIENCE 2

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Bidders must furnish hereunder details of similar works/service, which they have satisfactorily completed in the past. The information shall include a description of the Works, the Contract value and name of Employer.

CURRENT PROJECTS UNDERTAKEN <u>FOR INGWE TVET COLLEGE</u>			
PROJECT NAME	AWARDED AMOUNT	CONTRACT START DATE	ANTICIPATED / ACTUAL COMPLETION DATE
TOTAL AMOUNT OF PROJECTS CURRENTLY UNDERTAKEN FOR INGWE TVET COLLEGE			R

.....  
DATE

.....  
SIGNATURE OF BIDDER

