



**DEPARTMENT OF WATER AND SANITATION
REPUBLIC OF SOUTH AFRICA**

REQUEST FOR BID

BID NUMBER: W11502

**APPOINTMENT OF A SERVICE PROVIDER FOR COLLECTION AND DISPOSAL OF
WASTEPAPER FROM THE DEPARTMENT OF WATER AND SANITATION FOR A PERIOD OF
THIRTY-SIX (36) MONTHS**

ISSUE DATE:

12 MARCH 2025

CLOSING DATE:

15 APRIL 2025 AT 11:00am

SUBMIT TENDER DOCUMENT

TO

OR

**POSTAL ADDRESS:
DIRECTOR-GENERAL: WATER AND
SANITATION
PRIVATE BAG X 313
PRETORIA,0001**

**TO BE DEPOSIT IN:
THE TENDER BOX AT THE ENTRANCE
OF ZWAMADAKA BUILDING
157 FRANCIS BAARD STREET
(FORMERLY SCHOEMAN STREET)
PRETORIA,0002**

NB: Non-compulsory briefing session

Date: 01 April 2025

Time: 10:00AM

Venue: Virtual – MS Teams

Link: [Join the meeting now](#)

Meeting ID: 316 131 005 161

Passcode: qS2NS2zS

TENDERER: (Company address and stamp)

**COMPILED BY: WINNIE DOLAMO
DEPARTMENT OF WATER AND SANITATION**



DIRECTIVE TO BIDDERS ON COMPLETION OF SBD FORMS AND PACKAGING OF BID PROPOSAL

The purpose of this document is to guide bidders on the completion of SBD forms and packaging of a Bid

Proposals with each document being placed under the correct Annexure. The last column of the table below (this column must be ticked as an indication that each document and its requirements have been complied with by the bidder)

The dates on this all-SBD forms must be a date which is within the bid advert period.

TABLE OF CONTENTS FOR BID PROPOSALS

| DOCUMENT | ANNEXURE | DIRECTIVE | COMPLIED/NOT COMPLIED |
|--|----------|--|-----------------------|
| SDB 1 | A | Bidders are required to complete this document in full and be signed off. The date on this form must be a date which is within the bid advert period | |
| SBD 3.1/3.3 | B | Bidders are required to complete the applicable form in full and ensure that the amounts in the document are properly calculated. The total amount (inclusive of VAT) as reflected herein will be regarded as the Total Bid Price. Bidders who are not VAT Vendors are not allowed to charge VAT Bidders are required to constantly verify their TAX Status on CSD to ensure that their task matters are in order | |
| SBD 4 | C | This document must be completed in full. Bidders attention is drawn particularly to paragraph 2.3 which requires the bidder to disclose if the company or any of its directors have interest in other companies whether they have bidden or not. Bidders are required to provide all information. Should a bidder have more companies to declare, such information can be provided on a separate sheet in the format prescribed in the form and be attached to the SBD 4. Information captured must be inline with what is captured in the CSD report | |
| SBD 6.1 | D | This document must be completed in full. Bidders are advised to ensure that information captured in this this form is aligned to information contained in the CSD Reports. | |
| BBBEE Certificate/Sworn affidavit | E | Bidders are required to submit a valid BBBEE Certificate or sworn affidavit. | |
| CSD Report | F | Bidders are requested to provide copies of reg CSD Report. | |
| Resolution of board of Directors for company /close corporation/ partnership | G | The template resolution provided must be completed in full | |
| Resolution of Board of Directors to enter into consortia or joint ventures | H | The template resolution provided must be completed in full | |
| Bid Proposal | I | A detailed bid proposal inline with the Specifications must be attached | |

PART A INVITATION TO BID

| | | | | | |
|---|--|---------------|--|-------------------------------|--|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY) | | | | | |
| BID NUMBER: | W11502 | CLOSING DATE: | 15 APRIL 2025 | CLOSING TIME: | 11:00AM |
| DESCRIPTION | APPOINTMENT OF A SERVICE PROVIDER FOR COLLECTION AND DISPOSAL OF WASTEPAPER FROM THE DEPARTMENT OF WATER AND SANITATION FOR A PERIOD OF THIRTY-SIX (36) MONTHS. | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | |
| ZWAMADAKA BUILDING ENTRANCE | | | | | |
| 157 SCHOEMAN STREET | | | | | |
| PRETORIA | | | | | |
| 0002 | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | Winnie Dolamo | | CONTACT PERSON | Liza Zondo | |
| TELEPHONE NUMBER | 012 336 8974 | | TELEPHONE NUMBER | 012 336 6634 | |
| FACSIMILE NUMBER | N/A | | FACSIMILE NUMBER | N/A | |
| E-MAIL ADDRESS | dolamow@dws.gov.za | | E-MAIL ADDRESS | zondol@dws.gov.za | |
| SUPPLIER INFORMATION | | | | | |
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | OR | CENTRAL SUPPLIER DATABASE No: | MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | | | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3] |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | | | |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| DOES THE ENTITY HAVE PERMANENT ESTABLISHMENT IN THE RSA? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW. | | | | | |

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

OFFER TO BE VALID FOR 180 DAYS FROM THE CLOSING DATE OF BID

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number...**W11502**
Closing Time: 11:00 Closing date:....15 April 2025.....

OFFER TO BE VALID FOR **180** DAYS FROM THE CLOSING DATE OF BID.

NATIONAL OFFICE

| ITEM NO | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED) |
|--------------------|----------|-----------------------------|---|
| 1 | 1 TON | Shredded office paper | R |
| 2 | 1 TON | Old newspaper | R |
| 3 | 1 TON | Card boxes | R |
| 4 | 1 TON | Records due for destruction | R |
| Total price | | | R |

EASTERN CAPE

| ITEM NO | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED) |
|--------------------|----------|-----------------------------|---|
| 1 | 1 TON | Shredded office paper | R |
| 2 | 1 TON | Old newspaper | R |
| 3 | 1 TON | Card boxes | R |
| 4 | 1 TON | Records due for destruction | R |
| Total price | | | R |

NORTHERN CAPE

| ITEM NO | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED) |
|--------------------|----------|-----------------------------|---|
| 1 | 1 TON | Shredded office paper | R |
| 2 | 1 TON | Old newspaper | R |
| 3 | 1 TON | Card boxes | R |
| 4 | 1 TON | Records due for destruction | R |
| Total price | | | R |

NATIONAL OFFICE

| ITEM NO | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED) |
|--------------------|----------|-----------------------------|---|
| 1 | 1 TON | Shredded office paper | R |
| 2 | 1 TON | Old newspaper | R |
| 3 | 1 TON | Card boxes | R |
| 4 | 1 TON | Records due for destruction | R |
| Total price | | | R |

WESTERN CAPE

| ITEM NO | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED) |
|--------------------|----------|-----------------------------|---|
| 1 | 1 TON | Shredded office paper | R |
| 2 | 1 TON | Old newspaper | R |
| 3 | 1 TON | Card boxes | R |
| 4 | 1 TON | Records due for destruction | R |
| Total price | | | R |

GAUTENG PROVINCE

| ITEM NO | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED) |
|--------------------|----------|-----------------------------|---|
| 1 | 1 TON | Shredded office paper | R |
| 2 | 1 TON | Old newspaper | R |
| 3 | 1 TON | Card boxes | R |
| 4 | 1 TON | Records due for destruction | R |
| Total price | | | R |

FREE STATE

| ITEM NO | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED) |
|--------------------|----------|-----------------------------|---|
| 1 | 1 TON | Shredded office paper | R |
| 2 | 1 TON | Old newspaper | R |
| 3 | 1 TON | Card boxes | R |
| 4 | 1 TON | Records due for destruction | R |
| Total price | | | R |

LIMPOPO

| ITEM NO | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED) |
|--------------------|----------|-----------------------------|---|
| 1 | 1 TON | Shredded office paper | R |
| 2 | 1 TON | Old newspaper | R |
| 3 | 1 TON | Card boxes | R |
| 4 | 1 TON | Records due for destruction | R |
| Total price | | | R |

NORTH WEST

| ITEM NO | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED) |
|--------------------|----------|-----------------------------|---|
| 1 | 1 TON | Shredded office paper | R |
| 2 | 1 TON | Old newspaper | R |
| 3 | 1 TON | Card boxes | R |
| 4 | 1 TON | Records due for destruction | R |
| Total price | | | R |

MPUMALANGA

| ITEM NO | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED) |
|--------------------|----------|-----------------------------|---|
| 1 | 1 TON | Shredded office paper | R |
| 2 | 1 TON | Old newspaper | R |
| 3 | 1 TON | Card boxes | R |
| 4 | 1 TON | Records due for destruction | R |
| Total price | | | R |

KWAZULU NATAL

| ITEM NO | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED) |
|--------------------|----------|-----------------------------|---|
| 1 | 1 TON | Shredded office paper | R |
| 2 | 1 TON | Old newspaper | R |
| 3 | 1 TON | Card boxes | R |
| 4 | 1 TON | Records due for destruction | R |
| Total price | | | R |

NB: The amount above is what the contractor will be reimbursing the Department for the collected wastepaper.

- Required by:
- At:
.....
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
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| | | |
| | | |

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

- 2.2.1 If so, furnish particulars:

.....

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

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

2.3.1 If so, furnish particulars:

| Name of company related to | CSD Registration number of the company related to |
|----------------------------|---|
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3 DECLARATION

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

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

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

to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature Date

.....
Position Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|--|--|
| Women | 5 | |
| People with disability | 5 | |
| Youth (35 and below) | 5 | |
| Location of enterprise (Province) | 2 | |
| B-BBEE status level contributors from level 1 to 2 which are QSE or EME | 3 | |
| Total points for SPECIFIC GOALS | 20 | |

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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

STANDARD EVALUATION CRITERIA IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

THE 80/20 POINTS AWARDED FOR PRICE AND SPECIFIC GOALS

The 80/20 Preferential Procurement System will be used in evaluating these bids:

| Evaluation element | Weighting (Points) |
|--------------------|--------------------|
| SPECIFIC GOALS | 20 |
| PRICE | 80 |
| Total | 100 |

Price

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

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

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

Preference point system

| SPECIFIC GOALS | NUMBER OF POINTS TO BE ALLOCATED |
|---|----------------------------------|
| Women | 5 |
| People with disability | 5 |
| Youth (35 and below) | 5 |
| Location of enterprise (Province) | 2 |
| B-BBEE status level contributors from level 1 to 2 which are QSE or EME | 3 |
| | |
| Total points for SPECIFIC GOALS | 20 |

Documents Requirement for verification of Points allocation: -

Procurement Requirement

Women

Disability

Youth

Location

B-BBEE status level contributors from level 1 to 2 which are QSE or EME

Required Proof Documents

Full CSD Report

Full CSD Report

Full CSD Report

Full CSD Report

Valid BBBEE certificate/sworn affidavit

Consolidated BEE certificate in cases of Joint

Venture

Full CSD Report

The definition and measurement of the goals above is as follows:

Women, disability, and youth:

This will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets this criterion. E.g., Company A has five shareholders each of whom own 20% of the company. Three of the five shareholders meet the criterion, i.e. they are women/disability/youth. Therefore, this bidder will obtain 60% of the points allowable for this goal.

Location of enterprise

Local equals province. Where a project cuts across more than one province, the bidder may be located in any of the relevant provinces to obtain the points.

B-BBEE status level contributors from level 1 to 2 which are QSE or EME

Measured in terms of normal BBBEE requirements.

Note: Formula for calculating points for specific goals

Preference points for entities are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed:

$$PC = \frac{Mpa \times P\text{-own}}{100}$$

Where

PC= Points awarded for specific goal

Mpa= The maximum number of points awarded for ownership in that specific category

P-own = The percentage of equity ownership by the enterprise or business

Annexure A

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT July 2010

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

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

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

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,

security

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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

**8. Inspections,
tests and
analyses**

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

cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

may have against the supplier under the contract.

- | | |
|---|---|
| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>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.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>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.</p> |
| 18. Contract amendments | <p>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.</p> |
| 19. Assignment | <p>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.</p> |
| 20. Subcontracts | <p>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.</p> |
| 21. Delays in the supplier's performance | <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> |

available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

| | |
|---------------------------------------|---|
| 25. Force Majeure | <p>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.</p> <p>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.</p> |
| 26. Termination for insolvency | <p>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.</p> |
| 27. Settlement of Disputes | <p>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.</p> <p>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.</p> <p>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.</p> <p>27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>27.5 Notwithstanding any reference to mediation and/or court proceedings herein,</p> <p>(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>(b) the purchaser shall pay the supplier any monies due the supplier.</p> |
| 28. Limitation of liability | <p>28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>(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</p> |

| | | |
|--|------|--|
| | | (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment. |
| 29. Governing language | 29.1 | The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English. |
| 30. Applicable law | 30.1 | The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC. |
| 31. Notices | 31.1 | Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice |
| | 31.2 | The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice. |
| 32. Taxes and duties | 32.1 | A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country. |
| | 32.2 | A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser. |
| | 32.3 | No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services. |
| 33. National Industrial Participation Programme (NIP) | 33.1 | The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation. |
| 34. Prohibition of Restrictive practices | 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.

RESOLUTION OF BOARD OF DIRECTORS FOR COMPANY /CLOSE CORPORATION/ PARTNERSHIP

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

_____ (legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

1. The Enterprise submits a Bid / Tender to the Department of Water and Sanitation in respect of the following project:

_____ (project description as per Bid / Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

2. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorized to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

| | Name | Capacity | Signature |
|----|------|----------|-----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
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| 7 | | | |
| 8 | | | |
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| 11 | | | |
| 12 | | | |
| 13 | | | |



Resolution of Board of Directors

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| 14 | | | |
| 15 | | | |
| 16 | | | |
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| 18 | | | |
| 19 | | | |
| 20 | | | |

The bidding enterprise hereby absolves the Department of Water and Sanitation from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by *all* the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively delegate a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed Delegation of Authority letter, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and Delegation of Authority letter are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP



RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Department of Water and Sanitation in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ *(Bid / Tender Number as per Bid / Tender Document)*

2. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ *(Position in the Enterprise)*

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _____

_____ *(code)*



Resolution of Board of Directors to enter into Consortia or Joint Ventures

Postal Address: _____

_____ (code)

Telephone number: _____

Fax number: _____

| | Name | Capacity | Signature |
|----|------|----------|-----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |

The bidding enterprise hereby absolves the Department of Water and Sanitation from any liability whatsoever that may arise as a result of this document being signed

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively delegate a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed Delegation of Authority letter, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and Delegation of Authority letter are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP



SPECIAL RESOLUTION OF CONSORTIA OR JOINTVENTURES

RESOLUTION of a meeting of the duly authorized representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____



Held at _____

_____ (pla

ce)on

_____ (dat

e)

RESOLVED that:

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Water and Sanitation in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid /Tender Document)

- B. *Mr/Mrs/Ms: _____ in _____ *his/her

Capacity as: _____ (Position in the

Enterprise)and who will sign as follows: _____

be, and is hereby, authorized to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

- C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

- D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

- E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint



Resolution of Board of Directors to enter into Consortia or Joint Ventures

Venture as mentioned under item D above.

- F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.
- G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

(code)Postal Address: _____

_____ (code)

Telephone number: _____

Fax number: _____

| | Name | Capacity | Signature |
|---|------|----------|-----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |



Resolution of Board of Directors to enter into Consortia or Joint Ventures

| | | | |
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| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |

The bidding enterprise hereby absolves the Department of Water and Sanitation from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorized Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of **RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES**
3. Should the number of the Duly Authorized Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. **RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES**, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this **SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES**



LETTER OF AUTHORITY FOR SOLE PROPRIETOR OR SOLE TRADER



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

**TERMS OF REFERENCE FOR COLLECTION AND DISPOSAL
OF WASTEPAPER FROM THE DEPARTMENT OF WATER
AND SANITATION OFFICES FOR A PERIOD OF THIRTY SIX
MONTHS (36)**

1. BACKGROUND

- 1.1 Government requires sound records management as a fundamental to have good governance and an effective and efficient administration. Records management forms a basis for policy formulation, managing resources and delivering resources to the public. It also provides a basis for accountability and protecting the rights of individuals. Accountability and transparency are only achievable when the public have access to information that decision makers utilise to inform their decisions *Section 141 and 195(1)(F) of the Constitution, 1996* makes provision for this to be effective.
- 1.2 All government bodies are required to manage their information resources in terms of the policy guidelines contained in the *National Archives and Records Service of South Africa Act (No. 43 of 1996)* NARSSA and related prescripts and regulations. Section 13 of the Act gives specific guidelines for the National Archivist to determine record keeping systems to use, disposal authorization of public records or the transfer of such records to archival storages and the conditions under which records may be reproduced and managed.
- 1.3 The Department of Water and Sanitation therefore requires the services of a service provider to collect and dispose records due for disposal and wastepaper in line with the requirements set out in the NARSSA (No. 43 of 1996), without compromising the integrity and reputation of the department.

2. CURRENT SITES/ OFFICES

| REGIONAL OFFICES/CLUSTER OFFICES AND CONSTRUCTION OFFICES | REGISTRY TYPE | PHYSICAL ADDRESS | COORDINATES |
|---|-----------------------------|--|--------------------------|
| HEAD OFFICE | Main/ personnel/ Finance | 185 Francis Baard Street Pretoria | -25.7510426, 28.1883290 |
| CONSTRUCTION OFFICES | | | |
| Potchefstroom | Main/ personnel/ finance | 114 Chris Hani Drive, Potchefstroom | |
| Standerton | Main/ personnel/ Finance | Ermelo Road, Grootdraai Dam Standerton, 2430 | |
| Tzaneen | Main/ personnel/ Finance | Voortrekker Road, Tzangeni Surburb, Tzaneen,0850 | |
| Jan Kempdorp | Main/ personnel/ Finance | 882 Van Rieck Avenue Jan Kempdorp, Northern Cape | |
| Paarl | Main registry/ Finance | 4-6 Alkmaar Street 7646 | 33.7112865,18.9745039,17 |

| REGIONAL OFFICES/CLUST ER OFFICES AND CONSTRUCTION OFFICES | REGISTRY TYPE | PHYSICAL ADDRESS | COORDINATE S |
|---|--|---|---------------------------------|
| PROVINCIAL OFFICES | | | |
| Northern Cape (KBY) | General | 28 Central Road, Beaconsfield, Kimberly | |
| Free State (BFN) | General | 1st Bloem Plaza, Burger Street, Bloemfontein | 29°07'03"S 26°13'23"E |
| Sub of Mpumalanga Office: Olifants Proto: CMA | General | 61 Lanham Bronkhorstspuit | |
| Mpumalanga | General | 35 corner Brown & Paul Kruger Street, Mbombela. 1200 | 25°28'18.46"S 30°58'37.09" |
| North-West Provincial Office (NW) | General, Finance and Personnel Registry | Unit 99 Megacity Shopping Complex | -25.83805, 2561163 |
| Gauteng Provincial Office (GP) | Main registry | 285 Bothongo Plaza East Francis Baard Pretoria. | 25.7492355875,28.1917392 848 |
| Western Cape (BVL) | Main Registry | 3 Sigma Building, Bellville, | |
| Eastern Cape (KWT) | Main Registry | 2 Hargreaves Ave, King Williams Town, | |
| Limpopo | Main Registry | 503 Azmo Place, Polokwane | |
| KwaZulu Natal (KZN) | Main Registry | Southern Life Building, 9th Floor, 88 Joe Slovo Street, Durban | |
| CLUSTER OFFICES | | | |
| Central Operations | Main/ personnel/ finance | 267 Lillian Ngoyi Str Pretoria | |
| Northern Operation | Main/ personnel/ finance | Old Rustenburg Road, Hartbeespoort Dam | |

| REGIONAL OFFICES/CLUSTER OFFICES AND CONSTRUCTION OFFICES | REGISTRY TYPE | PHYSICAL ADDRESS | COORDINATE S |
|--|-----------------------------|--|-------------------------|
| Southern Operations | Main/ personnel/ finance | 50 Heugh Road, Walmer Port Elizabeth | |
| Eastern Operations | Main/ personnel/ finance | R103 Midmar Dam Wall Howick | |

3. SCOPE OF WORK

3.1 The scope of work for the Service Provider will include:

- (a) Collection of wastepaper as and when required.
- (b) Provisioning of disposable bags for shredded paper.
- (c) Provisioning of manpower and transport to collect wastepaper.
- (d) Provision of cardboard boxes for disposable records.
- (e) Clearing and cleaning of site where paper is stored after loading the paper.
- (f) Re-imburse the DWS revenue derived from the disposal of wastepaper as per agreed and pre-determined rates.
- (g) Provide the Department with proof of payment (remittance advice) on a monthly basis indicating the weight, code and monetary value of the product
- (h) Dispose documents in terms of section 14(4) and (5) of the POPI Act

3.2 The scope of work for the DWS Satellite Offices and National Office will include:

- a) The Chief Registry Clerk/ Supervisor from each office will monitor the disposal process within their respective offices and report to the National Office.
- b) The records Management team at National Office will oversee the overall disposal process throughout the Department.
- c) The Records Management official at Provincial offices will schedule collection dates and time in consultation with the Service Provider and the other surrounding Satellite Offices. This will happen as and when required.
- d) The Regional Offices are expected to report on the tons of wastepaper disposed on a monthly basis.

4. PRICING MODEL

| TYPES OF PAPER | | |
|----------------|-----------------------------|---------------|
| ITEM | TYPES OF PAPER | PRICE PER TON |
| | Shredded Office Paper | R/ton |
| | Old Newspaper | R/ton |
| | Card Boxes | R/ton |
| | Records due for destruction | R/ton |
| TOTAL | | R |

Note to bidders: The amount above is what the contractor will be re-imbursing the department for the collected wastepaper.

- 4.1 All payments to the department will be made to one departmental account that shall be provided to the successful service provider.

5 ADDRESSES FOR COLLECTION AND BID BOX FOR SUBMISSION OF THE TENDER

| No | Offices | Adress for collection | Bid Box Address | Contact |
|---------------------------------------|---------------------------|---|--|---|
| National Office (Gauteng Province) | National Office | 185 Francis Baard Street Pretoria | 157 Francis Baard Street, Zwamadaka Building Pretoria 0001 | Ms Zondo L/ Ms. Mokhele M 012 336 6634/ 012 336 8284 |
| | Roodeplaat Office | Dan Access Road Off Kwa-Mhlanga Road Roodeplaat Dam Pretoria,0001 | | |
| | Pretoria West Office | 474 Carl Street Pretoria West. | | |
| | Bronkhorspruit | 61 Lanham Erasmus Bronkhorspruit 1020 | | |
| | Gauteng Provincial Office | 285 Bothongo Plaza East Francis Baard Str Pretoria | | |
| | Central Operations | 267 Lilian Ngoyi Street (Formally Van der Waldd Street) Praetor Forum Building, 1 st Floor Dept of Water and Sanitation Pretoria 0001 | | |
| | Vaal Dam/ Denneysville | 01 Mackenzie Street Denneysville 1932 | | |
| | Northern Operation | Department Of Water and Sanitation: Hartbeespoort Area Office: Old Rustenburg Road | | |

| No | Offices | Adress for collection | Bid Box Address | Contact |
|----|---------|---|-----------------|---------|
| | | (Between Damdoryn Crossing and Tal Malie Se Winkel) | | |

PROVINCIAL OFFICES

| No | Province | Office | Adress for collection | Bid Box Address | Contact |
|----|---------------|--------------------------------------|--|--|-------------------------------|
| 1 | Eastern Cape | King Williams Town Provincial Office | No 2 Hargreaves Avenue, Old SABC building King Williams Town | 2 Hargreaves Avenue, Old SABC building King Williams Town | Mr. Zenzile M / Ms. Ndobeni N |
| | | East London Office | Ocean Terrace Park 15 Coutts Street Quiney, East London 5201 | | |
| | | Cradock Office | No. 50 Spigg Street Cradock 5880 | | |
| | | Hydrology Office | Industrial Road Olea Street, Cradock | | |
| | | Southern Operation | 50 Heugh Road, Lion Roars Office Park, Walmer 6070 | | |
| 2 | Free State | Bloemfontein Provincial Office | 1 st Bloem Plaza, East Burger Street, Bloemfontein | 1 st Bloem Plaza, East Burger Street, Bloemfontein | Mr. R Claasen / Ms. M Maema |
| | | Gariep Dam Office | No.1 Dam Wall Gariep Dam | | |
| 3 | Kwazulu-Natal | KZN Provincial Office | Southern Life Building, 9 th Floor, 88 Joe Slovo Street, Durban | Southern Life Building, 9 th Floor, 88 Joe Slovo Street, Durban | Ms Cele M/ Mr. Sishi B |

| No | Province | Office | Address for collection | Bid Box Address | Contact |
|----|------------|------------------------------|---|-------------------------------|--------------------------------|
| | | Dundee Office | 26 Beaconsfield Street Dundee | | |
| | | Eastern Operations | R103 Prospect Road Midmar Dam Howick 3290 | | |
| 4 | Limpopo | Limpopo Provincial Office. | 503 Azmo Place, Polokwane | 503 Azmo Place, Polokwane | Ms Maboela I/ Lekganyane E |
| | | Capricorn District | No. 100 Library Garden, Corner Grobler/Hans Van Rensburg Str. Polokwane, 0700 | | |
| | | Sekhukhune District | Lebowakgomo Government Complex, Lebowakgomo | | |
| | | Waterberg District/ Mokopane | 38-44 Hooqe Street Mokopane | | |
| | | Mopani District | Mopani Government Complex Giyani | | |
| | | Vhembe District Office | Old SABC Building ERF 17 Thohoyandou, 0950 | | |
| | | Tzaneen Construction Office | Voortrekker Road, Tzangeni Suburb, Tzaneen, 0850 | | |
| | | | | | |
| 5 | Mpumalanga | Nelspruit Provincial Office | 35 Corner Brown & Paul Kruger Street, Mbombela, 1200 | 35 Corner Brown & Paul Kruger | Mr. Vilane Z/ Mr. Senyolo M |

| No | Province | Office | Adress for collection | Bid Box Address | Contact |
|----|------------------|--------------------------------------|---|--|---|
| | | | | Street, Mbombela, 1200 | |
| | | Lydenburg Office Office | Rossow Street Lydenburg Mashishing 1120 | | |
| | | Witklip Dam | R537 White River Sabie White River Nelspruit | | |
| | | Jericho/ Usutu River | Jericho Dam Amsterdam 2375 | | |
| | | Standerton Construction Office | Ermelo Road, Grootdraai Dam, Standerton 2430 | | |
| 6 | Northern Cape | Northern Cape Province | 28 Central Road, Beaconfield, Kimberly | 28 Central Road, Beaconfield, Kimberly | Ms. Booysen E/ Mr L More/ Mr J Moletsane |
| | | Vanderkloof | 504 Protea Street Vanderkloof 8775 | | |
| | | Jan Kemp Dorp Construction Office | 882 Van Rieck Avenue, Jan Kemp Dorp | | |
| 7 | North-West | North-West Provincial Office | Unit 99 Megacity Shopping Complex | Unit 99 Megacity Shopping Complex | Mr. Mazinyo E/ Mr. Tshehlane T |
| | | Potchefstroom Construction Office | 114 Chris Hani Drive, Potchefstroom | | |
| 8 | Western Cape | Western Cape Provincial Office | 3 Sigma Building, Belville | 3 Sigma Building, Belville | Ms. Swart F/ Ms. Peter L/Ms Mvandaba W |
| | | Worcester Hydrology Office | Corner Smith and Church Street Tata Building | | |

| No | Province | Office | Adress for collection | Bid Box Address | Contact |
|----|----------|------------------------------|--|-----------------|---------|
| | | | Worcester | | |
| | | George Hydrology Office | Lower York Street (Behind Checkers) George | | |
| | | Clanwilliam Proto CMA Office | 6 Voortrekker Street Clanwilliam | | |
| | | Worcester Drilling office | Corner Field and Smit Street Worcester | | |
| | | Paarl Construction Office | 4/6 Alkmaar Street Paarl 7646 | | |

6 ADMINISTRATIVE COMPLIANCE

6.1 Bidders are required to comply with the following listed below:

| No | Criteria | Yes | No |
|----|---|-----|----|
| 1 | Companies must be registered with the National Treasury's Central Supplier Database. Provide proof of print out from CSD. | | |
| 2 | Tax compliant with SARS (to be verified through CSD and SARS). | | |
| 3 | Complete, sign, submit SBD 1, SBD 3.1, SBD 4 and SBD 6.1 | | |
| 4 | Active registration with Company Intellectual Property Commission (to be verified through CSD and CIPS) Attach copy of CIPC/CIPRO Certificate | | |
| 5 | The service provider (and in the case of a consortium or joint venture – at least one member of such consortium or joint venture) should submit a notary agreement between the parties must clearly identify the lead partner (if applicable) | | |
| 6 | CERTIFICATE OF AUTHORITY FOR SIGNATORY (bidders to complete the relevant form) | | |
| 7 | Copy of an Identity document of the authorised individual to represent the Service Provider as per the CERTIFICATE OF AUTHORITY FOR SIGNATORY form | | |

6. EVALUATION CRITERIA

- 6.1 The DWS will evaluate all proposals in terms of the Preferential Procurement Regulations (PPR) 2022. A copy of the PPR 2022 can be downloaded from www.treasury.gov.za. In accordance with the PPR 2022, submissions will be adjudicated on 80/20 points system and the evaluation criteria. Proposals received will be evaluated on four (4) phases namely:

Phase 1 – Mandatory Evaluation,

Phase 2 - Functionality/Technical Evaluation, and

Phase 3 – Site Inspection

Phase 4 - Price and Specific goals.

PHASE 1: MANDATORY COMPLIANCE

| No. | Name of the document that must be submitted | Requirements |
|-----|---|--|
| 1 | Waste Management licence. The license should be in the company name that submits the bid | Attach copy of licence as proof |
| 2 | Proof of pick-up vehicles with canopy for collection of paper or leasing agreement of the vehicles to be used | Attach Vehicle registration documents in either company name or owners name or the lease agreement with all vehicle records to be leased |
| 3 | Compliance with the Compensation for Occupational Injuries and Diseases (COID) Act No. 130 of 1993. | Attach a copy of a valid Letter of Good Standing not older than 6 months, with Compensation Commissioner in terms of the Compensation for Occupational Injuries and Diseases (COID) Act No. 130 of 1993. |

NB: The PSP must:

- Clearly indicate in the proposal, it's personnel structure and available capacity within a specific geographic area or province they are bidding for.
- Indicate on the table below which province they are bidding for.
- Supply proof of company address OR lease agreement to verify area of operation. e.g. proof of company address or rates and taxes statement or lease agreement for each province of preference.

NB: Bidders must be able to indicate which province/s they are tendering for and submit the proposal per area they are bidding for.

| PROVINCE | INDICATE WITH A YES OR NO WHICH PREFFERED PROVINCE/S YOU ARE TENDERING FOR: |
|-----------------|--|
| | YES/NO |
| National Office | |
| Eastern Cape | |
| Northern Cape | |
| Western Cape | |
| Gauteng | |
| Free State | |
| Limpopo | |
| North West | |
| Mpumalanga | |
| KwaZulu Natal | |

PHASE 2 - FUNCTIONALITY/TECHNICAL EVALUATION

The weight that will be allocated to each functionality criteria is as follows (unless otherwise stated):

1 = non-compliant or poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent.

The evaluators are to score the bidder on a scale of 1 to 5 and use the scored value to determine the achieved weight of the criterion.

N.B: Bidders who were required to provide proof or evidence and does not provide such will be deemed to be non-compliant.

NB: Only bidders who obtain at least 65% under technical evaluation will be considered for further evaluation.

| FUNCTIONALITY | CRITERIA | | WEIGHT |
|---|---|---|-----------|
| Company Past Experience | Previous company experience in relation to the collection and disposal wastepaper from public or private institutions supported by relevant contactable reference letters as proof of number of completed projects. | | 30 |
| | 0-1-year experience with one and below reference letter | 1 | |
| | More than 1-3 years' experience with more than 2 reference letters | 2 | |
| | More than 3-4 years' experience with more than 2 reference letters | 3 | |
| | More than 4-5 years' experience with more than 2 reference letters | 4 | |
| | More than 6 years and above with more than 2 reference letters | 5 | |
| Infrastructural Resources and Capacity | a) Proof of vehicles ownership either in the owner's name or company name/ OR signed letter of intent to lease the vehicles where there have no ownership/ OR the Lease agreement. b) Evidence of presences in all provinces where the company is situated. Provide one of the following documents: Proof of bidding company address OR Rates and taxes statement OR lease agreement of the operating area. | | 35 |
| | Provided none of the required (a and b) above listed requirements | 1 | |
| | Provided both the required (a and b) above listed requirements | 5 | |
| Methodology and Project Plan | Bidder must describe the waste management method used for the collection, storage, and disposal of waste. The methodology must include how the waste is transported, stored, and disposed of. 1. Detailed Methodology a. Project plan/timeline. | | 35 |

| FUNCTIONALITY | CRITERIA | | WEIGHT |
|---------------|---|---|--------|
| | b. Description of collection process. | | |
| | c. Description of transportation process. | | |
| | d. Description of disposal process; | | |
| | e. Description of storage and facility; | | |
| | Methodology covers only 1 of the items listed above marked a-e | 1 | |
| | Methodology covers any 2 of the items listed above marked as a-e | 2 | |
| | Methodology covers 3 of the items (a,b, and c) listed above marked as a-e | 3 | |
| | Methodology covers 4 of the items (a,b,c, and d) listed above marked as a-e | 4 | |
| | Detailed methodology that covers all of the above requirements listed a-e | 5 | |
| TOTAL | | | 100 |

PHASE 3 SITE INSPECTION

- o A site inspection will be conducted for prospective bidders prior awarding the tender to confirm if the bidder has necessary tools of trade to deliver the services.

| No | Site inspection will be conducted to verify if the prospective bidder has the following tools: | |
|--------------|---|------------|
| 1. | Dedicated recycling bin for collecting paper waste; | 20 |
| 2. | Appropriate secured storage facilities; | 10 |
| 3. | A large paper shredder for destroying/ destruction of confidential documents; | 20 |
| 4. | Baling machine to compact large volumes of paper for efficient storage; | 20 |
| 5. | Enclosed vehicles for transportation to recycling facilities; | 20 |
| 6. | Sorting tray to separate different types of paper, hand-held cutters for smaller shredding tasks and scale to weigh the size of the load. | 10 |
| TOTAL | | 100 |

Bidders who do not score a total of 100 will be disqualified and not be considered for further evaluation.

PHASE 4: PRICE AND SPECIFIC GOALS

The 80/20 Preferential Procurement System will be used in evaluating these bids:

| Evaluation element | Weighting (Points) |
|--------------------|--------------------|
| SPECIFIC GOALS | 20 |
| PRICE | 80 |
| Total | 100 |

Price

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

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

Where:

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\max} = Comparative price of **highest** acceptable bid

Preference point system

| SPECIFIC GOALS | NUMBER OF POINTS TO BE ALLOCATED |
|---|----------------------------------|
| Women | 5 |
| People with disability | 5 |
| Youth (35 and below) | 5 |
| Location of enterprise | 2 |
| B-BBEE status level contributors from level 1 to 2 which are QSE or EME | 3 |
| | |
| Total points for SPECIFIC GOALS | 20 |

Documents Requirement for verification of Points allocation: -

| Procurement Requirement | Required Proof Documents |
|---|---|
| Women | Full CSD Report |
| Disability | Full CSD Report |
| Youth | Full CSD Report |
| Location | Full CSD Report |
| B-BBEE status level contributors from level 1 to 2 which are QSE or EME | Valid BBBEE certificate/sworn affidavit. Consolidated BEE certificate in cases of Joint Venture Full CSD Report |

The definition and measurement of the goals above is as follows:

Women, disability, and youth:

This will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets this criterion. E.g., Company A has five shareholders each of whom own 20% of the company. Three of the five shareholders meet the criterion, i.e. they are women/disability/youth. Therefore, this bidder will obtain 60% of the points allowable for this goal.

Location of enterprise

Local equals province. Where a project cuts across more than one province, the bidder may be located in any of the relevant provinces to obtain the points.

B-BBEE status level contributors from level 1 to 2 which are QSE or EME

Measured in terms of normal BBBEE requirements.

Note: Formula for calculating points for specific goals

Preference points for entities are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed:

$$PC = Mpa \times \frac{P\text{-own}}{100}$$

100

Where

PC= Points awarded for specific goal

Mpa= The maximum number of points awarded for ownership in that specific category

P-own = The percentage of equity ownership by the enterprise or business

Other Conditions

- Bidders are kindly requested to submit **one (1) tender original**.
- In the case of collaboration among different PSPs, a suitably worded letter shall accompany the proposal from each participating firm, confirming their participation in the Association or Joint Venture, signed by a Principal of each participating firm.
- Pre-screening of the winning bidder will be done through Security Services
- Issuing of disposal certificate after destruction of identified records (Un-shredded documents)

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