

SASSA: 10-26-CS-WC**INVITATION COVER**

SASSA: 10-26-CS-WC: Terms of Reference for the appointment of up to Three (3) Service Providers to Provide General Building Maintenance and Repair Services across Three (3) SASSA Western Cape District Clusters on an As-and-when required basis for a period of Thirty-Six (36) months.

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

South African Social Security Agency: Western Cape Region
11 Adderley Street
5th Floor
Cape Town 8000

PUBLICATION DATE: 06 October 2026

CLOSING DATE: 27 October 2026

CLOSING TIME: 11H00

BRIEFING DATES: 13 October 2026

BRIEFING VENUE: A NON-COMPULSORY BRIEFING SESSION WILL BE HELD VIRTUALLY THROUGH MICROSOFT TEAMS. INTERESTED BIDDERS MUST SEND THEIR EMAIL ADDRESS TO THE SUPPLY CHAIN REPRESENTATIVE FOR THE LINK (WCBids@sassa.gov.za).

TIME: 10H00

TECHNICAL ENQUIRIES: Vuyolwethu Mqoqi
EMAIL ADDRESS: 021 469 0245

SUPPLY CHAIN MANAGEMENT ENQUIRIES CAN BE DIRECTED TO:

CONTACT PERSON: Nandipha Mlonyeni
CONTACT NUMBER: 021 469 0401
EMAIL ADDRESS: WCBids@sassa.gov.za

Stamp Out Social Grants Fraud and Corruption
Call 0800 60 10 11/ 0800 701 701



*[paying the right social grant, to the right person,
at the right time and place. N/A LO!]*

South African Social Security Agency
Northern Cape Region

SASSA REGIONAL OFFICE • 33 Du Toitspan Road
Cnr Du Toit Span Road & Phakamile Mabija
Permanent Perm Building
Kimberley 8301

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SASSA: 10-26-CS-WC	CLOSING DATE:	27 October 2026	CLOSING TIME:	11h00
DESCRIPTION	TERMS OF REFERENCE FOR THE APPOINTMENT OF UP TO THREE (3) SERVICE PROVIDERS TO PROVIDE GENERAL BUILDING MAINTENANCE AND REPAIR SERVICES ACROSS THREE (3) SASSA WESTERN CAPE DISTRICT CLUSTERS ON AN AS-AND-WHEN-REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
South African Social Security Agency: Western Cape Region					
5 th Floor					
11 Adderley Street					
Cape Town 8000					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Nandipha Mlonyeni		CONTACT PERSON	Vuyolwethu Mqoqi	
TELEPHONE NUMBER	021 469 0401		TELEPHONE NUMBER	Not Applicable	
FACSIMILE NUMBER	Not Applicable		FACSIMILE NUMBER	Not Applicable	
E-MAIL ADDRESS	WCBids@sassa.gov.za		E-MAIL ADDRESS	WCBids@sassa.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ 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, 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 PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

SBD 3.1

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:
Closing Time: Closing Date:

OFFER TO BE VALID FOR **90 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO:	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (All Applicable Taxes included)
1.			

- 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 this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of institution	State

- 2.2 Do you, or any person connected with the bidder, have a relationship

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.

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**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10	
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	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:

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

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	20		
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	18		
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	16		
B-BBEE Status Level 1 - 2 contributor	7	14		
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	12		
B-BBEE Status Level 3 - 4 contributor	4	8		
B-BBEE Status Level 5 - 8 contributor	2	4		
Others (Non-Compliant)	0	0		
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.				

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

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:

.....

.....

.....



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

Terms of Reference for the Appointment of up to Three (3) Service Providers to Provide General Building Maintenance and Repair Services Across Three (3) SASSA Western Cape District Clusters on an As-and-When-Required Basis for a Period of Thirty-Six (36) Months



1. BACKGROUND

- 1.1. SASSA was established in terms of the South African Social Security Agency Act, 2004 (Act no. 9 of 2004) to administer social security grants in terms of the Social Assistance Act, 2004 (Act no. 13 of 2004).
- 1.2. SASSA Western Cape Region is currently structured as follows:
 - 1.2.1. Regional Office,
 - 1.2.2. District Offices,
 - 1.2.3. Local Offices,
 - 1.2.4. Service Offices, and
 - 1.2.5. Record Management Centre.
- 1.3. According to Section 8 (1) of the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993), as amended, the Agency is required to provide, as far as reasonably practicable, with a working environment that is safe and without risk to the health of its employees.
- 1.4. SASSA intends to appoint up to three (3) service providers to provide maintenance services across the Western Cape Region as and when required.

2. LEGAL FRAMEWORK

- 2.1. The successful bidders will be expected to comply with, but not be limited to, the following prescripts when executing the work:
 - 2.1.1. Government Immovable Asset Management Act (GIAMA), No.19 of 2007



- 2.1.2. Occupational Health and Safety Act of 1993 (OHSA) and Regulations
- 2.1.3. Construction Industry Development Board Act (CIDB)
- 2.1.4. Municipal By-laws and any special requirements of the Local Authority
- 2.1.5. The Codes of Practice of South African National Standards (S.A.N.S). 10400 of 1990 for the application of the national building regulations, S.A.N.S. 0105.
- 2.1.6 SANS 10142-1: 2003 (all as amended)
- 2.1.7 Standard Wiring Regulations, S.A.N.S. 0142
- 2.1.8 Public Finance Management Act (PFMA), No 1 of 1999
- 2.1.9 SASSA Infrastructure Management Plan (2019-2029)

3. SCOPE OF WORKS

- 3.1 The scope of works is for the maintenance and repairs of SASSA offices in the Western Cape Region on an “as-and-when-required-basis” for a period of thirty-six (36) months.
- 3.2 The services will be rendered in the following five (05) SASSA districts in the Western Cape Region, which will be structured in the following three (3) clusters (**Annexure A: List of Offices**)
 - 3.2.1 Metro 1 District and Metro 2 District
 - 3.2.2 Boland Overberg District & West Coast District
 - 3.2.3. Eden Karoo District
- 3.3 The scope will comprise the following, but is not limited to:
 - 3.3.1 General Building Works
 - 3.3.2 Plumbing Works
 - 3.3.3 Electrical Works
 - 3.3.4 Minor Mechanical Works



3.3.5 Emergency Maintenance and Planned Maintenance

- 3.4 The specifications and work items contained in **Annexure B** represent typical maintenance and repair requirements anticipated under this contract but are not limited to. SASSA may instruct the Service Provider to perform additional related maintenance work of a similar nature that is reasonably required to maintain its facilities in safe, functional, and compliant condition.

4 CONTRACT DURATION

The expected duration of the contract is thirty-six (36) months from the date of contract signing.

5 EVALUATION CRITERIA

All proposals will be evaluated in terms of the criteria stipulated in the bid document. The evaluation process will be carried out in two stages as follows:

Stage One	Phase One-Mandatory Requirements
	Phase Two- Administrative Compliance
Stage Two	Phase One- Price and Specific Goals

5.1. Stage One:

5.1.1. Phase One – Mandatory Requirements



Mandatory Requirements	
The Construction Industry Development Board (CIDB) Three (3) GB or Higher, with a Registration CIDB Printout.	
Valid certified copy of the Compensation for Occupational Injuries and Diseases Act (COIDA) not older than six (6) months	
Electrical Competency Assurance: The bidder must submit an originally certified copy of a valid Department of Labour Electrical Contractor Certificate (Registered Wireman's/Installation Electrician License) for an in-house team member, not older than six (6) months.	
Completed and signed the Pricing Schedule, (Annexure B).	
NB: Failure to quote for all listed items will result in disqualification.	

5.1.2. Phase Two- Administrative Compliance

Administrative Requirement (Returnable Documents)
Completed and signed SBD 1 (Invitation to bid) CSD No and Tax PIN to be inserted
Completed SBD 3.1 (Pricing Schedule – Firm prices)
Completed and signed SBD 4 (Declaration of Interest)
Completed and signed SBD 6.1 (Preference points claim form i.t.o. the preferential procurement regulations 2022)
B-BBEE Certificate or Affidavit (EME or QSE)



Administrative Requirement (Returnable Documents)

Bidders to complete, sign and initial:

Annexure "A" (List of Offices)

Annexure "C" (Terms of Reference)

5.2 Stage Two: Phase One- Price and Specific Goals

- This bid will be evaluated in terms of 80/20 preference point system.

Price and specific goals	100
Price	80
Specific Goals	20

80 points will be for price, and the 20 points will be for specific goals

Specific Goals

Preference points will be awarded to a bidder for attaining the specific goals in accordance with the table below:

Specific Goals	Number of points (80/20)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18



Specific Goals	Number of points (80/20)
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16
B-BBEE Status Level 1 - 2 contributor	14
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12
B-BBEE Status Level 3 - 4 contributor	8
B-BBEE Status Level 5 - 8 contributor	4
Others (non-compliant)	0
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.	

Together with the bid, the bidder must submit a valid BBBEE Verification Certificate from a verification agency accredited by the SANAS, or a valid original affidavit signed by the EME or QSE representative and attested by a Commissioner of Oath, or a barcoded certificate. Failure to submit will be interpreted to mean that preference points for specific goals contribution are not claimed. The BBBEE verification certificate and the affidavit must have been issued within the last 12 months.



6 CONDITIONS OF THE BID

- 6.1 The Service Providers shall provide the necessary documentation as requested during the contract period. (For example, identity documents, work permit or passport of employees).
- 6.2 The Service Provider shall ensure that all staff working under this contract are fit and pose no health and security risk to any SASSA employees.
- 6.3 The Service Provider shall comply with all SASSA policies, procedures and regulations.
- 6.4 The Service Provider shall be subject to positive Security screening results by the State Security Agency.
- 6.5 The Service Provider shall submit an OHS Policy, Risk Assessment, Appointment Letters, Safety Plan and Proof of a trained safety representative where applicable.
- 6.6 Sign a confidentiality agreement regarding the protection of South African Social Security Agency (SASSA) information that is not in the public domain.
- 6.7 A detailed Service Agreement (SA) will be concluded with the successful service providers and shall form part of the contract. The SA will prescribe response times, turnaround times, performance standards, reporting requirements, escalation procedures, and penalties for non-performance.
- 6.8 The pricing for the first 12 months is fixed. For the remaining 24 months of the contract, the following will apply: Price increases will be limited to the Consumer Price Index (CPI) as issued by Statistics South Africa, prior to approval by SASSA.
- 6.9 The Agency reserves the right not to accept the lowest quotation.
- 6.10 The Agency reserves the right to return late quotation submissions unopened.
- 6.11 The Agency reserves the right to cancel or not to award the contract to any service provider.
- 6.12 The price must be all-inclusive of all variable costs, including any other related Costs.
- 6.13 Bidders should indicate with a tick or cross in their bid documents as to which cluster/s they are bidding for, noting that a bidder can bid for more than one cluster:



Cluster	Tick or Cross
Metro 1 District and Metro 2 District	
Boland Overberg and West Coast	
Eden Karoo District	

7. SERVICE PROVIDER/S RESPONSIBILITIES

The service provider/s will be expected to:

- 7.1 Ensure that all work is performed, and all equipment used on site is in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993).
- 7.2 Be available 24 hours a day, 7 days a week for emergencies.
- 7.3 Deliver against the Purchase Order issued.
- 7.4 Be responsible for their own transportation costs.
- 7.5 Provide and execute everything necessary for the work to be completed in accordance with industry standards, OHS Act, and any other relevant regulations.
- 7.6 Appoint a qualified team inclusive of artisans, electricians with relevant certificates, registered plumbers, and competent supervisors. Proof of trade certificates may be required.
- 7.7 Not using equipment or chemicals that may damage fittings, vehicle body painting, and persons or any other contents in offices.
- 7.8 Provide diagnostic reports for any other repairs, maintenance, replacement, and installation costs not included in the above-mentioned.
- 7.9 Submit all relevant and required documents, including the safety file, at their own cost.
- 7.10 Submit monthly reports containing: the number of callouts attended and the number of outstanding works.



- 7.11 Include a guarantee of no less than 12 months on the workmanship and no further or additional cost implications to SASSA. Only good quality parts and materials that conform to SABS (SANS 0001) requirements must be used in the execution of the work.
- 7.12 Comply with the minimum response times: Emergency Maintenance - within 2 hours; Urgent Maintenance - within 24 hours; Routine Maintenance - within 3 working days; and Planned Maintenance - as agreed between SASSA and the Service Provider in the applicable task order.
- 7.13 Provide SASSA with a Certificate of Compliance (COC) after execution of electrical work and plumbing, when necessary.

8 SASSA RESPONSIBILITIES.

SASSA will:

- 8.1 Provide the service provider/s with signed specifications when requesting quotations.
- 8.2 Reserves the right to inspect material before installation and may refuse usage of the material should it be found not to comply with requirements.
- 8.3 Utilize other service provider/s in a case where the service provider/s are not available.
- 8.4 Request compulsory site inspection before quotation submission for complex work.
- 8.5 Reserve the right to terminate the service providers purchase order if there is clear evidence of non/poor performance and/or deviations from the agreed scope of work.
- 8.6 Make payment within 30 days upon receipt of a valid tax invoice.
- 8.7 Process payments in accordance with deliverables accomplished as per the contract after inspection and validation. Proof of completion of the relevant deliverables shall be in the form of documentation stating completion of the relevant deliverables as signed off by both parties.
- 8.8 Not entertain any payment claims from any party other than the contracted service providers. SASSA will only entertain progress payments for planned projects such as renovations, extensions, upgrades, and new installations.



9 BRIEFING SESSION

- 9.1 A non-compulsory briefing session will be held virtually through Microsoft Teams, after seven (7) working days of the advert.
- 9.2 Interested bidders must send their email address to the supply chain representative for the link (WCBIDS@sassa.gov.za).

10 SUBMISSION OF BIDS

- 10.1 Bidders must submit their bids on the stipulated closing date, place and time. The bid box will be open from Monday to Friday (excluding public holidays), between 07h30 and 16h00.

- 10.2 Address where bids must be submitted:

**South African Social Security Agency
Western Cape Region
5th Floor
11 Adderley Street
Cape Town
8000**

Bidder's Name:	
Bidder's Signature:	



ANNEXURE A: LIST OF OFFICE ADDRESSES

No.	Name of Office	Address
METRO 1		
1	Athlone Local Office	Melofin Building, c/o Birfwood Str. & Klipfontein Rd, Athlone
2	Khayelitsha LO	Kuyasa Library, Walter Sisulu Road, Khayelitsha
3	Wynberg LO	185, Cnr of Wilson & Main roads, Wynberg
4	Bellville LO	Fintrust Building, C/o Mazzur & Petrusa Streets, Bellville
METRO 2		
5	SASSA Regional Office	5th floor, No. 11 Adderley, Adderley Street
6	Gugulethu Local Office	C/o Bishops Court & Fezeka Streets
7	Mitchell Plain LO	45 Alpha Street, Westpoort Park, Mitchells Plain
8	Eerste River LO	42 on Main Eerste River
9	Cape Town LO	Matador Building, C/o Long & Strand Streets, Cape Town
10	New RMC	
11	Beautiful Gate Service Office	73 Stock Road, Lower Crossroads, Philippi East
WEST COAST		
12	Atlantis Thusong Centre	1 Nottingham Road, Sherwood Park, Atlantis
13	Illingeletu Thusong Centre	Illingeletu Thusong Service Centre, Malmesbury
14	Vredenburg Local Office	11 Bree Street, Vredenburg
15	Vredendal Local Office	Voortrekker St, BMW Bldg, Vredendal
EDEN/KAROO		
16	Beaufort West Local Office	No. 10, Garcia street, Beaufort West
17	George Local Office	42 Courtenay St, Bodorp, George
18	Mosselbay Thusong Centre	08 Adriaans Avenue, Asla Park, MOSSEL BAY
19	Kannaland Thusong Centre	Van Riebeeck St, Ladismith
20	Prince Albert Thusong	1 Adderley Street, PRINCE ALBERT
21	Bongolethu Thusong Centre	12th Ave, Bongolethu, Oudtshoorn
22	Riversdale - Orange Heide	Van der Berg Street, Riversdale
23	Kwanokuthula Service Office	Xhithula St, Kwanokuthula, Plettenberg Bay
24	Thembalethu Thusong Centre	7053 Jeriko St, Thembalethu, George
BOLAND / OVERBERG		
25	Worcester Local Office	70-72 Durban Road, Worcester
26	Paarl Local Office	C/O Van der Stel & Broadway Street
27	Caledon Local Office	Cemetery Rd, Caledon
28	Robertson Thusong Centre	Wesley and Paddie Street, LangebergThusong Centre
29	Grabouw Thusong Centre	290 Ou Kaapse Way, Pineview, Grabouw
30	Witzenberg Thusong Centre	Panorama St, Bella Vista, Ceres
31	Bredasdorp Thusong Centre	C/o Long, Park and Ou Meule Street, Bredasdorp



ANNEXURE B - PRICING SCHEDULE

Appointment of up to Three (3) Service Providers to Provide General Building Maintenance and Repair Services Across Three (3) SASSA Western Cape District Clusters on an As-and-When-Required Basis for a Period of Thirty-Six (36) Months

BIDDER DETAILS

Bidder Name

CSD Number

**Registration
Number**

Contact Person

**Telephone
Number**

Email Address

The bidder is requested to indicate, by selecting "Yes" or "No", the cluster(s) for which they are submitting a bid.

Cluster	Yes or No
Cluster 1: Metro 1 District and Metro 2 District	
Cluster 2: Boland Overberg and West Coast	
Cluster 3: Eden Karoo District	

PRICING INSTRUCTIONS

- All amounts must be quoted in South African Rand (ZAR) and exclude VAT.
- Each listed item has a nominal quantity of one (1) for pricing and evaluation purposes only. The total column must reflect the bidder's total price for that line item, based on the stated unit of measure and work description.
- Quoted totals must include all labour, supervision, materials, plant, transport, tools, equipment, testing waste removal, making good, overheads, profit, PPE, insurance and statutory costs necessary to complete the described work, unless a task order states otherwise.
- Product descriptions are performance-based and brand-neutral. Materials and components must be new, fit for purpose and compatible with existing installations. Where existing material and components cannot be matched, the bidder must submit suitable samples or technical information for approval before installation.
- "Item" means a complete defined task; "No." means an individual unit or component.
- Prices remain fixed for the first twelve (12) months.
- Any escalation for Years 2 and 3, must be CPI based and only apply from the start of the relevant contract year and remain subject to SASSA's approval.
- Failure to quote for all listed items will result in disqualification.

SECTION 1: GENERAL BUILDING & STRUCTURAL WORKS

No.	Description of Works	item	Qty	Total (Excl. VAT)
1.1	Aluminum Openings & Shopfronts (New)			
1.1.1	Supply and install standard aluminum window frames including clear 4mm float glass, complete.	m ²	1	

No.	Description of Works	item	Qty	Total (Excl. VAT)
1.1.2	Supply and install commercial-grade aluminum single entrance door, including 6.38mm laminated safety glass, commercial lockset, and overhead closer, complete.	No.	1	
1.2	Aluminum Servicing & Repairs			
1.2.1	Inspect, service, adjust, and realign existing aluminum doors/shopfronts (including replacement of standard rollers, guides, and perimeter silicone sealants).	No.	1	
1.2.2	Replace broken or damaged floor springs/pivots (e.g., Dorma or equivalent high-traffic variant).	No.	1	
1.3	Hack off loose/defective plaster, prepare substrate, patch or replaster to match existing line/level/texture up to 20mm thick, ready for paint.	m ²	1	
1.4	Repair concrete ramps/floors up to 50mm deep, using high-strength epoxy/cementitious patch repair compound, including non-slip finish/trowelling.	m ²	1	
1.5	Lift, prepare area, and reinstall/replace standard interlocking or bevelled 80mm concrete block paving on a 20mm clean sand bed, compacted.	m ²	1	
1.6	Resilient & Soft Floor Coverings			
1.6.1	Supply and install heavy-commercial grade carpet tiles (500 x 500mm), including floor prep and acrylic adhesive.	m ²	1	

No.	Description of Works	item	Qty	Total (Excl. VAT)
1.6.2	Supply and install 2mm flexible homogeneous vinyl sheet flooring, including welded joints and floor leveling compound.	m ²	1	
1.7	Supply and install ceramic/porcelain floor tiles (PC sum material value of R250/m² baseline) including adhesive, waterproof grout, and clean-up.	m ²	1	
1.8	Supply and install ceramic wall tiles (PC sum material value of R200/m² baseline) including trim and silicone tracking to sanitary fittings.	m ²	1	
1.9	Prepare and apply cementitious floor screed up to 30mm thickness, finished smooth to receive final floor coverings.	m ²	1	
1.10	Supply and install standard 75mm hardwood/meranti skirting boards, including mitres, fixing, and sealing.	m	1	
1.11	Doors and Openings (Timber)			
1.11.1	Supply, fit, and hang standard semi-solid internal flush door (813 x 2032mm) into existing steel frame, excluding ironmongery.	No.	1	
1.11.2	Supply, fit, and hang solid-core external Meranti door (813 x 2032mm) including frame, weatherboard, and heavy-duty hinges.	No.	1	
1.12	Repair and ease existing binding/damaged timber doors, Office furniture including tightening hinges, planning edges, and refitting.	No.	1	
1.13	Ironmongery Replacements (Heavy Commercial)			

No.	Description of Works	item	Qty	Total (Excl. VAT)
1.13.1	Supply and fit high-quality 3-lever lockset with SABS-approved handles.	No.	1	
1.13.2	Supply and fit Euro-profile double cylinder lockset (including 3 keys).	No.	1	
1.13.3	Supply and fit heavy-duty overhead hydraulic door closer (adjustable).	No.	1	
1.14	Supply and install standard white melamine modular kitchen cupboards (under-counter unit base per linear meter), including high-pressure laminate tops.	m	1	
1.15	Office joinery maintenance (drawers, cabinet sliders, hinge replacements) - Charged at hourly rate plus materials at markup.	Hour	1	
1.16	Supply and install 6mm framed/polished safety glass mirror (600 x 450mm) with chrome heavy-duty wall anchors.	No.	1	
1.17	Supply and install commercial-grade fabric block-out roller blinds, including heavy-duty tracking mechanisms and brackets to fit the existing window opening size 1200mm x 1800mm high	m ²	1	
1.18	General carpentry repairs (fixing joists, purlins, or structural frames) - Charged at hourly rate.	Hour	1	
1.19	Damp & Remedial Treatments			
1.19.1	Stripping, neutralizing efflorescence, and applying multi-coat anti-fungal/damp-proofing barrier coating to plaster substrates.	m ²	1	

No.	Description of Works	item	Qty	Total (Excl. VAT)
1.20	Cartage and legal disposal of construction rubble from site to a registered municipal landfill site (includes loading and tipping fees).	m ³	1	
	GENERAL BUILDING & STRUCTURAL WORKS - Subtotal			

SECTION 2: CEILINGS & PARTITIONS

No.	Description of Works	item	Qty	Total (Excl. VAT)
2.1	Replace damaged acoustic lay-in ceiling tiles (600 x 1200mm or 600 x 600mm) in existing grid to match layout.	No.	1	
2.2	Realignment and leveling of distorted exposed suspended ceiling T-grid frameworks, including replacing snapped hanger wires.	m ²	1	
2.3	Repair damage to flush-plastered gypsum ceilings, including splicing brander, patch boarding, joint tape, skimming, and sanding.	m ²	1	
2.4	Supply and install new suspended ceiling system complete (600 x 1200mm fire-rated lay-in tiles on white exposed tee grid system).	m ²	1	
2.5	Repair damaged drywall faces by patching holes up to 300 x 300mm, tape, joint compound, skim, and sand flush for decoration.	No.	1	
2.6	Supply and install new internal partitioning: 63mm galvanized steel studs, layered with 12.5mm standard gypsum board to both sides, flush jointed and sanded.	m ²	1	

2.7	Repair and service aluminum-framed office partition glass pane tracking, including replacing inner vinyl glazing gaskets and seals.	m	1	
	CEILINGS & PARTITIONS - Subtotal			

SECTION 3: PAINTING & SURFACE FINISHES

No.	Description of Works	item	Qty	Total (Excl. VAT)
3.1	Prepare and paint internal plastered walls: fill cracks, sand, apply 1 coat primer and 2 coats premium interior low-sheen acrylic PVA.	m ²	1	
3.2	Prepare and paint external masonry walls: clean down contaminants, seal, apply 2 coats UV-resistant exterior acrylic coating.	m ²	1	
3.3	Prepare, treat for rust, and paint structural ironwork / steel door frames: apply 1 coat metal primer and 2 coats high-gloss enamel paint.	m ²	1	
	PAINTING & SURFACE FINISHES - Subtotal			

SECTION 4: PLUMBING WORKS

No.	Description of Works	item	Qty	Total (Excl. VAT)
4.1	Sanitary Fittings & Fixtures			
4.1.1	Supply and replace basin mixer tap, complete with flexible connectors and commissioning.	No.	1	
4.1.2	Supply and replace sink mixer tap, complete with flexible connectors and commissioning.	No.	1	

No.	Description of Works	item	Qty	Total (Excl. VAT)
4.1.3	Supply and replace toilet flush mechanism (cistern internals), complete.	No.	1	
4.1.4	Supply and replace toilet seat and cover, heavy-duty commercial grade.	No.	1	
4.1.5	Supply and replace wash hand basin complete with bottle trap and waste fitting.	No.	1	
4.1.6	Supply and replace vitreous china WC pan and cistern, complete.	No.	1	
4.2	Water Supply Pipework Repairs			
4.2.1	Repair leaking copper pipework, including fittings and making good.	m	1	
4.2.2	Repair leaking HDPE/uPVC water pipework, including fittings and making good.	m	1	
4.2.3	Supply and replace isolation valve (15mm to 25mm), complete.	No.	1	
4.2.4	Supply and replace pressure control valve (PRV), complete.	No.	1	
4.3	Drainage & Sewer Services			
4.3.1	Unblock basin, sink or floor waste drain using approved drain cleaning equipment.	No.	1	
4.3.2	Unblock toilet waste line, including removal of minor obstructions.	No.	1	
4.3.3	Unblock underground sewer drain using mechanical rodding or high-pressure jetting equipment.	No.	1	

No.	Description of Works	item	Qty	Total (Excl. VAT)
4.3.4	Supply and replace uPVC waste pipework including fittings.	m	1	
4.3.5	Supply and replace inspection chamber cover and frame.	No.	1	
4.4	Geysers & Hot Water Systems			
4.4.1	Supply and replace geyser thermostat.	No.	1	
4.4.2	Supply and replace geyser heating element.	No.	1	
4.4.3	Supply and replace pressure and temperature safety valve.	No.	1	
4.4.4	Supply, install and commission 150-litre high-pressure electric geyser, complete with valves and drip tray.	No.	1	
4.5	Plumbing Call-Outs & Labour Rates			
4.5.1	Plumbing call-out fee including travel and first hour of fault finding.	Call-Out	1	
4.5.2	Licensed plumber labour rate beyond first hour (excluding materials).	Hour	1	
4.5.3	Plumbing assistant labour rate beyond first hour (excluding materials).	Hour	1	
4.6	Rainwater Goods			
4.6.1	Supply and replace uPVC guttering including brackets and fittings.	m	1	
4.6.2	Supply and replace rainwater downpipe including fittings and supports.	m	1	

No.	Description of Works	item	Qty	Total (Excl. VAT)
4.6.3	Clean and flush gutters and downpipes, removing debris and blockages.	m	1	

SECTION 5: ELECTRICAL WORKS

No.	Description of Works	item	Qty	Total (Excl. VAT)
5.1	New Light Fittings (Supply & Install)			
5.1.1	Supply and install standard 600mm x 600mm recessed or surface-mount LED ceiling panel light fitting, complete.	No.	1	
5.1.2	Supply and install 1.2m twin commercial bare-batten LED/Fluorescent light fitting, complete.	No.	1	
5.1.3	Supply and install 1.5m twin vapour-proof industrial LED/Fluorescent light fitting, complete.	No.	1	
5.2	Lamp Replacements (Supply & Fit)			
5.2.1	Supply and replace 1.2m LED or fluorescent tube light lamp, complete.	No.	1	
5.2.2	Supply and replace 1.5m LED or fluorescent tube light lamp, complete.	No.	1	
5.2.3	Supply and replace standard commercial LED downlight lamp (GU10/E27/B22 cap specification).	No.	1	
5.3	Switches, Sockets & Enclosures (Supply & Replace)			
5.3.1	Supply and replace 1-way / 2-way standard wall light switch lever and faceplate, complete.	No.	1	

No.	Description of Works	item	Qty	Total (Excl. VAT)
5.3.2	Supply and replace standard 4x4 double switched socket outlet (plug point), complete.	No.	1	
5.3.3	Supply and replace dedicated red (UPS) clean-power socket outlet, complete.	No.	1	
5.4	Distribution Board (DB) Spares & Compliance			
5.4.1	Supply and replace single-pole residential/commercial circuit breaker (5A to 20A, standard curve).	No.	1	
5.4.2	Supply and replace double-pole earth leakage protection unit (63A, 30mA trip rating).	No.	1	
5.4.3	Supply and replace double-pole air-conditioner isolator switch (30A to 60A IP65 weatherproof enclosure).	No.	1	
5.4.4	Trace, inspect, clean, torque connections, and neatly label a standard single-phase DB board circuit schedule.	No.	1	
5.4.5	Statutory testing and issuance of an electrical Certificate of Compliance (CoC) per facility.	No.	1	
5.5	Emergency Fittings & Fault-Finding			
5.5.1	Inspect, repair, or replace battery backup pack and charger module inside an emergency exit light fitting.	No.	1	
5.5.2	Call-out fee: Includes travel, initial hazard safety rendering, and first hour of diagnostic fault-finding on site.	Call-out	1	
5.5.3	Rate for specialized electrical technician circuit tracing and repair work beyond the first hour.	Hour	1	

No.	Description of Works	item	Qty	Total (Excl. VAT)
	ELECTRICAL WORKS - Subtotal			R

SECTION 6: MECHANICAL, HVAC & PUMP SERVICES

No.	Description of Works	item	Qty	Total (Excl. VAT)
6.1	HVAC Mid-Wall Split Maintenance & Servicing			
6.1.1	Routine service of mid-wall split unit (9,000 BTU to 18,000 BTU): clean filters, coils, clear drains, check gas.	No.	1	
6.1.2	Routine service of large mid-wall split / cassette unit (24,000 BTU to 36,000 BTU): complete mechanical service.	No.	1	
6.2	New HVAC Installations (Supply, Install & Commission)			
6.2.1	Supply and install new 12,000 BTU mid-wall split inverter air conditioner, complete with up to 5m pipe kit and brackets.	No.	1	
6.2.2	Supply and install new 24,000 BTU mid-wall split inverter air conditioner, complete with up to 5m pipe kit and brackets.	No.	1	
6.3	HVAC Technical Repairs & Asset Management			
6.3.1	Top-up or recharge HVAC refrigerant gas (R410A / R32 eco-friendly variants), including leak test.	kg	1	

No.	Description of Works	item	Qty	Total (Excl. VAT)
6.3.2	Compile professional HVAC asset condition verification report with asset registers and photos per facility.	No.	1	
6.3.3	Specialized HVAC technician diagnostic or complex component repair labor rate (excludes materials).	Hour	1	
	MECHANICAL, HVAC & PUMP SERVICES - Subtotal			

SECTION 7: HYDROBOIL (BOILING WATER) SERVICES

No.	Description of Works	item	Qty	Total (Excl. VAT)
7.1	Supply and install replacement wall-mounted instant boiling-water unit (5 Litre capacity), including connection to plumbing and electrical points.	No.	1	
7.2	Supply and install replacement wall-mounted instant boiling-water unit (15 Litre capacity), including connection to plumbing and electrical points.	No.	1	
7.3	Routine service and descaling of existing boiling-water unit, including checking elements, thermostats, and replacing body gaskets/seals.	No.	1	
7.4	Supply and replace standard replacement instant boiling-water tap mechanism (push-through or safety swivel variant).	No.	1	
7.5	Supply and replace heavy-duty internal heating element or thermostat sensor module.	No.	1	

	HYDROBOIL SERVICES - Subtotal			
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PRICING SUMMARY TOTALS

Sec.	Section Description	Subtotal Value
1	SECTION 1: GENERAL BUILDING & STRUCTURAL WORKS	R
2	SECTION 2: CEILINGS & PARTITIONS	R
3	SECTION 3: PAINTING & SURFACE FINISHES	R
4	SECTION 4: PLUMBING WORKS	R
5	SECTION 5: ELECTRICAL WORKS	R
6	SECTION 6: MECHANICAL, HVAC & PUMP SERVICES	R
7	SECTION 7: HYDROBOIL (BOILING WATER) SERVICES	R
	SUBTOTAL (Excluding VAT)	R
	VALUE ADDED TAX (VAT @ 15%)	R
	TOTAL BID PRICE OVER 36 MONTHS (Inclusive of VAT)	R

ESCALATION SCHEDULE

Prices remain fixed for the first 12 months. Any escalation applies only from the start of the relevant contract year, must be CPI-based, and remains subject to SASSA approval.

Contract Year	Escalation Percentage
Year 1	Fixed (0%)
Year 2	_____ %

Year 3	_____ %
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TOTAL BID OFFER

Total Bid Offer (Including VAT)	R
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BIDDER DECLARATION

I/We certify that the prices quoted in this Annexure B are correct and include all costs necessary to render the listed services in accordance with the bid requirements, task orders and applicable legislation.

Bidder Name	
Authorised Representative	
Signature	
Date	
Company Stamp	

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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

General Conditions of Contract

1. Definitions

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

origin and which have the potential to harm the local industries in the RSA.

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

training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights

arising from use of the goods or any part thereof by the purchaser.

7. Performance security

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

8. Inspections, tests and analyses

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

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s)

within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities

or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

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

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

terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

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

26. Termination for insolvency

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

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

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

Js General Conditions of Contract (revised July 2010)