

**Bid No CO/054/11/2018**

**Tender: Commercial Insurance Brokers**

**PROCUREMENT DOCUMENT**

**Issue Date:** 09/11/2018

**Issued by:**

South African National Space Agency

The Innovation Hub  
Shop 2 Enterprise Building  
Mark Shuttleworth Street  
Pretoria, South Africa

**Closing date:** 11/12/2018

**Closing time:** 11h00

**Name of Bidder:** .....

.....

.....

**CSD Supplier Number (MA Number)** .....

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**PART T1: BIDDING PROCEDURES****T1.1 BID NOTICE AND INVITATION TO BID**

**You are hereby invited to bid for the requirements of SANSa**

**BID NUMBER:** CO/054/11/2018**CLOSING DATE:** 11/12/2018 **CLOSING TIME:** 11h00**DESCRIPTION:** Commercial Insurance Brokers

**The successful bidder will be required to complete and sign a written Contract.**

Bid documents must be deposited in the bid box situated in the reception area at SANSa office, Enterprise building, Mark Shuttleworth street, Innovation Hub, Pretoria, 0087 during working hours (08h00-16h30). No bids are to be delivered at any other SANSa office besides the office stipulated on the bid document. Bidders must ensure that they sign the submission register at the reception when delivering their bids and the bid document must be placed in the correct bid box.

THE CLOSING TIME WILL BE AS PER THE CLOCK AT THE SANSa RECEPTION.

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration. Bidders must advise their couriers/drivers of the instruction above to avoid misplacement of bid responses. SANSa will not be held responsible for the misplacement of bid by bidders/courier/drivers.

1. All bids must be submitted on the original forms – **(BIDDERS MUST NOT RE-TYPE THE BID DOCUMENT OR CONVERT FROM PDF FORMAT)**
2. This bid is subject to the General Conditions of Contract (GCC) and the special conditions of contract.

**Bid Opening Procedure**

There will be a public bid opening of the bids received on the **11 December 2018** immediately after the closing time. The bidders' name and BBBEE status will be read out to those who are present and results will also be published on the SANSa website. The financial offer envelope will not be opened at the public bid opening of the bids as SANSa can only open financial offers of bidders who reach the minimum threshold of 80 points on functionality evaluation stage. **The bidders' functionality and financial offer envelopes must be clearly marked with the Bid number, Project name and Bidder's name.**

The South African National Space Agency (SANSA) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa.

SANSA invites bidders to bid to for the provision of Commercial Insurance Broker services for a period of five (5) years

**Eligibility Criteria** - To bid organisations must provide:

1. A fully completed and signed Bid Document.
2. CSD Registration Summary (tax compliance status on the award date).
3. Company registration documents.
4. Financial Advisory and Intermediary Services (FAIS) Compliance Registration Certificate/s
5. Latest Audited Financial Statements (including auditor's report)

**Failure to submit the required documents stated above on the closing date and time will lead to automatic disqualification. The bid will be disqualified and will not be evaluated.**

Bid documents are obtainable from the SANSA Website ([www.sansa.org.za](http://www.sansa.org.za)), and the National Treasury e-tender portal (<http://www.etenders.gov.za>) after **09h00 from Monday, 12 November 2018**.

The physical address for submission of bid documents is:

SANSA Corporate Office,  
The Innovation Hub,  
Shop 2 Enterprise Building,  
Mark Shuttleworth Street, 0087,  
Pretoria, South Africa

**Queries relating to the issuing of these documents or requesting further clarity on the completion of documentation for this bid must be addressed to the SCM Unit via email [scm@sansa.org.za](mailto:scm@sansa.org.za) on or before 23 November 2018, and responses will be posted on SANSA website as annexure on the 30 November 2018.**

The closing time for receipt of bids is **11h00 on 11 December 2018**

Telegraphic, telephonic, fax, e-mail and late bids will not be accepted and SANSA will not issue bid document through fax or email.

**The following particulars must be furnished  
 (Failure to do so may result in your bid being disqualified)**

### T1.2 BIDDER'S INFORMATION (SBD1)

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
DETAILS OF BANK ACCOUNT  • NAME OF BANK • TYPE OF BANK ACCOUNT • ACCOUNT NUMBER • BRANCH CODE • ACCOUNT HOLDER			
VAT REGISTRATION NUMBER			
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes  <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) A REGISTERED AUDITOR NAME:	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes                      <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes                      <input type="checkbox"/>No</p> <p>[IF YES ANSWER PART B:3 BELOW ]</p>
<p><b>SIGNATURE OF BIDDER</b> .....</p>	<p><b>DATE</b></p>		
<p><b>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b></p>			
<p><b>TOTAL NUMBER OF ITEMS OFFERED</b></p>	<p><b>TOTAL BID PRICE (ALL INCLUSIVE)</b></p>		
<p><b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b></p>		<p><b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b></p>	
<p>CONTACT PERSON</p>	<p>Azola Nodali</p>	<p>CONTACT PERSON</p>	<p>Zwambi Mabuza</p>
<p>TELEPHONE NUMBER</p>	<p>+27128440500</p>	<p>TELEPHONE NUMBER</p>	<p>+271284400500</p>
<p>E-MAIL ADDRESS</p>	<p>scm@sansa.org.za</p>	<p>E-MAIL ADDRESS</p>	<p>scm@sansa.org.za</p>

**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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MUST ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / 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.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

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**Names of Directors of the company**

Name	Designation

**In case of a consortium/joint venture, full details on the consortium/joint venture members:**

Entity Name	VAT Registration Number	Tax Compliance Status submitted (Yes/No)

**Name of contracting entity in case of a consortium/joint venture**

Entity Name	
Postal address	
Street address	

**Contact details of responsible person who will act on behalf of the entity/consortium/joint venture for this bid**

Name and Surname	
Telephone number	
Cellular number	
Fax number	



**Contact details of alternative person who will act on behalf of the person above should he/she not be available**

Name and Surname	
Telephone number	
Cellular number	
Fax number	
Email address	

**Declaration:**

The information supplied in this document is correct and complete to the best of my knowledge and accurately reflect the capability of:

Company Name	
Signature	
Date	
Name	
This bid is signed in my capacity as	

**T1.3 CERTIFICATE OF AUTHORITY OF SIGNATORY**

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

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

**A. Certificate for Company**

I, \_\_\_\_\_, chairperson of the board of directors of \_\_\_\_\_  
 \_\_\_\_\_, hereby confirm that by resolution of the board  
 (copy attached) taken on \_\_\_\_\_ 20..., Mr/Ms \_\_\_\_\_  
 acting in the capacity of \_\_\_\_\_, was authorised to sign all documents in  
 connection with this bid for and any contract resulting from it on behalf of the company.

**As witnesses :**

- |          |                  |
|----------|------------------|
| 1. _____ | Chairman : _____ |
| 2. _____ | Date : _____     |

**B. Certificate for Partnership**

We, the undersigned, being the key partners in the business trading as \_\_\_\_\_  
 \_\_\_\_\_ hereby authorise Mr/Mrs \_\_\_\_\_  
 acting in the capacity of \_\_\_\_\_ to sign all documents in connection with  
 this bid and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**NOTE :** This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole

**C. Certificate for Joint Venture**

We, the undersigned, are submitting this bid offer in Joint Venture and hereby authorise Mr/Mrs ..... , authorised signatory of the company, close corporation or partnership,  
 ..... , acting in the capacity of lead partner, to sign all documents in connection with this bid and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of Professional signed by legally authorised signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY

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

**D. Certificate for Sole Proprietor**

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

**As witnesses :**

1. \_\_\_\_\_ Signature : Sole owner : \_\_\_\_\_  
 2. \_\_\_\_\_ Date : \_\_\_\_\_

**E. Certificate for Close Corporation**

We, the undersigned, being the key members in the business trading as .....  
 ..... hereby authorise Mr/Mrs .....  
 acting in the capacity of ..... , to sign all documents in connection with this bid and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE


**NOTE:** This certificate is to be completed and signed by all of the members upon whom rests the direction of the affairs of the Close Corporation.

**T.2 Returnable documents**

**T2.1 List of returnable documents**

**Returnable Schedules required for bid evaluation purposes**

The Bidder must complete the following returnable schedules as relevant:

- Bidder’s Information
- Certificate of Authority of Signatory
- Standard Bidding Document (SBD) 4
- Standard Bidding Document (SBD) 6
- Standard Bidding Document (SBD) 8
- Standard Bidding Document (SBD) 9
- Special Conditions of Contract (SCC)
- General Conditions of Contract (GCC)
- Statement of Compliance to Scope of Work

**Other documents required for bid evaluation purposes**

The Bidder must submit the following returnable documents:

1. An original or certified copy of the BBBEE Verification Certificate
2. CSD Registration Summary with a tax compliance status on the award date (excluding international suppliers with no branches in South Africa)

**Returnable Schedules that will be used for bid evaluation purposes and be incorporated into the contract**

The Bidder must complete the following returnable documents and submit in a separate sealed envelope (Bidder’s name and bid number must be clearly stated on the envelope):

- Pricing Schedule
- Annexure A
- Offer portion of Form of Offer and Acceptance

**PART T3: STANDARD BIDDING DOCUMENTS (SBD FORMS)**

**T3.1 DECLARATION OF INTEREST (SBD 4)**

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

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

<sup>1</sup>“State” means –

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

Are you or any person connected with the bidder presently employed by the state? If so, furnish the following particulars: Name of person / director / trustee / shareholder/ member:..... Name of state institution at which you or the person connected to the bidder is employed..... ..... Position occupied in the state institution:..... Any other particulars:.....	YES / NO
If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? If yes, did you attach proof of such authority to the bid document? <b>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid)</b> If no, furnish reasons for non-submission of such proof:..... .....	YES / NO  YES / NO
Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?  If so, furnish particulars:.....	YES/NO
Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars:.....	YES / NO
Are you, or any person connected with the bidder aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars:.....	YES / NO
Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? If so, furnish particulars:.....	YES / NO

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number/ Persal Number

**DECLARATION**

I, the undersigned (NAME)..... certify that the information furnished above is correct.

I accept that SANSa may reject the bid or act against me in terms of Paragraph 23 of the General Conditions of Contract should this declaration prove to be false.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**T3.2 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 (SBD 6.1)**

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all bids:
  - A. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - B. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
  - (a) Price; and
  - (b) B-BBEE Status Level of Contribution.
- 1.4 The maximum points for this bid are allocated as follows:

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

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a Code of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding

processes or proposals;

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

### 3. POINTS AWARDED FOR PRICE

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

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

**80/20**

**or**

**90/10**

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

Where

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

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

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

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:



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

**5. BID DECLARATION**

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

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

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

**7. SUB-CONTRACTING**

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

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

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....

8.6 COMPANY CLASSIFICATION

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

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraph 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 1.4 and 6.1, , the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
---

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p>
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**T3.3 Declaration of Bidder’s past supply chain management practices (SBD 8)**

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a) Abused the institution’s supply chain management system
  - b) Committed fraud or any other improper conduct in relation to such system; or
  - c) Failed to perform on any previous contract.

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

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

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

### CERTIFICATION

I, the undersigned (Full Name)..... certify that the information furnished on this Declaration Form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

### T3.4 Certificate of Independent Bid Determination (SBD 9)

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorises accounting officers and accounting authorities to:
  - a) Disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system,
  - b) Cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract,
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

- A. I have read and I understand the contents of this Certificate;
- B. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- C. I am authorised by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- D. Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- E. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who:
  - a) Has been requested to submit a bid in response to this bid invitation,
  - b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience,
  - c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
- F. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

- G. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- a) Prices,
  - b) Geographical area where product or service will be rendered (market allocation),
  - c) Methods, factors or formulas used to calculate prices,
  - d) The intention or decision to submit or not to submit a bid,
  - e) The submission of a bid which does not meet the specifications and conditions of the bid,
  - f) Bidding with the intention not to win the bid.
- H. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- I. 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.

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



## Part C1: Pricing Data

### **C1.1 PRICING SCHEDULE (TO BE ENCLOSED IN A SEPARATE ENVELOPE FROM THE BID DOCUMENT- THE ENVELOPE MUST BE CLEARLY MARKED: COMPANY NAME, BID NAME, NUMBER AND FINANCIAL OFFER)**

#### **Pricing Instructions**

1. The Bidder must price all items;
2. Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
3. Quotations must be based on requirements
4. Payment will only be made on the service rendered and invoice(s) provided.
5. Offer to be valid for 120 working days from the bid closing date

#### **Pricing schedule**

- For evaluation purposes, please complete Annexure A
- Items and quantity stated on annexure A is purely for evaluation purposes
- Prices quoted must be inclusive of VAT where applicable

**NB: PLEASE CARRY FORWARD TO FORM OF OFFER AND ACCEPTANCE (C.1.2)**

**B-BBEE Status Level of Contribution:** .....

**C1.2 FORM OF OFFER AND ACCEPTANCE (TO BE ENCLOSED SEPARATELY FROM THE BID DOCUMENT)**

**Offer**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for provision of ERP System. The Bidder, identified in the offer signature block, has examined the documents listed in the bid data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of bid.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this form of offer and acceptance, the Bidder offers to perform all of the obligations and liabilities of the service provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX**

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

Rand (in words);

R ..... (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the bid data, whereupon the Bidder becomes the party named as the service provider in the conditions of contract identified in the contract data.

<b>For the Bidder</b>	Name of Bidder (organisation)	.....
	Signature	.....
	Name	.....
	Capacity Address of organisation	..... ..... .....
<b>Witness</b>	Name and signature of witness	..... .....
	Date	.....

**Acceptance**

By signing this part of this form of offer and acceptance, the employer identified below accepts the Bidder's offer. In consideration thereof, the employer shall pay the service provider the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Bidder's offer shall form an agreement between the employer and the Bidder upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Agreements and contract data, (which includes this agreement)
- Pricing data
- Scope of work

and drawings and documents or parts thereof, which may be incorporated.

The relevant SANSA official (whose details are given in the contract data) shall contact the Bidder to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data, such requirements to be delivered within 21 (twenty one) days of the SANSA Official's request for same. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Bidder receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the Bidder (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

<b>For the Employer</b>	Name of employer (organisation)	South African National Space Agency (SANSA)
	Signature	.....
	Name	_____
	Capacity Address of organisation	The Innovation Hub, Shop 2 Enterprise Building Mark Shuttleworth Street, 0087 Pretoria, South Africa
<b>Witness</b>	Name	.....
	Signature of witness	_____
	Date	.....

**TERMS OF REFERENCE**

<b>Bid Number</b>	<b>CO/054/11/2018</b>
<b>Date Issued</b>	<b>09 November 2018</b>
<b>Project Name</b>	<b>Commercial Insurance Brokers</b>
<b>Closing Date</b>	<b>11 December 2018</b>
<b>Closing Time</b>	<b>11:00</b>

The employer's details and address for delivery of bid offers and identification details that are to be shown on each bid.

SANSA Enterprise Services Office  
The Innovation Hub  
Shop 2 Enterprise Building  
Mark Shuttleworth Street  
Pretoria, South Africa

Location of bid box: SANSA Enterprise Services Offices at the reception

Email: [scm@sansa.org.za](mailto:scm@sansa.org.za)

**Note: A two (2) envelope system should be used. Please enclose the bid documents and supporting documents in a sealed envelope clearly marked the bid number and the project name. The financial offer (Pricing Schedule, Annexure A and Form of offer and Acceptance) must be put in a separate envelope clearly marked the bid number and "Financial Offer". Bidders must submit one (1) original and two (2) hard copies of the bid document. Only one (1) original copy of the financial offer is required.**

**PART C2: SCOPE OF WORK**

**1. INTRODUCTION**

The South African National Space Agency (SANSA) is a PFMA Schedule 3(A) public entity which has been established in terms of South African National Space Agency Act, 2008 (Act No 36 of 2008). The South African National Space Agency (SANSA) has a mandate to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa. More information about the organization can be found at <http://www.sansa.org.za>.

**2. BACKGROUND**

The Agency has at present approximately 200 employees (permanent & temporary staff members).

SANSA invites accredited Commercial Insurance Brokers to bid for the provision of short-term insurance broking services for a period of five (5) years. SANSA reserves the right to make use of any other agency should the appointed bidder fail to provide the required service at any time during the contract period or for any reason that SANSA may deem necessary e.g. cost-effectiveness.

Tenderers must be aware that SANSA’s main premises are spread around South Africa as indicated in the table below, and that SANSA has a presence (which includes travelling and equipment installations) at other sites i.e. South Africa, Namibia, Botswana, Lesotho, Swaziland, Zimbabwe, Malawi, Zambia and Mozambique, Antarctica, Gough and Marion Islands and worldwide when required.

<b>SANSA PREMISES MAIN OFFICE PREMISES</b>
SANSA ENTERPRISE SERVICES AND EARTH OBSERVATION OFFICES: Enterprise Building, Mark Shuttleworth Street, Innovation Hub, Pretoria
SANSA SPACE OPERATIONS OFFICES: Farm 502JQ, Hartebeesthoek, District of Krugersdorp
SANSA SPACE SCIENCE OFFICES: Hospital Street, Hermanus, Western Cape

The appointed service provider will be expected to deliver high quality services at all times and failure to do that, SANSA will at its discretion withdraw the appointment, cancel and replace with the next highest scoring bidder.

### 3. SCOPE OF WORK

SANSA invites accredited Commercial Insurance Brokers to bid for the provision of the following services\*:

- ✓ comprehensive short-term insurance brokering services for a period of five (5) years and commencement date will be the 01<sup>st</sup> April 2019
- ✓ Risk assessment specialist to perform risk assessments when required
- ✓ Valuation services such as new asset replacement costs (ad-hoc only)

SANSA's current short term insurance is valid until the end of March 2019, but the period from the appointment date until 31 March 2019 is reserved for insurance negotiations and finalization of policy documents. The new insurance policy will be effective 1 April 2019.

The tables below give the estimated actual figures and historical information which relates to SANSA's current insurance cover.

POLICY CLASS/ TYPE	2017/18	2018/19
<b>TOTAL PROPERTY DAMAGE (VAT EXCLUSIVE)</b>	R 777 122 426.	R 826 081 138.00
Gross Revenue	R319 848 300	R 344 808 548
Declared Value: Machinery Breakdown <b>(loss limit R30 000 000.00)</b>	R 30 000 000.00	R 30 000 000.00
Motor Fleet	34	33
Number of staff (Personal Accident)	183	181
Volunteers & Interns [Personal Accident]	12	16
Board members [ Personal Accident]	16	16
Contract works – estimated value per annum (CAPEX)	R 7 800 000 .00	R 10 000 000.00
Number of international Business Travel days	1 100	2060

INSURANCE CLASS	ESTIMATED SUMS INSURED 2017/18	ESTIMATED SUMS INSURED 2018/19
<p><b>1. Property Damage/ Business Interruption</b></p>	<p><b>Property Damage/ Business Interruption</b></p> <p>Day 1 New Replacement Value R 777 122 426.</p> <p><b>Machinery Breakdown Limit</b> R 30 000 000</p> <p><b>Business Interruption (Loss of Gross Revenue) following Fire and Allied Perils – declared</b> R 538 540 000</p> <p><b>Loss Limit:</b> <b>R 1 500 000 000.</b></p>	<p><b>Property Damage/ Business Interruption</b></p> <p>Day 1 New Replacement Value <b>R 826 081 138</b></p> <p><b>Machinery Breakdown Limit</b> R 30 000 000</p> <p><b>Business Interruption (Loss of Gross Revenue) following Fire and Allied Perils – declared</b> R 538 540 000</p> <p><b>Loss Limit:</b> <b>R 1 500 000 000.</b></p>
<p><b>2. General Public Liability</b> <b>2.1 Public Liability (Primary Layer)</b></p>	<p><b>General/ Tenants</b> R 1 000 000.00</p> <p><b>Employers Liability</b> R 1 000 000.00</p> <p><b>Statutory Legal Defense Costs</b> R 1 000 000.00</p> <p><b>Wrongful Arrest/ Dismissal/ Defamation</b> R 1 000 000.00</p> <p><b>Claims Preparation Costs</b> R 1 000 000.00</p>	<p><b>General/ Tenants</b> R 1 000 000.00</p> <p><b>Employers Liability</b> R 1 000 000.00</p> <p><b>Statutory Legal Defense Costs</b> R 1 000 000.00</p> <p><b>Wrongful Arrest/ Dismissal/ Defamation</b> R 1 000 000.00</p> <p><b>Claims Preparation Costs</b> R 1 000 000.00</p>

INSURANCE CLASS	ESTIMATED SUMS INSURED 2017/18	ESTIMATED SUMS INSURED 2018/19
	<p><b>Defective workmanship</b> R 1 000 000.00</p> <p><b>Advertisers Liability</b> R 1 000 000.00</p>	<p><b>Defective workmanship</b> R 1 000 000.00</p> <p><b>Advertisers Liability</b> R 1 000 000.00</p>
<p><b>2.2 Umbrella Layer Liability</b></p>	<p>R 74 000 000.00 In excess of R1m</p> <p><b>General Liability</b> R 75 000 000.00 In excess of Motor liability and Contract All risks.</p>	<p>R 74 000 000.00 In excess of R1m</p> <p><b>General Liability</b> R 75 000 000.00 In excess of Motor liability and Contract All risks.</p>
<p><b>3. Professional Indemnity</b></p>	<p>R 300 000 000.00</p> <p><b>Per loss and in the annual Aggregate</b></p> <p><b>Liability following employee dishonesty</b> R 300 000 000.00</p>	<p>R 300 000 000.00</p> <p><b>Per loss and in the annual Aggregate</b></p> <p><b>Liability following employee dishonesty</b> R 300 000 000.00</p>



INSURANCE CLASS	ESTIMATED SUMS INSURED 2017/18	ESTIMATED SUMS INSURED 2018/19
	<p><b>Breach of Intellectual Property</b> R 1 000 000.00</p> <p><b>Defamation</b> R 1 000 000.00</p> <p><b>Loss of documents</b> R 250 000.00</p> <p><b>Breach of Intellectual Property Right</b> R 1 000 000.00</p> <p><b>Deductible (each and every)</b> Defamation R 10 000.00 Loss of Documents R 5 000.00 Claims Costs R 5 000.00</p> <p>Breach of Rights R 10 000.00</p> <p>All Other: R 1 000 000.00 Each and every claim</p>	<p><b>Breach of Intellectual Property</b> R 1 000 000.00</p> <p><b>Defamation</b> R 1 000 000.00</p> <p><b>Loss of documents</b> R 250 000.00</p> <p><b>Breach of Intellectual Property Right</b> R 1 000 000.00</p> <p><b>Deductible (each and every)</b> Defamation R 10 000.00 Loss of Documents R 5 000.00 Claims Costs R 5 000.00</p> <p>Breach of Rights R 10 000.00</p> <p>All Other: R 1 000 000.00 Each and every claim</p>
<p><b>4. Directors and Officers Liability</b></p>	<p>R 300 000 000.00 In the annual aggregate (limit exclusive of VAT)</p>	<p>R 300 000 000.00 In the annual aggregate (limit exclusive of VAT)</p>

INSURANCE CLASS	ESTIMATED SUMS INSURED 2017/18	ESTIMATED SUMS INSURED 2018/19
	1 X Reinstatement of limit included  <b>Deductible:</b> R NIL	1 X Reinstatement of limit included  <b>Deductible:</b> R NIL
<b>5. Employment Practices Liability</b>	R 20 000 000.00 Per loss in the annual aggregate  <b>Deductible:</b> R 25 000.00 each and every claim	R 20 000 000.00 Per loss in the annual aggregate  <b>Deductible:</b> R 25 000.00 each and every claim
<b>6. Commercial Crime</b>	R 10 000 000.00 In the annual aggregate  Including 1 x reinstatement	R 10 000 000.00 In the annual aggregate  Including 1 x reinstatement
	<b>Recovery costs</b> R 1 000 000.00  <b>Reinstatement of office records</b> R 1 000 000.00  <b>Claims Preparation Costs</b> R 1 000 000.00  <b>Deductible:</b> R 250 000.00 each and every loss But R 500 000.00 in respect of unidentifiable employees	<b>Recovery costs</b> R 1 000 000.00  <b>Reinstatement of office records</b> R 1 000 000.00  <b>Claims Preparation Costs</b> R 1 000 000.00  <b>Deductible:</b> R 250 000.00 each and every loss But R 500 000.00 in respect of unidentifiable employees

INSURANCE CLASS	ESTIMATED SUMS INSURED 2017/18	ESTIMATED SUMS INSURED 2018/19
<p><b>7. Motor Fleet</b></p>	<p><b>All other</b> R450 000.00 per vehicle (excluding the cherry picker)</p> <p><b>Car Hire</b> R500.00 per day max 30 days (Group B vehicle)</p> <p><b>Third Party Liability</b> R 5 000 000.00</p> <p><b>Rental Vehicles</b> R 450 000.00 per vehicle</p> <p><b>Deductibles:</b></p> <p><b>Own Damage:</b> 5% of claim minimum R 2 500.00</p> <p><b>Windscreen:</b> 20% of claim minimum R 500.00</p> <p><b>Third Party Liability:</b> R Nil</p> <p><b>Cherry Picker</b> <b>R2 000 000.00</b></p>	<p><b>All other</b> R450 000.00 per vehicle (excluding the cherry picker)</p> <p><b>Car Hire</b> R500.00 per day max 30 days (Group B vehicle)</p> <p><b>Third Party Liability</b> R 5 000 000.00</p> <p><b>Rental Vehicles</b> R 450 000.00 per vehicle</p> <p><b>Deductibles:</b></p> <p><b>Own Damage:</b> 5% of claim minimum R 2 500.00</p> <p><b>Windscreen:</b> 20% of claim minimum R 500.00</p> <p><b>Third Party Liability:</b> R Nil</p> <p><b>Cherry Picker</b> <b>R2 000 000.00</b></p>
<p><b>8. International Business</b></p>	<p>Emergency Medical Expenses: R 90 000 000.00 (Includes emergency evacuation of SANSa representatives from remote places of work)</p>	<p>Emergency Medical Expenses: R 90 000 000.00 (Includes emergency evacuation of SANSa representatives from remote places of work)</p>

INSURANCE CLASS	ESTIMATED SUMS INSURED 2017/18	ESTIMATED SUMS INSURED 2018/19
	Pre- Existing Medical Expenses: R 10 000 000.00 Estimated travel days: 1 100	Pre- Existing Medical Expenses: R 10 000 000.00 Estimated travel days: 2 580
<b>9. Personal Accident</b>	<b>16 x Board Members on a 24 - hours basis</b>  Accident Death or injury R 1 000 000.00  Permanent Disability - % of death benefit Total temporary Disability R 5 000.00 per week maximum 52 weeks Medical – R 20 000.00, excess R250.00  <b>2 X Volunteers 4X Interns &amp; 6X Students on 24 - hours basis</b>  Accidental Death injury R 250 000.00  Permanent Disability - % of death benefit	<b>16 x Board Members on a 24 -hours basis</b>  Accident Death or injury R 1 000 000.00  Permanent Disability - % of death benefit Total temporary Disability R 5 000.00 per week maximum 52 weeks Medical – R 20 000.00, excess R250.00  <b>16 X Volunteers, Interns &amp; 6X Students on 24- hours basis</b>  Accidental Death injury R 250 000.00  Permanent Disability - % of death benefit  Total temporary Disability

INSURANCE CLASS	ESTIMATED SUMS INSURED 2017/18	ESTIMATED SUMS INSURED 2018/19
	Total temporary Disability R 5 000.00 per week max 52 weeks  Medical –R 20 000.00 X's R250.00	R 5 000.00 per week max 52 weeks  Medical –R 20 000.00 X's R250.00  <b>181 Employees</b>  Accidental Death injury R 1 000 000.00  Permanent Disability - % of death benefit  Total temporary Disability R 5 000.00 per week max 52 weeks  Medical –R 20 000.00 X's R250.00
<b>10. Contract Works</b>	Max value per contract R 7 800 000.00  Max contract period – 12 months  Public Liability – R 5 000 000.00	Max value per contract R 10 000 000.00  Max contract period – 12 months  Public Liability – R 5 000 000.00
	Deductibles: Contract Works: R 5 000.00 Liability: R 5 000.00	Deductibles: Contract Works: R 5 000.00 unaltered

<b>INSURANCE CLASS</b>	<b>ESTIMATED SUMS INSURED 2017/18</b>	<b>ESTIMATED SUMS INSURED 2018/19</b>
<b>11. Cyber liability</b>	Limit Liability R 10 000 000.00 in the annual aggregate  Deductible: R 100 000.00	Limit Liability R 10 000 000.00 in the annual aggregate  Deductible: R 100 000.00
<b>12. Plant All Risks</b>	Spectrometer R 1 550 000.00	Spectrometer R 1 550 000.00
<b>13. Marine</b>	Declarations	Declarations

NB: SANSa has personnel located in Antarctica, and Marion Island for periods of 14 months at a time with overlapping periods of duty of about 3 months. It is a mandatory requirement that the international business coverage include medivac insurance for those team members located in the remote areas.

**4. CONFIDENTIALITY NOTE**

All content/material supplied or developed on behalf of SANSa remains the property of SANSa and should be treated as confidential.

**5. MEETINGS**

The frequency of administrative and technical meetings will be stipulated in the contract with the successful service provider and will be determined by the specific requirements of the solution being provided.

**6. ACCOUNTABILITY**

The service provider will be accountable to and will work under the direction of the Contract Manager / Project Manager who will be responsible in the performance of duties.

**7. TIMEFRAME**

Please refer to the dates indicated above the Scope of work table

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**PART C3: EVALUATION CRITERIA**

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SANSA promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

SANSA is committed to achieving the government’s transformation objectives in terms of the Preferential Procurement Policy Framework Act.

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

The procedure for the evaluation of responsive tenders is Price, functionality (quality) and Preference method. The evaluation of the bids will be conducted in the following two (2) stages:

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 1) and the minimum threshold of **80** points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price only and the 20 points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table below

**Preference**

**(A B-BBEE status level verification certificate must be submitted in order to qualify for preference points for B-BBEE)**

**Calculation of points for B-BBEE status level contributor**

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table below

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

**Functionality/Quality:**

Scores will be tabulated to 100 points. Respondents must score **80 points** and over to go through the next stage whereby the price and preference will be assessed

The allocation of points for the evaluation of quality/functionality is set out in Table1 below:

**Table 1: Points for the evaluation of quality/functionality**

Criteria	Maximum Points
Technical Proposal	35
Track record	20
Project team	15
Value added services	10
Financial Viability Assessment	20
	100

**1.1 Evaluation criteria 1: Technical Proposal**

The following must be covered:

The proposal must include the minimum required cover as detailed under the scope of work

- i. Solutions on the appropriate cover to cater for SANSa’s business requirements
- ii. Service Level standards

	<b>Technical Proposal</b>
Non Responsive (score 0)	The Broker has not provided any of the requirements as stipulated under technical proposal
Poor (score 15)	The proposal is poor or is unlikely to satisfy project objectives or requirements. The service provider has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the scope of the work. The proposal omits important outcomes and understanding of scope of work is inconsistent with SANSa’s requirements.
Good (score 25)	The proposal is specifically tailored to address all scope of work objectives and requirements; and is sufficiently flexible to accommodate changes that may occur during execution. The work plan fits the scope of work; all important activities are indicated and their sequencing is appropriate and consistent with project objectives and requirements. There is sufficient detail that facilitates understanding of the proposed scope of work.
Excellent (score 35)	Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables. The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value added services that is relevant to the project. The sequencing and timing of activities are very well defined, indicating that the service provider has optimized the use of resources and the work plan permits flexibility to accommodate contingencies and risks.



## 1.2 Evaluation criteria 2: Track Record

The bidder is required to submit a minimum of three references as detailed in Annexure B, the references have to be completed by the authorised Executive of the referring client and should either be stamped by the referring client or on the letterhead of the referring client.

The questionnaire will be divided into the following blocks for ease of evaluation.

QUESTION	BLOCK A	BLOCK B	BLOCK C
1	Poor	Average	Good
2	< 2 days	Between 3 – 5 day	> 5 days
3	3 years or less	Between 4- 7 years	> 7 years
4	Poor	Average	Good
5	Poor	Average	Good

Bidder's Track Record	
Non Responsive (score 0)	The Broker has provided less than three (3) reference letters from previous clients
Poor (score 10)	Broker has provided three (3) reference and the provided references have nine (9) or more questions rated under Block A in total.
Average (score 15)	Broker has provided three (3) reference and the provided references have nine (9) or more questions rated under Block B in total.
Good (score 20)	Broker has provided three (3) reference and the provided references have nine (9) or more questions rated under Block C in total.

## 1.3 Evaluation criteria 3: Project Team

The following must be covered:

- i. Require dedicated claims personnel
- ii. Require dedicated business accounts Manager
- iii. Require CV, years' experience and certified copies as proof of qualifications

\*The average calculation of the number of years of experience will be calculated by taking into account the number of years of relevant insurance experience divided by the number of employees included in the project team

	<b>Project Team</b>
Non Responsive (score 0)	If required supporting documentation is not included
Average (score 10)	The combined experience of the project team is more than 3 years but less than 10 years average* per person
Good (score 15)	The combined experience of the project team is more than 10 years average* per person

#### 1.4 Evaluation Criteria 4: Value Added Service

Specifics of value added services must be included in the proposal as follows:

- i. Value added service offerings related to Space and satellite development and or public entity
- ii. Including a brief description of the value added service to be offered

Score	<b>Value Added Service</b>
Non Responsive (score 0)	No value added services listed
Poor (score 5)	Less than (2) value adding service offerings with Space and satellite development and or public entity experience
Good (score 10)	Two (2) or more value adding service offerings with Space and satellite development and or public entity experience

#### 1.5 Evaluation Criteria 5: Financial Viability Assessment

The bidder is required to submit their latest audited financial statements which will be assessed by applying the financial ratios.

The ratios will be divided into the following blocks for ease of evaluation.

<b>RATIO</b>	<b>BLOCK A</b>	<b>BLOCK B</b>	<b>BLOCK C</b>
	Poor	Average	Good
Current Ratio	2	3	5
Debt Equity ratio	2	3	5
Profitability ratio	2	3	5
Interest cover ratio	2	3	5

<b>Financial Viability Assessment</b>	
Poor (score 0-11)	The Bidder has scored a total of less than 12 points on the table above
Average (score 12-17)	The Bidder has scored a total of 12 or more but less than 18 points on the table above
Good (score 18-20)	The Bidder has scored a total of 18 or more points on the table above

Signed

Date

.....

\_\_\_\_\_

Name

Position

.....

\_\_\_\_\_

Bidder

.....

**PART C4: AGREEMENTS AND CONTRACT DATA**

**C4.1: SPECIAL CONDITIONS OF CONTRACT (SCC)**

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## 1. INTERPRETATIONS

The heading of the clauses in this Agreement are for the purpose of convenience and reference only and shall not be used in the interpretation of nor modify nor amplify the terms of this Agreement, nor any clause hereof, unless a contrary intention clearly appears: -

Words importing:-

- 1.1.1 Any one gender include the other two genders;
- 1.1.2 The singular include the plural and vice versa; and
- 1.1.3 Natural persons include created entities (corporate or unincorporated) and the state and vice versa;
  
- 1.2. The following terms shall have the meanings assigned to them hereunder and cognate expressions shall have corresponding meanings, namely:-
  - 1.2.1. "Agreement" means these Special Conditions of Contract and where indicated by the context, includes the General Conditions of Contract and Tender, including all annexures and schedules thereto;
  - 1.2.2. "Award Date" means the date of award of the Tender;
  - 1.2.3. "Commencement Date" means the Award Date;
  - 1.2.4. "Confidential Information" refers to trade, commercial, financial and management secrets, as well as any other proprietary information howsoever such confidential information may be disclosed or made available to the Recipient including, without limiting the foregoing, whether direct or indirect, orally, visually or in electronic format or by reason of inspection of documentation or by reason of access to SANSA's premises;
  - 1.2.5. " Contract Period" means the period commencing on the Commencement Date and terminating after five (5) years from date of appointment;
  - 1.2.6. "Contract Price" refers to the total amount to be paid in terms of this Tender for the Services, calculated in accordance with and as detailed in the Pricing Schedule. This amount is a fully

- inclusive price, and includes *inter alia* all local and international taxes, VAT, import duties, tariffs, insurance, carriage and freight costs (where applicable);
- 1.2.7. "Damage" refers to direct damages and any damages occasioned as a result of gross negligence and willful default, but excludes loss of revenue or profits or other indirect or consequential damages therefrom;
- 1.2.8. "Employees" means the permanent and/or casual and/or part-time employees of the Tenderer employed or otherwise retained by the Tenderer under and in terms of this Agreement, the names and designations of which will be provided to SANSa upon request;
- 1.2.9. "Good Industry Practice" means established practices, norms and standards in relation to the Services, using standards, practices, methods and procedures conforming to applicable law and exercising the requisite degree of skill, care, diligence, prudence and foresight that would reasonably and ordinarily be expected from a skilled and experienced person engaged in a similar undertaking under similar circumstances;
- 1.2.10. "Intellectual Property" means all intellectual property rights related to the Assets or Businesses of either Party to this Agreement, as they are now or may in future exist or be conducted, including without limitation:
- (a) any and all rights, privileges and priorities arising under the laws or treaties of the Republic of South Africa, any territory or possession thereof, any other country or political subdivision or territory thereof, relating to intellectual property, including patents, copyrights, trade names, trademarks, service marks, mask works, trade secrets, inventions, databases, names and logos, trade dress technology, know-how, and other proprietary information and licenses from third persons granting the right to use any of the foregoing, including all registrations and

applications for any of the foregoing that have been issued by or filed with the appropriate authorities, any common-law rights arising from the use of the foregoing, any rights commonly known as "industrial property rights" or the "moral rights" of authors relating to the foregoing, all rights of renewal, continuations, divisions, extensions and the like regarding the foregoing and all claims, causes of action, or other rights arising out of or relating to any actual or threatened infringement by any person relating to the foregoing;

- (b) all computer applications, programs and other software, including without limitation operating software, network software, firmware, middleware, and design software, all design tools, systems documentation and instructions, databases, and related items except to the extent that they may be more specifically addressed in this Agreement; and
- (c) all cost information, sales and pricing data, customer prospect lists, supplier records, customer and supplier lists, customer and vendor data, correspondence and lists, product literature, artwork, design, development and manufacturing files, vendor and customer drawings, formulations and specifications, quality records and reports and other books, records, studies, surveys, reports, plans and documents

1.2.11. "Key Personnel"

means the employees of each Party who have been appointed to act as the representatives of that Party, as detailed in Clause **Error! Reference source not found.** below;

1.2.12. "Law"

means the common law, Constitution of the Republic of South Africa 1996, any applicable statute, proclamation, regulation, rule, notice, judgment or order and any interpretation of any of them by any Court or applicable

- tribunal, AND any applicable guidance, direction, code of practice or other determination to which SANSa and/or the Tenderer is bound;
- 1.2.13. “Liability” means any legal or equitable obligation, debt, or duty to any person, including, but not limited to (i) obligations pursuant to any Government treaty or imposed by any judgment by a court or other body of competent jurisdiction, (ii) administrative costs, (iii) litigation costs, including, but not limited to, Professional fees on an Professional and own client scale, (iv) obligations that are the result of an accident or environmental incident, and (v) settlement payments;
- 1.2.14. “Party” or “Parties” means collectively the parties to this Agreement being SANSa and the Tenderer;
- 1.2.15. “Personnel” of a Party includes employees, agents, consultants, subcontractors, and other representatives of the Party, or personnel determined by the Parties from time to time to render the Services agreed hereto;
- 1.2.16. “Premises” means the SANSa premises where the Services are to be rendered by the Tenderer as indicated by the Tenderer in Part C3 above;
- 1.2.17. “Pricing Schedule” means the schedule detailing breakdown of the method of calculation of the rates and disbursements applicable for the Services for the Contract Period, to be completed by the Tenderer at Part C1.2 of the Pricing Data subject to the Pricing Instructions and as provided for in Clause 4 below;
- 1.2.18. “Responsible Authority” means a Municipality, any ministry of the National Government of South Africa, any organ of state, any official in public administration or other governmental or regulatory department, commission, institution, entity, service utility, board, agency, instrumentality or authority (in each case, whether national, provincial or municipal) or any court, each having jurisdiction over the matter in question;
- 1.2.19. “SANSa” means the South African National Space Agency, a juristic person established in terms of the South African National Space Agency Act 36 of 2008;



- 1.2.20. "Services" means the service as provided for in clause 3 below and listed in Part C 2 above;
- 1.2.21. "Tender" means this Tender, Tender No. CO/054/11/2018 for the "Advertising Services"; and
- 1.2.22. "Tenderer" means the person, natural or juristic, who has submitted an offer in response to this Tender whose details are specified on Bidder's Information, Part T1.2 above, and who is represented herein by the person authorized as the signatory in terms of the Certificate of Authority for Signatory;
- 1.2.23. "Tenderer's Bank Account" means the current bank account registered in the name of the Tenderer, the details of which are specified on the Bidder's Information, Part T1.2 above; and
- 1.2.24. "Tender Submission" means the Tenderer's tender submission in respect of the Tender.
- 1.3. any reference in this Agreement to "date of signature hereof" shall be read as meaning a reference to the date of the last signature of this Agreement;
- 1.4. any reference to an enactment is to that enactment as at the date of signature hereof and as amended or re-enacted from time to time;
- 1.5. when any number of days is prescribed in this Agreement, same shall be reckoned exclusively of the first and inclusively of the last day unless the last day falls on a Saturday, Sunday or public holiday, in which case the last day shall be the next succeeding day which is not a Saturday, Sunday or public holiday;
- 1.6. when figures are referred to in numerals and in words, if there is any conflict between the two, the words shall prevail;
- 1.7. expressions defined in this Agreement shall bear the same meanings in schedules or annexures to this Agreement which do not themselves contain their own definitions; and
- 1.8. where any term is defined within the context of any particular clause in this Agreement, the term so defined, unless it is clear from the clause in question that the term so defined has limited application to the relevant clause, shall bear the meanings ascribed to it for all purposes in terms of this Agreement, notwithstanding that, that term has not been defined in this interpretation clause.

## **2. PRECEDENCE**

- 2.1 In the event of any conflicts:
- 2.1.1 Between the Tender and the Tender Submission, the provisions of the Tender shall take preference and shall supersede the provisions of the Tender Submission;
- 2.1.2 Between the General Conditions of Contract and/or the Tender Submission on the one hand, and this Agreement on the other hand, the provisions of this Agreement take preference and shall supersede the

provisions of the General Conditions of Contract and/or the Tender Submission, as the case may be.

### **3. SERVICES**

- 3.1 The Tenderer agrees that upon appointment to perform the Services, it shall do so upon the terms and conditions set out below, as from the Commencement Date for the Contract Period, in exchange for the amounts as determined in accordance with the Pricing Schedule.
- 3.2 For the purpose of this Agreement, the Services being the subject hereof shall be those specifically listed in this Clause 3 and Part C 2 above that the Tenderer has undertaken to render:
  - 3.2.1 Strictly in accordance with and in a manner and to an extent not in conflict with any express obligation or standard provided for in this Agreement, or where there is no express obligation or standard imposed in terms of this Agreement, in a manner consistent with Good Industry Practice;
  - 3.2.2 At its (the Tenderer's) own cost;
  - 3.2.3 In accordance with the designated areas in the Premises as determined, where relevant, by SANSA's Key Personnel in writing from time to time;
  - 3.2.4 In a manner that is not likely to be injurious to health or to cause damage to property; and
  - 3.2.5 In compliance with all Law, and shall be obliged to apply for and maintain, throughout the currency of this Agreement, such permits, consents, trading licenses, authorities and work permits as may from time to time be prescribed or required by Law for the purpose of enabling the Tenderer to render the Services lawfully.
- 3.3 The Tenderer shall not be relieved of any obligation, responsibility or liability under this Agreement by the appointment of a sub-contractor to carry out any of its obligations in terms of this Agreement, in which case the Tenderer shall remain liable to ensure that the sub-contractor complies with this Agreement.

### **4. PAYMENTS AND FEES**

- 4.1 It is recorded that the consideration payable to the Tenderer by SANSA for the Services shall be calculated in accordance with the Pricing Schedule.
- 4.2 For the purposes of calculating and verifying the amount due and payable in terms of this Clause, the rendering of all Services are to be monitored by the SANSA's Key Personnel.
- 4.3 The Tenderer shall deliver a VAT invoice of amounts due and payable by SANSA in terms of this Agreement, to SANSA's Key Personnel at its domicile.
- 4.4 SANSA shall be obliged to settle the amount due by direct deposit into the Tenderer's Bank Account within 30 (thirty) days of receipt of the invoice.
- 4.5 The Tenderer shall not be entitled to receive payment of any other consideration other than as specified in terms of this Clause and the Pricing Schedule.
- 4.6 No other amounts for fees or disbursements other than reflected here may be claimed by a Tenderer.
- 4.7 The Tenderer shall not be permitted to deviate from the specified fees in its Tender submission for the duration of the appointment on the panel.

### **5. DURATION**

This Agreement shall commence on the Commencement Date and shall remain in force for the Contract

Period on the terms and conditions of this Agreement.

## **6. CO-OPERATION**

- 6.1 Each party shall co-operate fully with the other party and supply any information and support required to fulfill its obligations in terms of this and related matters.
- 6.2 The Parties shall be responsible for coordinating and engaging with each other, as appropriate and necessary, for the completion of the tasks designated pursuant to this Tender.
- 6.3 The Parties shall provide timely access to data to accomplish activities under this Tender.
- 6.4 The Parties agree that Services shall be rendered according to Good Industry Practice.

## **7. EMPLOYEE REQUIREMENT**

- 7.5 The Tenderer will employ Employees to render the Services in terms of this Tender. Such employees will include: -
  - 7.5.1 A sufficient number of qualified, experienced and efficient managers; and
  - 7.5.2 A sufficient number of appropriately qualified, properly trained and efficient employees.
- 7.6 The Tenderer shall ensure that the number, skills and/or efficiency of its Employees are sufficient in order to ensure that the Services rendered by the Tenderer are up to the standards prescribed in terms of this Tender.
- 7.7 The Parties acknowledge that the Tenderer has included in its Tender Submission the details those Employees who shall be responsible for rendering the Services.
- 7.8 The Tenderer shall be entitled to make changes to those Employees who shall render the Services, upon written notice to SANSa at least 1 (one) month prior to such change accompanied by the new employees' curriculum vitae and proof of appropriate qualifications, the replacement employee's skills, experiences and knowledge to be commensurate with the employee being replaced. Provided that SANSa shall be entitled, in its sole discretion, to object to such replacement in which even the Tenderer shall be obliged to provide details of alternative replacements.
- 7.9 The Employees shall at all times be and remain the employees of The Tenderer. Notwithstanding the foregoing, SANSa shall not be deemed to have accepted responsibility for the Tenderer's Employees if SANSa gives them any orders and/or instructions at any time (which it shall be entitled to do), provided such orders or instructions are in accordance with the provisions and terms of this Tender. The Tenderer shall procure that its Employees shall obey any such instructions and/or orders that do not conflict with this Tender.
- 7.10 The Tenderer undertakes to adhere to the terms of the Basic Conditions of Employment Act No. 75 of 1997 and the Labour Relations Act No 66 of 1995 insofar as it concerns its Employees.
- 7.11 The Tenderer shall ensure that its Employees are able to communicate in at least one of the official languages spoken in the Gauteng Province, to the reasonable satisfaction of SANSa.
- 7.12 The Tenderer and its Employees shall, at all times, comply with SANSa's policies and procedures as is required in the execution of the Tender.

## 8. WARRANTIES

- 8.1 The Tenderer warrants that
  - 8.1.1 It has obtained the passage of the necessary resolutions requisite to give effect to this Tender;
  - 8.1.2 It has obtained all necessary licenses, permits or other authorizations required from the relevant Responsible Authority for the purposes of it executing its obligations in terms of this Tender;
  - 8.1.3 No litigation, arbitration, investigation or administrative proceeding is in progress or is anticipated or threatened as at the Commencement Date, which is likely to have an adverse effect on the ability of the Tenderer to render the Services;
  - 8.1.4 It is not subject to any obligation, the performance of which is likely to have a material adverse effect on its ability to render the Services;
  - 8.1.5 No proceeding or other step has been taken or threatened for the winding up or liquidation (whether voluntary, involuntary, provisional or final), or deregistration of the Tenderer, or for the appointment of a liquidator, business rescue practitioner or similar officer over it or any of its assets;
  - 8.1.6 All information disclosed by or on behalf of the Tenderer at any time up to the Commencement Date, is true, complete and accurate in all material respects and the Tenderer is not aware of any material facts or circumstances not disclosed to SANSa that would, if disclosed, have an adverse effect on SANSa's decision to award this Tender to the Tenderer.
- 8.2 The Tenderer undertakes to submit any disputes relating to the aforementioned warranties as well as any damages of whatsoever nature suffered pursuant to a breach, whether perceived or actual, to the dispute resolution mechanism as detailed in clause ~~1546~~ below.

## 9. REPORTING REQUIREMENTS

- 9.1 The Tenderer shall furnish a written report to SANSa's Key Personnel at its domicilium within 5 (five) working days of any of the following events:
  - 9.1.1 Any encumbrance, lien or attachment imposed on any of the Tenderer's property and any seizure thereof that might have a material effect on the Tenderer's ability to render the Services;
  - 9.1.2 Any matter that may influence the validity of this Tender or any matter that constitutes or may contribute to a breach by the Tenderer of this Agreement, the circumstances thereof and possible results as viewed by the Tenderer;
  - 9.1.3 Any dispute between the Tenderer and its employees that may result in industrial action that may impact materially upon the rendering of the Services; and
  - 9.1.3.1 Any other factors that the Tenderer is aware of, that may impact materially upon the rendering of the Services or fulfillment of the terms and conditions of this Agreement.
- 9.2 Failure to submit any report as detailed in this clause ~~940~~ may be construed as breach of the terms of this Agreement, and SANSa is entitled, but not obliged, to proceed in terms of Clause ~~1546~~ hereof.

## 10. INSURANCE

- 10.1 For the duration of the Contract Period, the Tenderer shall take out and thereafter maintain or procure the maintenance of the insurances against all risk of damage or loss relating to the Services, and in particular the Professional Indemnity Insurance and including to the satisfaction of SANSA, with the following additional provisions:
- 10.1.1 The Tenderer must furnish SANSA's Key Personnel at its domicilium with 1 (one) month's written notice of its intention of cancellation, non-renewal or amendment to the insurance policy.
- 10.1.2 The Tenderer is obliged to furnish SANSA upon its written request, with a copy of the insurance policy referred to in Clause ~~1011.1~~ above, any additional terms and conditions thereof, as well as the annual renewal thereof within 14 (fourteen) days of the request.
- 10.1.3 The Tenderer is to furnish SANSA with any other information or document relating to the insurance policy referred to in Clause ~~1011.1~~ above, including proof of the premiums paid and payable and that the insurance is in full force and effect in accordance with this Agreement, within 14 (fourteen) working days of SANSA's written request.
- 10.2 The insurance premiums for the insurances referred to in this Agreement shall be for the account of the Party who bears the responsibility of taking out and maintaining the insurance.
- 10.3 In the event that the Tenderer is in breach of Clause ~~1011.1~~ above, and in addition to any other remedies that SANSA may have in terms of this Agreement, SANSA may pay any premiums required to keep such insurance in full force and effect or itself procure such insurance and may in either case recover such amounts from the Tenderer on written demand or by set off against any amounts due and payable by SANSA under this Agreement.
- 10.4 Neither Party to this Agreement may take any action or fail to take any action or insofar as is reasonably within its power, permit anything to occur in relation to it, that would entitle any insurer to refuse to pay any claim under any insurance policy in which that party is an insured, co-insured or additional insured person.
- 10.5 Neither failure to comply nor full compliance with the insurance provisions of this Agreement shall limit or relieve the Tenderer of its liabilities and obligations under this Agreement.

## 11. CONFIDENTIALITY

- 11.1 The Tenderer will keep confidential and will not disclose to any person:–
- 11.1.1 The details of this Agreement, the details of the negotiations leading to this Agreement, and the information handed over to it by SANSA during the course of negotiations, as well as the details of all the transactions or agreements contemplated in this Agreement; and
- 11.2 All information relating to the business or the operations and affairs of SANSA, (hereinafter referred to as "Confidential Information").
- 11.3 The Tenderer further undertakes as follows:–
- 11.3.1 Not to, directly or indirectly, detract from, expand on, amend, decompile, reverse engineer, use, exploit, permit use of, or exploitation of, confidential information in any other manner whatsoever or for any

purpose whatsoever other than with the explicit written consent of SANSa and in accordance with the provisions of this Agreement;

- 11.3.2 To treat any information it is uncertain as to its nature as Confidential Information until written notice to the contrary is received from SANSa;
- 11.3.3 To take reasonable security measures, at least as great as the precautions it takes to protect its own confidential or proprietary information, to keep the Confidential Information confidential.
- 11.4 SANSa may, in its sole discretion, require the Tenderer's Employees to sign a Non-Disclosure/Confidential Statement/Form and follow all provisions, restrictions, procedures, and policies commensurate to the tasks to be performed.
- 11.5 The Tenderer agrees to keep all Confidential Information and to disclose it only after obtaining prior written approval of SANSa's Key Personnel, and then only to its officers, directors, employees, consultants and professional advisors, who:
  - 11.5.1 Have a need to know (and then only to the extent that each such person has a need to know);
  - 11.5.2 Are aware that the Confidential Information should be kept confidential;
  - 11.5.3 Are aware of the Tenderer's undertaking in relation to such information in terms of this Agreement; and
  - 11.5.4 Have been directed by the Tenderer to keep the confidential information confidential.
- 11.6 The Tenderer's obligations in relation to the maintenance and non-disclosure of Confidential Information in terms of this Agreement does not extend to information that:
  - 11.6.1 Is or becomes public knowledge, otherwise than pursuant to a breach of this Agreement by the Tenderer or third party who disclosed such Confidential Information, but only to the extent that the Confidential Information has become public knowledge;
  - 11.6.2 Is required by the provisions of any law, statute or regulation or during any court proceedings, or by the rules or regulations of any recognised stock exchange to be disclosed and subject to the provisions of this Agreement, the Tenderer has taken all reasonable steps to oppose or, prevent the disclosure of and to limit, as far as reasonably possible, the extent of such disclosure and has consulted with SANSa prior to making such disclosure; and
  - 11.6.3 Is disclosed to SANSa in terms of this Agreement but, at the time of such disclosure such information is known to be in lawful possession or control of that party and not subject to an obligation of confidentiality.

## **12. NO DISPARAGEMENT AND USE OF NAME**

- 12.1 The Tenderer undertakes not to do anything that may disparage the good name of SANSa, and any such action or omission occasioned by the Tenderer or its employees, acting in the course and scope of their employment, will be deemed a breach of this Agreement.
- 12.2 The Tenderer shall not utilise the name "SANSa" in conjunction with the Tenderer's marketing, research, development or other business activities without the prior written consent of the SANSa, which SANSa, in its sole discretion, may grant or refuse.

### 13. LIMITATION OF LIABILITY

- 13.1 Notwithstanding anything to the contrary herein contained, SANSA shall not be liable to the Tenderer or any other person, and the Tenderer shall likewise indemnify and keep SANSA indemnified, for any damages arising out of the death of or injury to an employee of the Tenderer or any of its agents, representatives or sub-contractors whilst such person is at the Premises or whilst using any equipment owned or operated by SANSA for the following:
- 13.1.1 As a direct result of the negligence, willful act or willful omission to act on the part of the Tenderer and/or any of its employees whilst they are acting in the course and scope of their employment;
  - 13.1.2 As a result of the information supplied by, or misrepresentations, acts and omissions, breaches of law, fraudulent acts or willful default on the part of the Tenderer, the Tenderer's Personnel, or any third party under the control of the Tenderer;
  - 13.1.3 Any claim for or in respect of the death or personal injury of any occupant or user of the Premises, whether legally or not;
  - 13.1.4 Any loss of or damage to property within the Premises save to the extent caused by the negligence, willful act or omission of SANSA or any of its Personnel ; and
  - 13.1.5 Any breach of any Law arising in connection with the Services, save to the extent caused by the willful misconduct of SANSA or SANSA's breach of the terms of this Agreement.
- 13.2 Without derogating from the generality of a foregoing, the Tenderer hereby indemnifies SANSA and its employees, agents and contractors against losses, damages and expenses suffered by it in the Circumstances set out in this Clause ~~13.15~~.

#### **14. SPECIAL CONDITIONS**

- 14.1.1 Tenderers are not permitted to re-type forms or submit their own forms, and are compelled to use the forms as provided.
- 14.1.2 SANSa reserves the right to invalidate the Tender Submission, upon the failure on the part of the Tenderer to sign the Tender forms and thus to acknowledge and accept the conditions in writing or to complete the Tender forms, questionnaires and specifications in all respects. The submission of a Tender after the closing date and time will invalidate a bid, and SANSa shall return late Tender submissions unopened.
- 14.1.3 Bidders are requested to endorse their signature on every page of GCC and SCC.
- 14.1.4 SANSa reserves the right to negotiate price with the preferred bidder.
- 14.1.5 The Tender proposals should be submitted with all required information containing technical information as well as price information.
- 14.1.6 A B-BBEE status level verification certificate/sworn affidavit must be submitted in order to qualify for preference points for B-BBEE. NOTE: Failure to adhere to this condition will invalidate points claimed
- 14.1.7 Proof of company registration must be submitted in the form of certified copies of the relevant registration documents.
- 14.1.8 Telephonic, telegraphic and e-mailed tender offers will not be accepted

#### **15. DISPUTE RESOLUTION**

- 15.1 The Parties accept that disputes and differences may arise between the Parties during the course of this Agreement.
- 15.2 If any dispute or difference of any kind whatsoever arises between Parties arising out of the contract, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 15.3 If, after thirty (30) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either Party may give notice to the other party of his intention to commence with mediation or arbitration.
- 15.4 No mediation or arbitration may be commenced unless such notice is given to the other party.
- 15.5 The arbitration shall be held:
  - 14.5.1 at a mutually agreed venue by the Parties;
  - 14.5.2 on the basis that the proper law of the agreement contained in this clause and of the contract in which this clause is contained shall be the law of the Republic of South Africa;
  - 14.5.3 with only the legal and other representatives of the Parties to the dispute present thereat;
  - 14.5.4 in terms of the Arbitration Act, No 42 of 1965 (as amended), it being the intention that the arbitration shall be held and completed as soon as possible.
- 15.6 The arbitrator shall be, if the matter in dispute is principally:-
  - 15.6.1 a legal matter, a practicing advocate or Professional of at least ten (10) years' standing;
  - 15.6.2 an accounting matter, a practicing chartered accountant of at least ten (10) years' standing;



- 15.6.3 any other matter, an independent person, agreed upon between the Parties to the dispute.
- 15.7 Should the Parties to the dispute fail to agree whether the dispute is principally a legal, accounting or other matter within seven (7) days after arbitration was demanded, the matter shall be deemed to be a legal matter.
- 15.8 Should the Parties fail to agree on an arbitrator within fourteen (14) days after giving of notice in terms of clause 15.316-3 above, the arbitrator shall be appointed at the request of either party to the dispute by the Arbitration Foundation of South Africa (AFSA).
- 15.9 The arbitrator shall have the power to fix all procedural rules for the holding of the arbitration, including discretionary powers to make orders as to any matters which he may consider proper in the circumstances of the case with regard to submissions, pleadings, discovery, inspection of documents, examination of witnesses and any other matter relating to the conduct of the arbitration. The arbitrator may receive and act on all such evidence, whether oral or written, strictly admissible or not, as he in his discretion may deem fit. Unless the arbitrator otherwise expressly directs, the arbitration shall be conducted according to the procedures laid down by the Uniform Rules of the High Court of South Africa as amended and adapted by any special rules or practices applicable in the North Gauteng High Court, Pretoria.
- 15.10 The award of the arbitrator shall be final and binding upon all the Parties to the dispute (who hereby agree to carry out the award). The Parties hereby exclude all rights of appeal which might otherwise be conferred on them by law but give each other right to review the decision of the Arbitrator.
- 15.11 The arbitrator's award may be made an order of any court of competent jurisdiction including, for the avoidance of doubt, any court which is authorised to make such an order by virtue of any treaty or legislation relating to the reciprocal enforcement of foreign arbitral awards or judgments.
- 15.12 The Parties agree to keep the arbitration including the subject-matter of the arbitration and the evidence heard during the arbitration confidential and not to disclose same to anyone except for the purposes of the arbitration proceedings in terms of this clause, any review thereof and obtaining an order in terms of sub-clause 10 above.
- 15.13 The provisions of this clause:-
- 15.13.1 Constitute an irrevocable consent by the Parties to any proceedings in terms hereof and no party shall be entitled to withdraw there from or claim at any such proceedings that it is not bound by such provisions;
- 15.13.2 Constitute a separate agreement, severable from the rest of this agreement and shall remain in effect despite determination of or invalidity for any reason of this agreement.
- 15.14 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

## 16. LITIGATION

- 16.1 Save as provided herein, neither party shall be entitled to institute any legal proceedings against the other in connection with any dispute to this Agreement, unless and until such dispute has been submitted to resolution by mutual consultation, mediation or by arbitration as provided for in Clause ~~1546~~ above and such mutual consultation, mediation, or arbitration has been concluded, and then only to the extent that such legal proceedings are not otherwise prohibited in accordance with the provisions of this Agreement.
- 16.2 Notwithstanding any reference to mediation and/or court proceedings herein, the Parties shall continue to perform their respective obligations under the contract unless they otherwise agree.

## 17. DOMICILIUM AND NOTICES

- 17.1 For all purposes of this Agreement including, but not by way of limitation, the giving of any notice, the making of any communication, or the serving of any process, the Parties respectively choose domicilium citandi et executandi ("domicilium") at the addresses set out hereunder:

SANSA

For attention: The Chief Executive Officer

At physical address: Enterprise Building, Mark Shuttleworth Street, Innovation Hub, Pretoria

Telefax: 012 844 5000

E-mail: [zmalgas@sansa.org.za](mailto:zmalgas@sansa.org.za)

The Tenderer chooses as its *domicilium* the details set out in the Bidder's Information set out above.

- 17.2 Each of the Parties, by written notice to the other party 2 (two) months prior to such change, shall be entitled from time to time to vary its domicilium to any other address within South Africa, provided that such address may not be a poste restante, or, in the Tenderer's case, a post office box.
- 17.3 Any notice given and any communication or payment made by either Party to the other ("the addressee") which:—
- 17.3.1 Is delivered by hand or faxed by facsimile transmission during the normal business hours of the addressee at the addressee's domicilium for the time being, shall be presumed, until the contrary is proved, to have been received by the addressee at the time of delivery or on the first business day after the date of facsimile transmission;
- 17.3.2 Is posted by prepaid registered post from an address within South Africa to the addressee at the addressee's domicilium for the time being, shall be presumed, until the contrary is proved, to have been

received by the addressee on the 7th (seventh) day after the date of posting.

## **18. INTELLECTUAL PROPERTY**

- 18.1 The ownership of any Intellectual Property owned by either Party prior to the commencement of the Tender shall be and remain vested with that Party.
- 18.2 Any Intellectual Property emanating from the activities undertaken under this Tender shall be and remain vested with SANSA subject to the following conditions:
  - 18.2.1 The Government of the Republic of South Africa shall under circumstances of national need or emergency have absolute and irrevocable rights to a license to use an Intellectual Property developed under this Agreement;
  - 18.2.2 SANSA owns the copyright for the works, documents and other object capable of intellectual property rights developed and/or produced for the purposes of this Agreement (if any); and
  - 18.2.3 The Intellectual Property Rights from Publicly Financed Research and Development Act, 2008 (Act No. 51 of 2008) insofar as may be relevant to this Agreement, shall be applicable.

## **19. ELECTRONIC COMMUNICATIONS AND TRANSACTIONS ACT**

- 19.1 No data message (as defined in the Electronic Communications and Transactions Act, 25 of 2002), including an e-mail, SMS, and recorded voice message, sent by one Party to the other, shall amend this Agreement, or the rights and duties of the parties in any manner, unless such data message is reduced to paper and signed by both parties or their duly authorized signatories.
- 19.2 Data messages (as defined above) sent by one Party to the other shall be deemed to be received by such other Party only when it responds thereto, and for purposes of this clause an auto-response shall not be a response.
- 19.3 Legal notices and/or disclaimers linked to, accessible from or attached to a data message (as defined above) sent by one Party to the Other shall be deemed part of this Agreement and shall override and replace any such notices or disclaimers linked to, accessible from or attached to any data message sent by the other Party in a return message.

## **20. RELATIONSHIP OF THE PARTIES**

- 20.1 Nothing in this Agreement shall be construed as creating the relationship of employee and employer between the Tenderer or any of its employees, and SANSA. Neither the Tenderer nor any of its employees shall at any time be or become an agent or representative of SANSA nor shall the Tenderer or any of its employees hold itself out as such nor shall the Tenderer or any of its employees be entitled to any of the benefits provided by SANSA to any of its officers and employees.
- 20.2 This Agreement shall not give rise to any joint venture or partnerships between the Parties and neither

Party shall hold itself out as a partner of the other.

- 20.3 The Tenderer confirms that none of its directors, shareholders, employees or other related parties, are employed by SANSa or any other organ of state (as defined in the Constitution of the Republic of South Africa, Act 108 of 1996).

## **21. LIMITATION OF EMPLOYMENT**

- 21.1 Neither party shall appoint, employ or in any way whatsoever obtain the services of the other party's Personnel, unless specifically so agreed to by the other party in writing.
- 21.2 This clause will remain in force until twelve (12) months after the termination of this Agreement mutually, by expiration or by default.

## **22. NO DISPARAGEMENT AND USE OF NAME.**

- 22.1 The Tenderer undertakes not to do anything that may disparage the good name of SANSa, and any such action or omission occasioned by the Tenderer or its employees, acting in the course and scope of their employment with the Tenderer, will be deemed a breach of this Agreement.
- 22.2 The Tenderer shall not utilise the name "South African Space Agency" or "SANSa" in conjunction with the Tenderer's marketing, research, development or other business activities without the prior written consent of the SANSa, which SANSa, in its sole discretion, may grant or refuse.

## **23. TAXES AND DUTIES**

- 23.1 The Tenderer shall be entirely responsible for payment of all taxes, stamp duties, license fees etc.
- 23.2 No award shall be made to any Tenderer whose tax matters are not in order.

## **24. FORCE MAJEURE**

- 24.1 For the purpose of this Agreement, force majeure shall mean war, fire, flood, explosion, lightning, storm, earthquake, riots, insurrection or other Act of God.
- 24.2 Neither Party shall be responsible to the other for delay nor is failure in performance of any of the obligations imposed by this Agreement, if and to the extent that such delay or non-performance occasioned by force majeure.
- 24.3 Upon any of these events happening, both Parties shall do everything in their power to mitigate the consequences of such an event and establish restitution of the rights and obligations under this Agreement as soon as possible.
- 24.4 The Party claiming relief shall serve written notice on the other Party within 3 (three) working days of the event of force majeure, containing all such relevant information as may be available, including the effect of the event of force majeure on the ability of the Party to perform, actions being taken in terms of Clause

~~24.3~~~~25.3~~ above, the date of the occurrence of the event of force majeure, and an estimation of the time period required to overcome it and/or its effects. The Party claiming relief shall furnish the other Party with any further information as and when it comes to their attention.

- 24.5 If restitution cannot be or can only partly be restored, the Parties shall endeavor to agree to suitable and equitable modifications to this Agreement that may or may not include the termination of this Agreement.

## **25. GENERAL PROVISIONS**

- 25.1 The Tender Document and Tender Submission contains the entire agreement between the Parties, and SANSA shall not be bound by any representations, warranties, undertakings, promises or the like (whether or not made by the Tenderer, its agents or servants) which are not recorded herein. No alteration, variation or cancellation by agreement of, addition or amendment to, or deletion from this Agreement shall be of any force or effect unless in writing and signed by or on behalf of the Parties. In the event of any conflicts between the Tender Documents (including this SCC) and the Tender Submission, the Tender Documents shall take preference and shall supersede the provisions of the Tender Submission.
- 25.2 No indulgence, extension of time, relaxation or latitude shown, granted or allowed by SANSA to the Tenderer shall constitute a waiver by SANSA of any of its rights and SANSA shall not be prejudiced or estopped from exercising any of its rights against the Tenderer which may have arisen in the past or which may arise in the future.
- 25.3 The Tenderer consents to the jurisdiction of the Magistrate Courts of South Africa in respect of any action or proceedings which may be brought against it by SANSA, or brought by it against SANSA; provided that SANSA shall be entitled to bring proceedings in any other Court if it so elects.
- 25.4 All notices, consents, advice or other communication between the Parties to the other of them shall be in writing, and unless in writing shall be deemed not to have been given or made.
- 25.5 If any term of this Tender Document should be held to be invalid, unenforceable or unlawful, then such term shall be severable from the balance of this Tender Document and be treated as pro non scripto without invalidating or affecting the enforceability of the remaining provisions, and the remaining terms of this Tender Document shall continue in full force and effect.
- 25.6 All supporting documentation and submitted with the response will become SANSA's property unless otherwise stated by the Tenderer at the time of submission.
- 25.7 All information provided by the Tenderer is accepted in good faith as being true and accurate. Any false declaration or intentional omission of relevant facts shall be reported, which on receipt of such report by either party may result in the immediate termination of this agreement.
- 25.8 All costs incurred in the preparation of a response or any activity pursuant thereto shall be for the account of the Tenderer. All supporting documentation and submitted with the response will become SANSA's property unless otherwise stated by the Tenderer at the time of submission.

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**C4.2: GENERAL CONDITIONS OF CONTRACT (GCC)**

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**National Treasury July 2010****NOTES****Purpose:**

The purpose of this document is to:

- Draw attention that the SANSa is regulated by the government procurement regulations;
- Draw special attention to certain general conditions applicable to government bids (quotations, bids, bids) and which form part of subsequent supply contracts and supply orders; and
- To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government (SANSa).

**Singular / plural**

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.

**Integral part**

The General Conditions of Contract will form part of all bid documents and may not be amended.

**Special conditions of contract**

Special Conditions of Contract (SCC) relevant to a specific bid is compiled separately for every bid, if applicable and will supplement these General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## 1. Definitions

The following terms shall be interpreted as indicated:

- 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, Process 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.

## 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. With certain exceptions, invitations to bid are only published in the Government Bid Bulletin. The Government Bid Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://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 analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the 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;  
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
- d) 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 10 such remedial actions 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 fulfilment 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 these 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 Obtain 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 cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the 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 Bid 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 antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

#### **25. Force Majeure**

25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the 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,

- I. The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- II. The purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

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

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

**29. Governing language**

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

**30. Applicable law**

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

SCC.

**31. Notices**

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder.

This certificate must be an original issued by the South African Revenue Services.

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

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

**34. Prohibition of Restrictive practices**

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

**END**