

**PART A  
INVITATION TO BID**

BID NUMBER:	WCNCB 15/10/2022	CLOSING DATE:	27/01/2023	CLOSING TIME:	11H00 AM
DESCRIPTION	CapeNature seeks to appoint a service provider to provide Housekeeping, Laundry and Porterage services at the 5-day Whale Trail overnight accommodation facilities within the De Hoop Nature reserve for a 5-year period.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (WBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
SITUATED AT

<p><b>CapeNature Head Office</b>  <b>PGWC Shared Services Centre</b>  <b>3<sup>rd</sup> Floor</b>  <b>Cnr Bosduif &amp; Volstruis Streets</b>  <b>Bridgetown</b>  <b>7764</b></p>	<p><b>Please note that a compulsory briefing session will be conducted at De Hoop Nature Reserve on Wednesday 16 November 2022 at 11:00 AM.</b></p> <p><b>Please note that the briefing session will be the whole day.</b></p> <p><b><u>De Hoop Nature Reserve:</u></b></p> <p>Take the N2 from Cape Town to Caledon. Turn right at the second turn off to Caledon, where you will find the Venster Restaurant on your left side. Drive through Caledon and then continue on the R316 to Bredasdorp, via Napier. At the 3<sup>rd</sup> 4 way stop street in Bredasdorp, turn left into All Saints Street (Caltex garage on left corner). Travel approximately 8 km on the R319 to Swellendam (past the silos on right hand side). Turn right onto the gravel road signposted Wydgeleë, Infanta, Malgas and De Hoop. Travel for approximately 50 km straight on to Potberg. (Do not turn right at the sign post De Hoop Pad). Go past Ouplaas School. Potberg gate is approximately 10 km from the school.</p> <p>From George, follow the N2 to Swellendam. Approximately 10 km past Swellendam, take the Malgas Infanta turn off and follow this gravel road for 31 km, until you reach a Y-junction (De Hoop, Ouplaas). The road will then lead you to a T junction (This will be the road going from Potberg to Bredasdorp) Turn left here (lekkerwater beach lodge sign) and follow the road to Potberg for about 12 km. (Do not turn right at the sign posted De Hoop Pad).</p> <p><b>GPS coordinates: 34°22'23.48"S 20°31'04.37"E</b></p>
<p><b>Tenders Email Address:</b></p> <p><a href="mailto:tenders@capenature.co.za">tenders@capenature.co.za</a></p>	

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
	WCSD REGISTRATION No.		AND CSD No:	
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?	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	<input type="checkbox"/>	A REGISTERED AUDITOR		

<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs &amp; QSEs) MUST BE SUBMITTED TOGETHER WITH A COMPLETED 6.1 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	CapeNature	CONTACT PERSON	Mulisa Nekhavhambe
CONTACT PERSON	Imran Brey	TELEPHONE NUMBER	087 087 4012
TELEPHONE NUMBER	087 087 4103	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	NA	E-MAIL ADDRESS	<a href="mailto:mnekhavhambe@capenature.co.za">mnekhavhambe@capenature.co.za</a>
E-MAIL ADDRESS	<a href="mailto:ibrey@capenature.co.za">ibrey@capenature.co.za</a>		

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED)</p> <p>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.</p> <p>1.4. 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.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILE USER THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.3 BIDDERS MAY ALSO SUBMIT A PRINTED TCS WITH A RESULT SUMMARY PAGE (DOWNLOADED FROM EFILING) TOGETHER WITH THE BID.</p> <p>2.4 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS AS MENTIONED IN 2.3 ABOVE.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO PROVIDE PROOF OF TAX COMPLIANCE STATUS; NOR OBTAIN A TAX COMPLIANCE STATUS FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) IF NOT REGISTER AS PER 2.2 ABOVE.</b></p>

**\*FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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

DATE: .....

## TAX CLEARANCE REQUIREMENTS

### IT IS A CONDITION OF THE TENDER THAT -

1. The taxes of the successful service provider **must** be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her tax obligations.
2. Application for tax clearance must be done through the Receiver of Revenue office where the service provider is registered for tax purposes. The Receiver of Revenue will then furnish the Supplier with a Tax Clearance Certificate that will be valid for a period of one year from date of issue.
3. This Tax Clearance Certificate must be submitted in the original together with the tender. Failure to submit the **original** and valid Tax Clearance Certificate **will** invalidate the tender. If a tax clearance certificate was submitted previously to CapeNature please indicate as such.
4. In quotations where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificates are available at any Receiver's Office.

<b>HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED</b>	YES	NO
<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU?</b>  (IF YES ENCLOSE PROOF)	Yes	No

**PART C  
PRICING SCHEDULE**

(Professional Services)

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

Description	Price per day	Year 1 Total Cost	Year 2 Total Cost	Year 3 Total Cost	Year 4 Total Cost	Year 5 Total Cost	Total Amount
Yearly Percentage % incremeant rate							
Huts:							
Potberg							
Cupidoskraal							
Noetsie							
Hamerkop							
Vaalkrans							
End of Trail Ablution							
Whale Trail Overnight Parking Storage							
Spring Cleaning							
Supervision							
Transport Costs							
Administrative Costs							
Total							
VAT							
Tendered amount							

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT IN TERMS OF THE WESTERN CAPE GOVERNMENTS INTERIM STRATEGY AS IT RELATES TO PREFERENCE POINTS

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 (TENDERERS) MUST STUDY THE BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE

#### 1. DEFINITIONS

- 1.1 “**acceptable tender**” means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
- 1.2 “**affidavit**” is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings.
- 1.3 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;
- 1.5 “**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 BroadBased Black Economic Empowerment Act;
- 1.6 “**bid**” means a written offer on the official bid documents or invitation of price quotations and “**tender**” is the act of bidding/tendering;
- 1.7 “**Code of Good Practice**” means the generic codes or the sector codes as the case may be;
- 1.8 “**consortium or joint venture**” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 1.9 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 1.10 “**EME**” is an Exempted Micro Enterprise with an annual total revenue of R10 million or less.
- 1.11 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 1.12 “**Large Enterprise**” is any enterprise with an annual total revenue above R50 million;
- 1.13 “**non-firm prices**” means all prices other than “firm” prices;
- 1.14 “**person**” includes a juristic person;
- 1.15 “**price**” includes all applicable taxes less all unconditional discounts;
- 1.16 “**proof of B-BBEE status level contributor**” means-
  - (a) The B-BBEE status level certificate issued by an authorized body or person;
  - (b) A sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
  - (c) Any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act.

- 1.17 **QSE** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;
- 1.18 **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;
- 1.19 **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.20 **“the Regulations”** means the Preferential Procurement Regulations, 2017;
- 1.21 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 11 October 2013;
- 1.22 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.23 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

## 2. GENERAL CONDITIONS

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

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

- 2.5 Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit confirming annual total revenue and level of black ownership together with the bid or an affidavit issued by Companies Intellectual Property Commission, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 2.6 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.



### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 Subject to Section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the bidder obtaining **the highest number of total points** will be awarded the contract.
- 3.2 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- 3.3 A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE will not be disqualified but will only score:
- (a) points out of 80 for price; and
  - (b) 0 points out of 20 for B-BBEE
- 3.4 Points scored must be rounded off to the nearest 2 decimal places.
- 3.5 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.6 As per section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraphs (d) and (e) of the Preferential Procurement Policy Framework Act, 2000 that justifies the award to another tenderer. provided that it has been stipulated upfront in the tendering conditions.
- 3.7 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

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

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

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

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = Price of lowest acceptable tender

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

- 5.1 In terms of Regulation 6 (2) and 7 (2) of the 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

- 5.2 An **EME** must submit a valid, originally certified affidavit confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission.
- 5.3 A **QSE that is less than 51 per cent (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a valid, original or a legible certified copy of a B-BBEE Verification Certificate issued by SANAS.
- 5.4 A **QSE that is at least 51 per cent black owned (51% or higher)** must submit a valid, originally certified affidavit confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.
- 5.5 A **large enterprise** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.
- 5.6 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.7 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.
- 5.8 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

## 6. BID DECLARATION

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPH 5**

7.1 B-BBEE Status Level of Contribution ..... = ..... (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the tender.

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

8.1 Name of company/entity : .....

8.2 VAT registration number : .....

8.3 Company Registration number : .....

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 contribution indicated in paragraph 7 above, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (a) The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the bidder.
- (b) As set out in Section 130 of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:
  - (i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;
  - (ii) provides false information or misrepresents information to a B-BBEE Verification Professional in order to secure a particular B-BBEE status or any benefit associated with compliance to the B-BBEE Act;
  - (iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or
  - (iv) engages in a fronting practice.
- (c) If a B-BBEE verification professional or any procurement officer or other official of an organ of state or public entity becomes aware of the commission of, or any attempt to commit any offence referred to in paragraph 9.1 (a) above will be reported to an appropriate law enforcement agency for investigation.
- (d) Any person convicted of an offence by a court is liable in the case of contravention of 9.4 (b) to a fine or to imprisonment for a period not exceeding 10 years or to both a fine and such imprisonment or, if the convicted person is not a natural person to a fine not exceeding 10% of its annual turnover.
- (e) The purchaser may, if it becomes aware that a bidder may have obtained its B-BBEE status level of contribution on a fraudulent basis, investigate the matter. Should the investigation warrant a restriction be imposed, this will be referred to the National Treasury for investigation, processing and imposing the restriction on the National Treasury's List of Restricted Suppliers. The bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, may be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied.

- (f) The purchaser may, in addition to any other remedy it may have –
  - (i) disqualify the person from the bidding process;
  - (ii) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (iii) 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; and
  - (iv) forward the matter for criminal prosecution.
  - (v) The information furnished is true and correct.
  - (vi) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

**SIGNATURE(S) OF THE BIDDER(S):** .....

**DATE:** .....

**ADDRESS:** .....

.....

**WITNESSES:**

1. ....

2. ....

**PROVINCIAL GOVERNMENT OF WESTERN CAPE**

**DECLARATION OF INTERESTS, BIDDERS PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION**

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Practice Note 4 of 2006 Declaration of Bidders Past SCM Practices-(SDB8), Instruction note Enhancing Compliance Monitoring and Improving Transparency and Accountability in Supply Chain Management, Practice note 7 of 2009/10 - SBD 4 Declaration of Interest, Practice Note 2010 Prohibition of Restrictive practices SBD9, Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
3. All prospective bidders intending to do business with the Institution must be registered on the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB) if they wish to do business with the Western Cape Government (WCG) via the electronic Procurement Solution (ePS).
4. The status of enterprises and persons listed on the National Treasury's Register for Tender Defaulters will be housed on the ePS. Institutions may not under any circumstances procure from enterprises and persons listed on the Database of Tender Defaulters.
5. The status of suppliers listed on the National Treasury's Database of Restricted Suppliers will be housed on the ePS; however, it remains incumbent on institutions to check the National Treasury Database of Restricted Suppliers before the conclusion of any procurement process. For suppliers listed as restricted, institutions must apply due diligence and risk assessment before deciding to proceed with procurement from any such supplier.

**6. Definitions**

**"bid"** means a bidder's response to an institution's invitation to participate in a procurement process which may include a bid, price quotation or proposal;

**"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;

**"business interest"** means -

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, or
- (d) includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

**“Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

**“Controlling interest”** means, the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise;

**“Corruption”**- General offences of corruption are defined in the Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004) as:

Any person who directly or indirectly-

- (a) accepts or agrees or offers to accept an! gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or
- (b) gives or agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person., in order to act personally or by influencing another person so to act, in a manner—
  - (i) that amounts to the-
    - (aa) illegal. dishonest. unauthorised. incomplete. or biased: or
    - (bb) misuse or selling of information or material acquired in the course of the exercise, carrying out or performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation:
  - (ii) that amounts to-
    - (aa) the abuse of a position of authority;
    - (bb) a breach of trust; or
    - (cc) the violation of a legal duty or a set of rules;
  - (iii) designed to achieve an unjustified result; or
  - (iv) that amounts to any other unauthorised or improper inducement to do or 45 not to do anything. of the, is guilty of the offence of corruption

**“CSD”** means the Central Supplier Database maintained by National Treasury;

**“employee”**, in relation to –

- (a) a department, means a person contemplated in section 8 of the Public Service Act, 1994 but excludes a person appointed in terms of section 12A of that Act; and
- (b) a public entity, means a person employed by the public entity;

**“entity”** means any -

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- (b) sole proprietorship;

**“entity conducting business with the Institution”** means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province;

**“Family member”** means a person’s -

- (a) spouse; or
- (b) child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption or some other legal arrangement (as the case may be);

**“intermediary”** means a person through whom an interest is acquired, and includes a representative or agent or any other person who has been granted authority to act on behalf of another person;

**“Institution”** means –

a provincial department or provincial public entity listed in Schedule 3C of the Act; **“Provincial**

**Government Western Cape (PGWC)”** means

- (a) the Institution of the Western Cape, and
- (b) a provincial public entity;

**“RWOEE”** means -

Remunerative Work Outside of the Employee’s Employment

**“spouse”** means a person’s -

- (a) partner in marriage or civil union according to legislation;
- (b) partner in a customary union according to indigenous law; or
- (c) partner with whom he or she cohabits and who is publicly acknowledged by the person as his or her life partner or permanent companion.

- 7. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
  - a) Therefore, by 31 January 2017 all employees who are conducting business with an organ of state should either have:
    - (i) resigned as an employee of the government institution or;
    - (ii) cease conducting business with an organ of state or;
    - (iii) resign as a director/shareholder/owner/member of an entity that conducts business with an organ of state.
- 8. Any legal person, or their family members, may make an offer or offers in terms of this invitation to bid. In view of potential conflict of interest, in the event that the resulting bid, or part thereof, be awarded to family members of persons employed by an organ of state, 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 Institution
- 9. The bid of any bidder may be disregarded if that bidder or any of its directors abused the institution’s supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.

10. 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). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
11. 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.
12. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
13. 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.

<b>SECTION A: DETAILS OF THE ENTITY</b>	
CSD Registration Number	MAAA
Name of the Entity	
Entity registration Number (where applicable)	
Entity Type	
Tax Reference Number	
Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons with a right or entitlement to share in profits, revenue or assets of the entity should be disclosed in the Table A below.	





**TABLE B**

Details of persons (family members) connected to or employees of an organ of state should be disclosed in Table B below.

FULL NAME OF EMPLOYEE	IDENTITY NUMBER	DEPARTMENT/ ENTITY OF EMPLOYMENT	DESIGNATION/ RELATIONSHIP TO BIDDER**	INSTITUTION EMPLOYEE NO./ PERSAL NO. (Indicate if not known)

<b>SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES</b>			
To enable the prospective bidder to provide evidence of past and current performance.			
<b>C1.</b>	Did the entity conduct business with an organ of state in the last twelve months? <b>(If yes complete Table C)</b>	NO	YES

**C2. TABLE C**

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT/ ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT	
<b>C3.</b> Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?					NO	YES
<b>C4.</b> Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?  (To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.)					NO	YES
<b>C5.</b> If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?				NO	YES	N/A
<b>C6.</b> Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?					NO	YES
<b>C7.</b> Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?					NO	YES

**SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT**

This form must be signed by a duly authorised representative of the entity in the presence of a commissioner of oaths.

I, ..... hereby swear/affirm;

- i. that the information disclosed above is true and accurate;
- ii. that I understand the content of the document;
- iii. the entity undertakes to independently arrive at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be 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 the Institution.
- iv. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract.

.....  
**DULY AUTHORISED REPRESENTATIVE'S**  
**SIGNATURE**

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

- 1.1 Do you know and understand the contents of the declaration? ANSWER: .....
- 1.2 Do you have any objection to taking the prescribed oath? ANSWER: .....
- 1.3 Do you consider the prescribed oath to be binding on your conscience? ANSWER:.....
- 1.4 Do you want to make an affirmation? ANSWER: .....

2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....  
**SIGNATURE FULL NAMES:** Commissioner of Oaths  
**Designation** (rank):.....ex officio: Republic of South Africa  
**Date:** .....  
**Place:** .....  
**Business Address:** .....  
 .....

## GENERAL CONDITIONS OF CONTRACT

### NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
  - (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government. In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.
- The General Conditions of Contract will form part of all bid documents and may not be amended.
  - Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

### General Conditions of Contract

**1. Definitions** 1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

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

## **2. Application**

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding

immovable property, unless otherwise indicated in the bidding documents.

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

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

## **3. General**

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

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85,

Pretoria 0001, or accessed electronically from [www.treasury.gov.za](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;

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

#### **14. Spare parts**

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

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

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

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

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

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

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

#### **16. Payment**

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

## **17. Prices**

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

## **18. Contract amendments**

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

## **19. Assignment**

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

## **20. Subcontracts**

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

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

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without 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 Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According

to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

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

24.1 When, after the date of bid, provisional payments are required, or 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,

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

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

#### **28. Limitation of liability**

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

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

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

## **29. Governing language**

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

## **30. Applicable law**

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

**31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

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

## **32. Taxes and duties**

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

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

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

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


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

## **34. Prohibition of Restrictive practices**

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.

Terms of Reference	
Introduction	<p>CapeNature seeks to appoint a service provider to provide Housekeeping, Laundry and Porterage services at the 5-day Whale Trail overnight accommodation facilities within the De Hoop Nature reserve for a 5-year period. Currently the Whale Trail operates 365 days per year with daily bookings.</p>
Location	<p><b>De Hoop Nature Reserve (Potberg)</b></p> <p>Take the N2 from Cape Town to Caledon. Turn right at the second turn off to Caledon, where you will find the Venster Restaurant on your left side. Drive through Caledon and then continue on the R316 to Bredasdorp, via Napier. At the 3<sup>rd</sup> 4-way stop street in Bredasdorp, turn left into All Saints Street (Caltex garage on left corner). Travel approximately 8 km on the R319 to Swellendam (past the silos on right hand side). Turn right onto the gravel road signposted Wydgeleë, Infanta, Malgas and De Hoop. Travel for approximately 50 km straight on to Potberg. <b>(Do not turn right at the sign post De Hoop Pad)</b>. Go past Ouplaas School. Potberg gate is approximately 10 km from the school.</p> <p>From George, follow the N2 to Swellendam. Approximately 10 km past Swellendam, take the Malgas Infanta turn off and follow this gravel road for 31 km, until you reach a Y-junction (De Hoop, Ouplaas). The road will then lead you to a T-junction (This will be the road going from Potberg to Bredasdorp) Turn left here (lekkerwater beach lodge sign) and follow the road to Potberg for about 12 km. <b>(Do not turn right at the sign posted De Hoop Pad)</b>.</p> <p><b>GPS coordinates: 34°22'23.48"S 20°31'04.37"E</b></p>
Specification	<p><b>General Conditions</b></p> <p>De Hoop Nature Reserve and Marine protected area is situated approximately 60km east of Bredasdorp in the Overberg and accessed solely by gravel roads.</p> <p>The Whale Trail boasts five overnight huts scattered at spectacular locations on the foot of the Potberg Mountain while some are nestled along the coast. The total distance from first to the last/ furthest overnight hut being Noetsie hut is approximately 25km (one way) accessible only via gravel service roads which require a vehicle with good ground clearance and 4x4 vehicle capabilities. The huts accommodate up to twelve people, four of the huts have three bedrooms each while the fifth hut having 3 bedrooms and a deck with a canvas tent outside. All huts have a kitchen, an indoor fireplace/ braai area excluding the Noetsie hut and two toilets with two showers at four huts with the fifth hut having three toilets and three showers. The huts each have a Boma with an outdoor braai area.</p> <p><b>Whale Trail Huts and Ablution Facilities:</b></p> <p><b>Potberg Hut - 34°22'44.58"S 20°32'5.62"E</b></p> <p>An open plan kitchen and sitting area            3 Bedrooms            A glamping/ canvas outside tent            2 showers and 2 toilets            huts immediate surrounds</p> 

**Cupidoskraal hut - 34° 25' 10.34"  
S 20° 37' 54.57" E**

An open plan kitchen and sitting  
area  
3 bedrooms  
2 bathrooms with 3 showers and  
2 toilets  
huts immediate surrounds



**Noetsie Hut - 34° 27' 8.55" S 20°  
43' 59.49" E**

An open plan kitchen and sitting  
area  
3 bedrooms  
2 showers with 2 toilets  
huts immediate surrounds



**Hamerkop Hut - 34° 26' 55.65" S  
20° 40' 5.78" E**

An open plan kitchen and sitting area  
3 bedrooms  
2 showers with 2 toilets  
huts immediate surrounds



**Vaalkrans Hut - 34° 27' 40.4" S  
20° 34' 12.4" E**

An open plan kitchen and sitting area  
3 bedrooms  
2 showers with 2 toilets  
huts immediate surrounds





**End of Trail Ablutions**  
34°22'42.96"S 20°32'2.26"

4 showers  
3 toilets and a urinal  
6 basins  
Ablutions immediate surrounds



**Whale Trail Parking store**  
34°22'44.54"S 20°31'59.67"E

Portage boxes drop off and check-out area of hikers  
Storeroom immediate surrounds



An estimated minimum of 21 (twenty-one) days and a maximum of 31 (thirty-one) per cleaning days per month– based on an annual average of daily cleaning and portage services required.  
An estimated 365 days per year over five (5) years.

Contract Period: 10 October 2023 until 31 October 2028.

**Supervision and Oversight**

- Contractor Supervisor must always be on site during usual operation

**Cleaning of Huts:**

- Daily cleaning and Spring cleaning (once per month) is required
- Daily cleaning includes – see attached addendum. The cleaning schedule must be completed per day, for each hut, by the cleaning team & co-signed by the Contractor Supervisor, once the final check has been completed. The schedule includes checking any key maintenance issues such as lights working, door handles working properly, taps dripping to name a few.
- Spring Cleaning – see attached addendum. Cleaning takes place once (1 time) per month.
- A separate cleaning team to be utilized for the spring clean and not the daily cleaning team members
- Provide cleaning services for each of the five overnight huts before 13h00 each day. Routine cleaning of the huts should start with Vaalkrans hut and end with Potberg hut.

- Provide 7 Cleaning team members and a driver per shift huts clean daily, this excludes staff rotations, staff turnover and sick days.
- Clean the End of Trail Ablution facilities located 100 meters in between the 1<sup>st</sup> overnight hut and Whale Trail overnight parking storeroom for each check-out, latest at 14h00 daily.
- Replenishing of any outstanding crockery and cutlery, as part of the cleaning process at each hut. A box full of crockery and cutlery to be collected and returned to the Visitor Centre daily for replenishing, per day.
- The service provider will be responsible for a complete inventory check with each daily cleaning. An audit sheet will need to be completed and any losses or damages will be reported immediately in order to be replaced or dealt with.
- All guest amenities and wood must be replenished, as part of the daily cleaning schedule.
- Cleaning all hut ablution facilities, Boma with the braai areas (including all braai nets/ grids) and the huts immediate surrounding as required and set out on the cleaning worksheets.
- Storage area where hikers collect their portage boxes upon check-out to be kept clean.
- Remove rubbish from the huts, ablution and whale trail overnight parking and drop off at the Potberg rubbish facility, located at Potberg close to the Fire store 150 meters from the whale trail overnight parking.

**Laundry**

- Clean and replace mattress covers every Monday morning.
- Mattress covers must be washed once per week. Only one (1) pair of replacement covers are available for use. All laundry to be performed off-site and billed for accordingly.

**Porterage**

- Collect firewood from the Potberg wood store and replenish 60 pieces at each hut, the wood should be neatly packed (ensure that the wood is dry and ready for use)
- Transport hikers' luggage containers [size: (L)60 x (W) 40 x (H) 40 cm] by vehicle, between huts as hikers move along the trail. Luggage must be placed in each hut, by no later than 11H00 per day.
- Last Leg: Luggage for hikers from the final hut, Vaalkrans, to the dedicated Whale Trail Overnight parking area, must be placed by 10H00 daily.
- Note: a dedicated vehicle must be used for porterage and should not be used as shared traveling for any cleaning team members.
- Provide a driver and a general worker for the transportation of portage boxes

**Important Times & Routine:**

Details	Number of times per month	Completed before	Report to be completed
Cleaning of Huts	Once per day	13H00 daily	Daily cleaning schedule
Kitchen Inventory	Once per day	13H00 daily	Include on daily cleaning schedule
Spring Cleaning of Huts	Once per month	13H00	Spring cleaning schedule
End of Trail Ablution and Whale Trail Overnight Parking Storeroom Facilities	Once per day	14H00 daily	Communal bathroom cleaning schedule
Washing of mattress covers	Every Monday		Included in daily cleaning schedule
Collection of Firewood	Once per day	Prior to cleaning of huts	Included in daily cleaning schedule
Porterage of luggage between huts	Once per day	11H00	
Porterage of luggage from the final hut (Vaalkrans) to the Last Leg (Whale Trail Parking area)	Once per day	10H00	

**Special conditions**

- The contractor must have roadworthy 4x4 vehicle with a closed canopy.
- The contractor must make use of 2 (two) x vehicles as modes of transport, namely:  
1 - 4x4 Double Cab Vehicle to service the huts, transportation of cleaning materials and transportation of the cleaning team. NB: The cleaning staff may not be seated alongside the cleaning materials

	<p>1 - 4x4 Single Cab vehicle, longbase with a canopy for the transportation of the hikers luggage to the different huts. The vehicle should have sufficient space to carry 14 containers (60x40x40cm) and 60 X logs of wood.</p> <ul style="list-style-type: none"> <li>• The vehicle's Model year should be of the year: 2000 or newer.</li> <li>• The vehicle's interior and exterior cosmetics should be in an immaculate condition.</li> <li>• The vehicle should not be a salvaged nor a rebuilt vehicle.</li> <li>• Both vehicles must be available for all housekeeping and portage services that need to be provided on a daily basis. The contractor should have an operational plan for any vehicle breakages, so that the service is not interrupted. This should be provided and approved by the identified CapeNature representative, prior to the start of operations.</li> <li>• The vehicles' will be required to operate for approximately 365 days per year.</li> <li>• The vehicles' must contain a Basic first Aid Kit.</li> <li>• The service provider must appoint drivers with Basic First Aid Training Certificate.</li> <li>• The service provider must appoint a licenced driver with a valid PDP licence.</li> <li>• The appointed service provider will ensure to adhere to all provincial road signs and speed limits.</li> <li>• The service provider shall keep record of daily housekeeping and portage services on a log sheet to ensure correct reconciliation of total number of services rendered in a month. These reports are required and to be accompanied with the invoice within 5 days day of a new month and must be sent via email.</li> <li>• Operationally, the bidder must be able to provide a contingency plan detailing the process that will be dealt with when issues such as staff shortage, vehicle breakdown or any other associated issues arise, which may negatively impact the daily operations required. This operational plan is required prior to the start of operations, and must be agreed upon and signed off by the identified CapeNature representative.</li> <li>• The appointed housekeeping team and drivers must be dressed in a professional uniform with a name badge at all times, which will be provided by the service provider and to be worn in full at all times. The uniform must be pre-approved by CapeNature, before the chosen supplier may commence with duties.</li> <li>• All staff must have undertaken a basic NQF level 2 formal housekeeping and customer service training.</li> <li>• A contractual agreement will be set-up with the chosen supplier, outlining any penalties which may apply relating to poor performance and / non-delivery of services. Where poor performance is re-occurring, this may result in breach of contract and cancellation of services.</li> <li>• Invoices must be calculated based on the actual number of housekeeping undertaken per day as per the Whale Trail arrival list. Invoices to be submitted 5 days within the new month.</li> <li>• Reserve closures may occur from time to time, which may impact contract cleaning requirements and services.</li> <li>• The contractor must comply with CapeNature's code of conduct, as it is an extension of its services to guests and visitors.</li> </ul> <p><b>Quote to include:</b></p> <ul style="list-style-type: none"> <li>• <b>Itemization of items</b></li> <li>• <b>Include 15% vat</b></li> <li>• <b>Include a pricing schedule</b></li> </ul> <p><b>Company profile:</b></p> <ul style="list-style-type: none"> <li>• Only companies with 3 years minimum previous experience in cleaning services/ undertaking a similar business for tourism activity may apply. Please provide proof of previous work of a similar nature, within the past 3 years and number of years undertaking such work. Reference letters must be included.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Accommodation at the reserve will not be provided</li> <li>• Cleaning materials storage facility will be provided for the contractor.</li> <li>• Bidders must supply comprehensive proposals including complete cost breakdown, as indicated in this document, as well as an operational plan and a daily cleaning schedule or plan. Include key management team and supervisors who will be working on this contract as well as their curriculum vitae's.</li> <li>• Bidders operating and/or sourcing labour from within 100km of De Hoop Nature Reserve will be given preference</li> <li>• Bidders must be able to provide contingency plans in the case of staff turnaround and for vehicle maintenance and breakdown, to ensure that the service operates on a daily basis.</li> <li>• Quarterly performance reviews will be held with the contractor onsite.</li> <li>• The Tourism Liaison Officer, Conservation Manager or their delegate will do regular checks to evaluate the service delivery.</li> <li>• The Tourism Liaison Officer, Conservation Manager or their delegates will do regular checks/ vehicle pre-inspections on the vehicle prior to the daily cleaning services.</li> </ul>

	<ul style="list-style-type: none"> <li>• Invoices for payment should be executed monthly E.g. (1 January to 31<sup>st</sup> January). Invoices should be sent latest the 05<sup>th</sup> of the new month. Cape Nature payment runs 1 – 30 days from the date the invoice was received.</li> </ul>
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>• Successful bidder must register workers with UIF before commencement of work</li> <li>• The Service provider will appoint a licensed driver with a valid PDP</li> <li>• Vehicle must have access to a suitable vehicle for gravel roads</li> </ul>
<b>Terms and Conditions</b>	<ul style="list-style-type: none"> <li>• The following terms and conditions shall be adhered to. Failure to comply may result in the respondent's quotation/proposal being rejected.</li> <li>• The respondent shall be in a position to deliver the service or products within the agreed upon timeframe from receiving the order number and will be liable for penalties on late completion.</li> <li>• Letters of recommendations from current or previous employers must accompany your quotation.</li> <li>• REJECTION OF QUOTES / PROPOSALS</li> <li>• Any effort by a bidder to influence the bid evaluation, comparisons, or award decisions in any manner, may result in rejection of the bid. CapeNature shall reject a bid if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract. CapeNature may disregard any bid if the bidder or any of its subcontractors: <ul style="list-style-type: none"> <li>• a) Is not tax compliant</li> <li>• b) Have abused the Supply Chain Management (SCM) system of a Department or any other government department, agency or entity.</li> <li>• c) Have committed proven fraud or any other improper conduct in relation to such system.</li> <li>• d) Have failed to perform on any previous contract.</li> <li>• e) Supplied incorrect information in the bid documentation.</li> </ul> </li> </ul>

## 1. EXPENSES IN PREPARATION OF THE QUOTATION AND BRIEFING SESSIONS

CapeNature will not be held responsible for, nor pay any expenses of losses which the bidder may incur in the preparation of this quotation.

## 2. COMPULSORY BRIEFING SESSIONS AND SITE INSPECTION

Please note that any information (including handouts) provided at the briefing session or follow up questions recorded at the briefing sessions may form part of the bid/tender documents and process.

**Bidders must attend a compulsory briefing session at 11h00 on Wednesday the 16<sup>th</sup> November 2022 as follows:**

The site meeting will be at the Whale Trail Visitor Centre. We will then drive to the Whale Trail parking and Koppie Alleen after the site meeting. **(The briefing session will be for the whole day)**

<b>Compulsory briefing session details</b>
<b>De Hoop Nature Reserve (Potberg)</b>
Take the N2 from Cape Town to Caledon. Turn right at the second turn off to Caledon, where you will find the Venster Restaurant on your left side. Drive through Caledon and then continue on the R316 to Bredasdorp, via Napier. At the 3 <sup>rd</sup> 4-way stop street in Bredasdorp, turn left into All Saints Street (Caltex garage on left corner). Travel approximately 8 km on the R319 to Swellendam (past the silos on right hand side). Turn right onto the gravel road signposted Wydgeleë, Infanta, Malgas and De Hoop. Travel for approximately 50 km straight on to Potberg. <b>(Do not turn right at the sign post De Hoop Pad)</b> . Go past Ouplaas School. Potberg gate is approximately 10 km from the school.
From George, follow the N2 to Swellendam. Approximately 10 km past Swellendam, take the Malgas Infanta turn off and follow this gravel road for 31 km, until you reach a Y-junction (De Hoop, Ouplaas). The road will then lead you to a T-junction (This will be the road going from Potberg to Bredasdorp) Turn left here (lekkerwater beach lodge sign) and follow the road to Potberg for about 12 km. <b>(Do not turn right at the sign posted De Hoop Pad)</b> .
<b>GPS coordinates: 34°22'23.48"S 20°31'04.37"E</b>

- 2.1 Bidder must attend compulsory site visit and sign the tender registration form
- 2.2 Bidders must satisfy themselves as to the local conditions, the accessibility of the site, the full extent and nature of the work to be done and the conditions affecting the execution and pricing of the tender. Claims on the grounds of lack of knowledge in such respects or otherwise, will not be entertained.
- 2.3 The site meeting will be held at the De Hoop Nature Reserve, Potberg Office
- 2.4 In the event that a bidder cannot attend a compulsory site meeting a representative must attend.

## 3. Pre-qualification criteria

## 4. PROJECT PRICE SUBMISSION REQUIREMENTS

As per the pricing schedule (Part C) of this document, bidders are required to provide an all-inclusive VAT price.

## 5. PAYMENTS

All payments to the Service Provider will be done within 30 days of receiving an invoice at the end of each month if accompanied by the relevant documentation as required by CapeNature within the contractual agreement.

## 6. EVALUATION PROCESS:

**Bidders will undergo an evaluation process:**

1. **Compliance to the specification,**
2. **A final 80/20 scoring process: 80 point for price and 20 points for BBEE.**

**(Failure to meet the above requirements and provide the relevant supporting documentation will disqualify your bid from the Evaluation Process)**

## OTHER ORGANISATIONAL CONSIDERATIONS

- Late quotations will not be accepted as it will disqualify/invalidate your quote
- All quotations must be submitted on the official forms – (not to be re-typed) and electronic quotes will not be considered.

- Bidders must submit a valid Tax Clearance pin with their bid documents or provide proof if they are exempted from Tax
- Bidders must provide a BBBEE certificate when claiming for preferential points.
- CapeNature reserves the right not to award this bid
- Government Condition of contract (GCC) will also apply to this quote.
- **The Central Supplier Database (CSD) Report must accompany bid documents.**

**REJECTION OF QUOTES / PROPOSALS**

Any effort by a bidder to influence the bid evaluation, comparisons, or award decisions in any manner, may result in rejection of the bid. CapeNature shall reject a bid if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract. CapeNature may disregard any bid if the bidder or any of its subcontractors:

- Is not tax compliant
- Have abused the Supply Chain Management (SCM) system of a Department or any other government department, agency or entity.
- Have committed proven fraud or any other improper conduct in relation to such system.
- Have failed to perform on any previous contract.
- Supplied incorrect information in the bid documentation.

**APPENDIX 1: CHECKLIST – SUBMISSION OF SOURCE DOCUMENTATION REQUIRED FOR EVALUATION PURPOSES**

**NAME OF COMPANY:** \_\_\_\_\_

PLEASE MARK CORRECT ANSWER WITH AN **x**

No.	DESCRIPTION	YES	NO
1.	WCBD 1 – Invitation to Bid		
2.	Proof of submission of a Valid TAX Clearance certificate or Tax Pin		
3.	Pricing schedule – Section C		
4.	SBD 6.2 Local Content form		
5.	CIDB Grading Accreditation Certification		
6.	WCBD 6.1a – Preference points claim form completed		
7.	Valid BBBEE Certificate or Sworn affidavit		
8.	WCBD 4 – Declaration of Interest		
9.	Proof of Western Cape Supplier Evidence Bank Registration (WCSEB) or latest Report		
10.	Proof of Central Supplier Database (CSD) Registration or latest Report		

Name and Surname: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_