



Special Investigating Unit
POISED TO STRIKE AGAINST CORRUPTION



INVITATION TO BID (SBD 1) on procurement requirements

YOU ARE HEREBY INVITED TO BID FOR THE FOLLOWING SPECIFIED SUPPLY REQUIREMENTS

BID NUMBER	RFP:001/07/2021
PROJECT NAME	Appointment of a Service Provider to develop and implement a new organizational culture for SIU for a period not exceeding nine (9) months.
CLOSING DATE AND TIME	17 August 2021 @ 11:00am
NON BRIEFING SESSION	03 August 2021 @ 11:00 The briefing session will be held on digital platform - to access the link, please access the SIU website, and go to the Supply Chain Management tab, the link will be published there. SIU website: https://www.siu.org.za
CONTRACT PERIOD	Period not exceeding Nine (09) months

BID DESCRIPTION

DEVELOPMENT AND IMPLEMENT A NEW ORGANISATIONAL CULTURE FOR SIU FOR A PERIOD NOT EXCEEDING OF NINE (09) MONTHS.

Bidders must sign the last signature page of the SBDs form validating all documents included in the response to this invitation.

The successful bidder will sign the written Contract Form (SBD 7) with the SIU once the delegated authority has approved the award of the contract.

BIDDER'S NAME:	
B-BBEE LEVEL:	LEVEL _____
BIDDER'S CONTACT DETAILS:	TEL/MOBILE: EMAIL:
NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) NUMBER:	MAAA _____

PREFERENTIAL PROCUREMENT SYSTEM APPLICABLE:	80/20
Validity Period from Date Of Closure:	120 days

	BID DOCUMENTS ARE TO BE DEPOSITED IN THE BID/TENDER BOX AT THE SIU HEAD OFFICES:	
	<p>AND ADDRESSED AS FOLLOWS: SPECIAL INVESTIGATING UNIT (SIU) 1st Floor 74 Watermeyer Street Rentmeester Building Meyers Park Pretoria 0184</p> <p><i>The bid should be deposited inside the designated bid box before the closing date and time, failure will result in disqualifications</i></p> <p>Bids are not to be delivered to any other SIU office but for the above address.</p>	<p>Bidders are required to clearly state the Bid Name, Bid Number and Bidder's (organization) Name, Postal Address, Contact Name, Telephone Number and email address.</p> <p>Note: The closing time is as per the clock watch at the SIU reception. Time in this bid is based on 24 hours clock system.</p>
	<p>Bidders must ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration. Bidders must ensure that they sign off the submission register at the SIU's reception when delivering their proposal. Failure to sign the bid may result in the bid being disqualified/disadvantaged. Bidders must advise their respective couriers/drivers of the above instruction(s) to avoid misplacement of bid.</p> <p>For those that prefer to use post office, they are required to follow up and to make sure that the bid is received and deposited in the tender box on or before the closing date and time.</p>	
	<p>Bidders are required to deliver their bid to the correct address timeously in order for the SIU to consider it. The SIU will not consider the bids received later than stipulated closing date and time. Late bids will be returned to the bidder/not accepted at all.</p>	
	<p>Bidders must submit their bid response on the official bid invitation forms (NOT TO BE RE-TYPED) with additional information provided on attached supporting schedules. The SIU provides the checklist "Returnable Documents" at the end of the bid invitation of all required documentation with certain documentation mandatory for entering the evaluation phase. Non-submission of these marked documents on Table 1 will lead to disqualification of the bidder.</p>	

	BID OPENING PROCEDURE
	There will be a public bid opening of the bids received on 17 August 2021 after the closing time, 11h00am. The bidder's name and B-BBEE status level will be read out to those who are present and, same information will be published on the SIU website (www.siu.org.za). The bidders' proposal should be marked with the Bid number, Project name and Bidder's name. The financial offer will not be part of the bid opening.
	REJECTION OF BIDS
	SIU reserves the right to reject submitted proposal if deemed necessary. Should it be discovered by the SIU that the bidder did not act in good faith and/or has provided incorrect/false information and/or has in general declared incorrectly/falsely, SIU reserves the right to disqualify or reject the bid and to take any further action deemed necessary in such circumstances.
	The SIU reserves the right to disqualify a bid proposal if the bidders' proposal is not compliant with the scope of work/terms of reference,
	The bidder is subjected to due-diligence process which includes, screening, vetting, and/or any best practice that may subject SIU to comply to including its Policies and Procedures.
	The SIU reserves the right to disqualify a bid if the bidder fails to provide reasonable request (s) within reasonable timelines this includes the set deadline per request,
	Bid rigging/collusive behavior by the bidder will result in disqualification. A bidder is not permitted to submit proposal from more than one registered company with a common director/shareholder.
	This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations - 2017.
	This bid is subject to the general Conditions Contract and Special Conditions Of Contract as stipulated in this invitation.
	By signing and submitting this Bid, the SIU accepts that the Bidder has read and accepted these Conditions of Contract.
	REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):
	<p>The bidder must register on the National Treasury's Central Supplier Database in order to do business with an organ of state or for the SIU to award a bid or contract. Registration on the CSD (www.csd.gov.za) provides a bidder with an opportunity to do business with all state organisations including provincial and municipal levels.</p> <p>National Treasury Contact Details: 012 406 9222 or email csd.support@treasury.gov.za</p>

SETS OF BID DOCUMENTS REQUIRED	
Number of ORIGINAL documents for contract signing	1
<p>Bidders must submit the bid in a hard copy format (paper document) to the SIU. The hard copy of these original sets of bid documents serve as the legal bid contract document and the master record between the bidder and the SIU. The bidder is required to attach originals or certified copies of any certificates stipulated in this document to these original sets of bid documents.</p> <p>Any discrepancy between the evaluation copies and the master (original) record, the master record will supersede the copy (s). Any discrepancy between the original sets deposited to the SIU and that kept by the bidder, the original set deposited with the SIU is the master contract for both parties.</p>	
Number of EVALUATION copy:	2
<p>Bidders must mark documents as either “Original” or “Copy for evaluation” and number all pages sequentially. The bidder is required to group documents into “PROPOSAL” and “PRICING” Sections</p>	
Two envelope system required	YES
<p>The objective of the exercise is to evaluate the Proposals Section without reference to the Price Section ensuring both sections are evaluated fairly and in an unbiased manner.</p> <p>The first envelope holds all documents excluding the SBD3.1 and detailed supporting pricing documentation. The second envelope holds the SBD3.1 and the detailed supporting pricing documentation. (An outer envelope encloses both envelopes that have the envelope addressed as stated in this document.)</p> <p>The SIU will only open the proposal (technical functionality) – the first envelope – at the evaluation stage and only will open the pricing – the second envelope – for those bidders who meet the predefined functionality threshold at the proposal evaluation.</p>	
ENQUIRIES CAN BE DIRECTED TO THE FOLLOWING	
<p>SUPPLY CHAIN MANAGEMENT ENQUIRIES:</p> <p>All enquiries can only be done in writing not later than 12h00pm, 10 August 2021 to 2021 to scm@siu.org.za. Consolidated response queries will be uploaded on SIU’s website on the 13 August 2021. www.siu.org.za.</p> <p>Bidders are not permitted to communicate with any SIU official, except the Supply Chain Management official (s) for anything pertaining to this bid.</p>	

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RETURNABLE DOCUMENT CHECKLIST TO QUALIFY FOR EVALUATION

TABLE A: RETURNABLE DOCUMENTS (M = Mandatory)

(Failure to provide documentations/information or meet below mandatory requirements will result in disqualification and the bid will not be considered for further evaluation).

Envelope 1

Signed and completed Procurement Invitation (SBD 1) including the SBD 4, 5 if applicable, 6.1, 6.2 if applicable, 8 and 9.

M

YES

NO

Proof of Registration on the Government's National Treasury Central Supplier Database (CSD) or (MAAA)

M

YES

NO

RETURNABLE DOCUMENTS

Envelope 2

B – BBEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, a sworn affidavit is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website https://www.thedti.gov.za/gazette/Affidavit_EME.pdf *(Failure to submit sworn affidavit will results in non-compliant on preference points system)*

YES

NO

Detail pricing sheets and supporting documents

Company profile to demonstrate size, staff complement, infrastructure, location, how long has the company been in existence etc.

THE BIDDING PROCESS

This bid is evaluated through a two (2) stage process

Stage 1 – Compliance to Requirements including Mandatory

Bidders warrant that their proposal document has, as a minimum, the specified documents required for evaluating their proposals as per **Table A** above.

The SIU evaluates only bids responses that are 100% acceptable, in terms of the Returnable Document/information list. The SIU will disqualify bidders that are not compliant with the mandatory checklist, as such they will not proceed for further evaluation

Stage 2 – Evaluation of Bids against Specifications and Quality

The SIU evaluates each bidder's response to the specifications issued in accordance to published evaluation criteria and the associated scoring set outlined in this bid invitation.

Where circumstances justify or necessary, the bidders may be required the following as part of evaluation such as interviews/presentations/site-visit/pitching sessions/proof of functionality

sessions with short- listed bidders before concluding the evaluation. These sessions will form part of the evaluation and will by no means be an indication that the bidder is officially appointed or successful.

Stage 3 – Price and Preference (B-BBEE)

Bidders who score a minimum quality threshold of **70 points** on functionality will proceed to be evaluated on Price and Preferences (B-BBEE).

Bid Procedure Conditions:

Counter Conditions

The SIU draws the bidders' attention that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidation of such bids.

Award Criteria

- a) SIU reserves the right to screen the bidder and the team assigned to the SIU in terms of its own Internal Integrity Unit ("IIU") before appointment, should such screening results have a negative outcome, the SIU reserves the right not to award the bid to the subjected/recommended/highest scoring bidder;
- b) In terms of SIU's procedures, SIU may subject the prospective bidder to vetting process in terms of State Security Agency ("SSA"), should such vetting results have a negative outcome as per SSA and SIU procedures, SIU reserves the right not to award the contract to the recommended/highest scoring bidder; or to revoke/terminate the awarded.
- c) Bid will only be awarded to the bidder who successfully pass the SIU's Internal Integrity Unit screening and/or State Security Agency vetting; failure to pass could result in SIU not awarding the bid to a bidder irrespective of the points scored after the final evaluation and
- d) The SIU reserves the right not to award a bid if the bidding entity's financial statements and/or supporting financial information creates doubt to the SIU, in its sole discretion, that the bidder would not be able to meet its short and longer term financial commitments.
- e) SIU requires last three (3) years Audited Financial Statement (AFS), If Audited Financial Statements are not available, the bidder should provide justifiable reasons and provide the SIU with a copy of the latest Unaudited AFS/ Management Accounts signed off by the directors/members/ management " certifying accuracy and completeness of the said AFS.

	<p><u>Team Requirements</u></p> <p>The successful service provider should;</p> <ul style="list-style-type: none"> f) Provide names and attach CV's of team members who will working on a project as well as those staff members who will be responsible for project execution planning, directing, and/or reporting. g) Provide a suitable number of full time staff members who will be allocated to the project. h) Any changes in the project team or resource allocate to SIU must request approval from SIU. i) Provide the names and qualifications of any outside specialists and consultants who will assist the service provider's staff members. j) Team must demonstrate experience in design and implementation of organizational culture strategy. k) Ownership of working papers and generated reports shall remain the property of the SIU and shall at the conclusion of every assignment be handed over to the SIU. l)
	<p><u>Response Preparation Costs</u></p> <p>The SIU is NOT liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site visits/presentations.</p>
	<p><u>Cancellation Prior to Awarding</u></p> <p>The SIU reserves the right to withdraw and cancel the Bid Invitation at any time, prior to the delegated official making an award.</p>
	<p><u>Collusion, Fraud and/or Corruption</u></p> <p>Any effort by Bidder(s) to influence the evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.</p>
	<p><u>Fronting</u></p> <p>The SIU, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes and where applicable, conduct or initiate the necessary enquiries/investigation, to determine the accuracy of the representation made in the bid documents. Should any of the fronting indicators as contained in the "Guidelines</p>

	<p>on complex Structures and Transactions and Fronting”, issued by the Department of Trade and Industry, be established during such inquiry/investigation, the onus will be on the bidder to prove that fronting does not exist. Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies the SIU may have against the bidder concerned.</p>
	<p><u>Confidentiality</u></p> <p>The successful Bidder agrees to sign a general confidentiality agreement with the SIU.</p>
	<p><u>Sub-contracting Direct</u></p> <p>The SIU does not enter into any separate contracts with a sub-contractor whom an appointed supplier would wish to work with. Bidders are required to indicate on their proposal, if they have any intention to sub-contract. Failure to disclose that, may lead to disqualifications/withdrawal of the contract.</p>
	<p><u>Information Provided in The Procurement Invitation</u></p> <p>All information contained in this document is solely for the purposes of assisting bidders to prepare their Bids. The SIU prohibits bidders from using any of the information contained herein for other purpose than those stated in this document.</p>

THE BIDDERS PARTICULARS

	Name of Bidder (As stated on the Central Supplier Database registration report)
	Represented By
	Represented By (Optional contact person)
	Physical Address
	Postal Address
	Telephone Number
	Cell Phone Number
	Facsimile Number

	E-Mail Address	
	VAT Registration Number	
	Total Number of Employees	
	Company Registration Number <i>(If Applicable)</i>	
	Describe Principal Business Activities	
	Type of Company/Firm [Tick Applicable Box]	
	Partnership/Joint Venture/Consortium	
	Close Corporation	
	(Pty) Limited	
	One person business/sole proprietor	
	Company	
	Other	
	Company Classification [Tick applicable box and provide short description]	
	Manufacturer:	
	Supplier:	
	Professional Service Provider:	
	Construction:	
	Logistics:	
	Other:	
	Total Number Of Years The Company/Firm Has Been In Business	

Tax Clearance Compliance			
The National Treasury Supplier Database (CSD) report reflect an overall Tax Compliant Status.			Yes/No
Tax Clearance Certificate Expiry date			
Tax Compliance System Pin Number			
Supplier Is On The National Treasury's Central Supplier Database			
Supplier Number	MAAA	Unique Registration Reference Number (36 digit)	
Preference Claim			
Preference claim form been submitted for your preference points? (SBD 6.1)			Yes/No/NA
A B-BBEE status level verification certificate must support preference points claimed. Has this been submitted?			Yes/No/NA
Who issued the B-BBEE certificate [Tick applicable box]			
A verification agency accredited by the South African Accreditation System (SANAS);			Yes/No/NA
Affidavit confirming turnover and black ownership or Companies and Intellectual Property Commission Certificate confirming turnover and black ownership certified by the registered Commissioner of Oaths			Yes/No/NA
A Registered Auditor registered by IRBA (Certificate issued before 1 st of January 2017 may be accepted by the SIU certificates issued in 2017 will not be accepted therefore bidder will be regarded as non-compliant)			Yes/No/NA
Are you the accredited representative in South Africa for the goods/services/works offered?			
YES or NO, If YES enclose proof in an annexure and summarized detail below			

INTRODUCTION AND BACKGROUND OF THE SPECIAL INVESTIGATING UNIT (“SIU”)

The SIU is an independent statutory body established by proclamation R.118 of 31 July 2001, issued in terms of the Special Investigating Units and Special Tribunals Act No. 74 of 1996 as amended (“the SIU Act”). The purpose of the SIU is to investigate serious malpractices, maladministration and corruption in connection with the administration of State Institutions, state assets and public money as well as any conduct, which may seriously harm the interest of the public. Furthermore, the purpose of the SIU is to institute and conduct civil proceedings in any court of law or a Special Tribunal in its own name or on behalf of State Institutions for the recovery of losses and the prevention of future losses.

OBJECTIVE OF THE PROJECT

The SIU has developed and implemented a new strategy and business operations value chain, which is in line with its new vision, mission and values. To support this strategy the organization has developed a new organisation structure that was implemented in April 2019. A new Executive Team was appointed into the new structure and the organization is busy on a huge recruitment drive to populate this structure, which will ensure the achievement of the new strategy.

All the key critical processes and systems that are aimed at turning around the organization to be more effective, productive and achieve its strategic objectives and goals are in place except redefinition the organizational culture. The key objective of this project is to develop a new organizational culture that is underpinned by the SIU values of Integrity, Co-operation, Efficiency, Teamwork, Professionalism, Independence, Drive and Passion.

The SIU realizes the importance of influencing the organizational culture i.e. “the way things are done at SIU” hence SIU is looking for a partner who will assist in reviewing its current culture, develop a new culture and propose interventions to introduce, inculcate and sustain the new culture that supports the SIU vision, mission, strategy and value chain. The SIU change agents will be responsible for monitoring and evaluation of the new SIU culture after the Service Provider has completed their scope of work.

CONTRACT PERIOD

The contract will be for a period not exceeding nine (9) months.

Terms of Reference (TOR) Scope of Work

DEVELOPMENT AND IMPLEMENT OF A NEW ORGANISATIONAL CULTURE FOR SIU

The SIU currently has offices in the following Provinces with about 532 employees and expect to grow to 600 employees in the April 2021 to March 2022 financial year. The project will be conducted in the following provinces;

Table 1:

Location	The estimated number of employees
Head office in Pretoria	102
Pretoria	133
Cape Town	37
East London	84
Mthatha	5
Durban	73
Bloemfontein	22
Mafikeng	16
Nelspruit	18
Polokwane	30
Kimberley	12
Total	532

1. The scope of work for the bidder includes but not limited to the following key deliverables:

- a) Review and have an in-depth understanding of the new SIU strategy, Vision, Mission, values, operating model and value chain.
- b) Cultural diagnosis – assess existing culture using various data collection tools e.g. interviews, surveys and focus groups to identify and analyze cultural traits, including strengths and potential challenges that impact on the organization.
- c) Culture strategic plan – develop plan that focuses on critical issues identified during the assessment phase. This should include articulating cultural aspirations and identifying critical behavior's necessary to drive

SIU Value and high performance particularly in key programmes and initiatives.

- d) Develop mechanisms e.g. networks, to reinforce and sustain the desired critical behavior changes.
- e) Develop / design measurements approaches and tools for tracking and reporting progress.
- f) Train change agents on mechanisms to reinforce new culture.
Develop / design measurements approaches and tools for tracking and reporting progress

2. Key Deliverables

The service provider will be required to deliver on the following:

Phase1: Diagnosis of the current SIU culture

- a) Project plan with key mile stones and timelines, inputs required from SIU staff members
- b) Report on interviews, survey, focus group etc, Interviews should be conducted to at least 20% interviews of staff from all offices including all 11 EXCO members, this sample should be representative of race, gender, job disciplines and occupational levels. Out of 20% interviews, Exco members should be interviewed face to face while the rest can be through visual. This will be for at least 75% of all employees per region as per Table 1 conducted electronically.

The interview/surveys questions as a minimum should cover the following dimensions:

- Communication
- Interesting challenges
- Attention to detail
- Outcome orientation
- Leadership effectiveness
- Team spirit
- Work-life balance
- Working conditions
- Work climate

- c) Comprehensive report on the “AS IS” following the review of the cultural diagnosis exercise

Phase2: Develop SIU Organizational Culture Strategy and Plan

- d) Based on the exercise in Phase 1; the service provider will be required to propose at least three possible scenarios or culture that SIU can adopt as the new culture.
- e) The document must propose a method and a detailed implementation plan to be used to migrate from the current existing organizational culture to the new proposed culture.

Phase3: Conduct Training / Workshops

- f) Develop training manual for training provided to change agents – all training manuals must be in soft copies
- g) Train 30 change agents face-to-face / contact sessions for 5 days. Training location will be in Pretoria.
- h) Workshop all SIU employees in all eleven (11) offices. The number of people to attend per Session is 24 people per session online. These will be a total of 25 sessions.
- i) Report on the trainings that they have conducted with learning and outcomes of main issues that came to the fore as per g) above.
- j) Report on culture change sessions / interventions conducted with learning and outcomes of main issues that came to the fore as per h) above.

Phase 4: Recommendations & close-out report

- k) Recommendation report on the tools / systems for future use to reinforce and in-bed down the new culture.
- l) Comprehensive project closure report.

3. Technical Approach

The service provider should demonstrate adherence to the Terms of Reference (ToR) by elaborating on the services required, and demonstrate whether the proposed process meets the requirements. Service provider must as a minimum, cover the under-mentioned in their technical approach:

- a) How they propose to carry out the requirements to achieve the outcomes identified in the ToR including any possible problems and risks that might

possibly hinder delivery and how they will avoid, or overcome such problems.

- b) Proposal on the establishment of a joint project steering committee, reporting structure, form and frequency of reporting.
- c) Detailed breakdown of the number, time and cost envisaged for various individual and group interactions.
- d) Positions involved in the direct delivery of the services to be provided and in the overall management of the work and the names of the personnel who will fill these positions.
- e) Service providers are required to submit abridged CV's of key personnel that demonstrate prior relevant experience.
- f) The information should be provided in the template provided as/in

Annexure A

Name	Position	Duties/activities	Time required to complete task

4. Capacity and Experience

4.1 Capacity

The service provider is required to provide a company profile on its size, staff complement, infrastructure, location, how long has the company been in existence etc.

5. Terms of the Contract

The contract should be for a period not exceeding nine (9) months. The project must be completed within 9 months from time of signing a Service Level Agreement (SLA).

- a) Prior to the project execution service provider will be required to provide names and attach CV's of team members who will working on a project as well as those staff members who will be responsible for project execution planning, directing, and/or reporting.
- b) Provide a suitable number of full time staff members who will be allocated to the project.
- c) Any changes in the project team or resource allocate to SIU must request approval from SIU.

	<p>d) Provide the names and qualifications of any outside specialists and consultants who will assist the service provider's staff members.</p> <p>e) Team must demonstrate experience in design and implementation of organizational culture strategy.</p> <p>f) Ownership of working papers and generated reports shall remain the property of the SIU and shall at the conclusion of every assignment be handed over to the SIU.</p> <p>g)</p>
	<p>FINANCIAL TERMS</p> <p>The SIU is a public entity and as such the terms of payment are thirty days (30) days from date of receipt of a valid invoice. Therefore, the Service Provider should demonstrate that they are in a stable financial position in order to undertake this project.</p> <p>Payment will be according to the SIU Payment Terms and Conditions and agreed milestones/phases completed</p>
	<p>EVALUATION CRITERIA</p> <p>SIU 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 organization and individuals who will be providing the service and the organizational capacity supporting the project team.</p> <p>SIU is committed to achieving the government's transformation objectives in terms of the Preferential Procurement Policy Framework Act (PPPFA), Procurement Regulation 2017.</p> <p>The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore preference 80/20 system shall be applicable. (This is by no means the budget of the project but the process threshold as per PPPFA)</p> <p>The procedure for the evaluation of responsive bids is functionality (quality), Price, and Preferences. The evaluation of the bids will be conducted as follows:</p> <ul style="list-style-type: none"> The first assessment of quality will be done in terms of the evaluation criteria and the minimum threshold of 70 points explained below. A bid will

	<p>be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.</p> <ul style="list-style-type: none"> • Bids that meet the minimum threshold of 70 points will be assessed further on price and preference phase.
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SIU REQUIREMENTS FOR EVALUATION PURPOSES

MANDATORY AND EVALUATION CRITERIA

a) In accordance with the SIU Supply Chain Management Policy, the bid evaluation process shall be carried out in three (3) phases namely:

Phase 1: Administrative/Mandatory Requirements; (bidders who qualify or meet all bid requirements will proceed to next phase)

Phase 2: Functionality (minimum score of 70 points to proceed to phase 3); and

Phase 3: Price and B-BBEE Evaluation (will be subjected to Award Criteria)

Phase 1: Mandatory/Administrative Requirements

Bidders must fully comply with the minimum **Mandatory Requirements**, and failure to meet this minimum requirements will lead to disqualification.

Bidders are required to provide full and accurate answers to these mandatory requirements cited in this document, and, where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional requirements.

EVALUATION CRITERIA

a) Scores will be tabulated to 100 points. Respondents must score 70 points and above to be assessed on their financial offer and preference score.

b) The evaluation of service provider's responses will be based on the following weighting

a. The proposals will be evaluated on a scale of 0-3 in accordance with the criteria below.

b. The rating will be as follows:

i. 0=Non-Submission/less than SIU requirements

ii. 1 = Poor,

iii. 2 = Partial compliance with requirements,

iv. 3 = Full compliance with requirements.

c) NB: Bidders are advised that any proposal of specification regarding items are legal binding and bidders will be required to fulfill the proposed amendment or adjustment.

Table 1: Summary of evaluation criteria

No	Description	Maximum points
1	Bidders' / Company experience	30
2	Qualification of the project leader	15
3	Experience of project leader	15
4	Methodology and approach	40
Minimum score		70
Total points		100

Table 2: Technical Evaluation Criteria

DESCRIPTION OF CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION
Company experience: 30 The Service Provider must demonstrate the number of projects executed and completed (experience) for a similar project in assisting organizations with the review, development and implementation of organizational culture. Reference letters to be submitted to demonstrate experience and must be in the company letter head.	<ul style="list-style-type: none">• Evaluation rating 0 equals to non-allocation of points, to the bidders who :<ul style="list-style-type: none">○ No projects completed○ Failed to submit the required reference letters or detailing list of clients supported by number of years of experience,○ Submitted irrelevant information	30

	<ul style="list-style-type: none"> • Evaluation rating 1 equals to 10 points 1- 3 projects completed • Evaluation rating 2 equals to 20 points 4- 6 projects completed • Evaluation rating 3 equals to 30 points 7 and more projects completed 	
<p>Qualifications of the project leader: 15</p> <p>The Service Provider must demonstrate that the project leader ultimately responsible for the assignment has the relevant qualifications.</p> <p>Attach certified copies of proof of qualifications.</p>	<ul style="list-style-type: none"> • Evaluation rating 0 equals to non-allocation of points, to the bidders who : <ul style="list-style-type: none"> ○ No proof of qualifications attached or attached proof is lower than the National Diploma or irrelevant qualification provided. • Evaluation rating 1 equals to 5 points N Dip in Organizational Development / Change Management or related field. • Evaluation rating 2 equals to 10 points Bachelor's degree in Organizational Development / Change Management or related field. • Evaluation rating 3 equals to 15 points Post grade / Honours and above in Organizational Development / Change Management or related field. 	15

<p>Experience of project leader: 15</p> <p>The Service Provider must demonstrate that the project leader ultimately responsible for the assignment has the relevant Organization Development (OD) experience.</p> <p>Attached CV's which indicate the relevant experience</p>	<ul style="list-style-type: none"> • Evaluation rating 0 equals to non-allocation of points, to the bidders who : <ul style="list-style-type: none"> ○ Less than 1 years' experience. ○ No proof of relevant experience or CV not attached. • Evaluation rating 1 equals to 5 points. 1 -3 years' experience • Evaluation rating 2 equals to 10 points 4 - 7 years' experience • Evaluation rating 3 equals to 15 points. 8 and more years' experience 	15
<p>Methodology and Approach :40</p> <p>The service provider must demonstrate their understanding of the key requirements and project expectations of SIU as outlined in this document. Approach and Methodology should at least cover the following areas:</p> <ul style="list-style-type: none"> • A detailed methodology, approach indication the tools on how they will assist SIU in achieving the objectives of this request must be provided. • Clear project deliverable indicating key milestones and turnaround times. 	<p>Evaluation rating 0 equals to non-allocation of points, to the bidders who:</p> <ul style="list-style-type: none"> ○ The methodology is poorly described and/or does not provide any information regarding the relevant aspects of the project. <ul style="list-style-type: none"> • Evaluation rating 1 equals to 15 points. The methodology is very briefly described and provides little information regarding the relevant aspects of the project. • Evaluation rating 2 equals to 25 points. The methodology is satisfactorily, meets the requirements, provides information regarding the relevant aspects of the project, and has comprehensive information. However, it did not fully describe and or cover all the deliverables. • Evaluation rating 3 equals to 40 points. 	40

	The methodology is comprehensively described and provides detailed information regarding the relevant aspects of the project and exceeds the expectation	
TOTAL FUNCTIONALITY POINTS		100
MINIMUM FUNCTIONALITY SCORE		70

Evaluation Criteria: 1- Bidder's Experience

The description should be put in tabular form with the following headings (refer to Table 3):

- A. The bidder must present at least three (3) contactable references or provide company profile with clear details for entities to whom they have provided similar service(s) in the public sector. Complete reference list to be provided i.e. contact person, phone number, email address, appointment date, and contract value.
- B. Reference letters. (Letter of references in letterhead of the clients, signed by a senior/head of relevant department of the referee)
- C. Bidders and team member's years of experience will be counted up to the closing date of this tender.
- D. The bidder may provide list of clients as per below Table 3 or submit similar document.
- E.

Table 3: Bidder's Experience

PREVIOUS CLIENT CONTACT PERSON AND TELEPHONE NUMBER	DESCRIPTION OF WORK (SERVICE)	VALUE OF WORK (I.E. THE SERVICE PROVIDED) INCLUSIVE OF VAT (RAND)	DATES OF APPOINTMENT (Including duration)

--	--	--	--	--	--

PRICING DETAIL

SBD 3.1

Name of bidder:

Bid number: **RFP:001/07/2021**

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

OFFER TO BE VALID FOR 120 DAYS FROM 17 August 2021 (THE CLOSING DATE OF BID).

Table 4: PROPOSED BILLING SCHEDULE SHOULD BE BROKEN DOWN PER PHASE (If submitting a separate pricing schedule, it must be aligned to the below table).

No	Activity /Resource	Unit of Measure	Unit Price	Total Price
1	Cultural Diagnosis	3 months	R	R
2	Organisational Culture Strategy and Plan	3 month	R	R
3	Training / Workshops	2 months	R	R
4	Recommendations and close out report	1 months	R	R
Total				R

- Travel cost from the service provider to the SIU Head Office will be for the Service Provider 'Cost.
- Price needs to be provided in South African Rand (Inc. VAT), with details on price elements must be clearly indicated and must include any

additional cost elements such as travel, accommodation where applicable.

PRICING DETAIL 2	
	SBD 3.1 - Pricing Schedule for the Duration of the Contract
	NOTE
	Price quoted is fully inclusive of all costs including delivery to the specified SIU Business Unit geographical address and includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions, and skills development levies.
	Detailed information i.e. costed bill of quantities is optional and is provided as annexure to the details provided.
	The SIU accepts no changes, extensions, or additional ad hoc costs to the pricing conditions of the contract once both parties have signed the contract unless approved by both parties subject to statutory requirements.
	The amount should be inclusive of rates and taxes
	Schedule of Prices shall be completed and signed in black ink. Corrections must be done by deleting, rewriting and initialing next to the amendment. No correction ink is permitted in the document.
	Guarantees, warranties and replacement must be included
	Pricing is subject to the addition of Preference Points as stipulated in below - Standard Bidding Document 6.1 Preference claim form.
	WHERE QUANTITIES AND/OR SERVICES ARE REQUIRED AS AND WHEN NEEDED, THE ESTIMATION PRICE MODEL BELOW APPLIES (THE QUANTITIES PROVIDED ARE FOR QUOTING PURPOSES ONLY)
	The SIU utilizes the following price model to model the elements that are not certain at time of pricing to allow for a fair, comparable, and objective price competition leading to the award of this contract. The actual usage during the management of the contract determines the final contract value.
PREFERENCE POINTS CLAIMED (SBD 6.1)	
	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
	In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points are awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:
	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).
	The value of this bid is estimated not to exceed R 50 000 000 (all applicable taxes included) and therefore the preference point system below shall be applicable.
	Preference Points for this bid is awarded 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	
Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.		
The purchaser reserves the right to require either before adjudicate the bid or at any time subsequently of the bidder to substantiate any claim to preferences in any manner required.		
<p>A bidder who qualifies as an EME in terms of the B-BBEE Act must submit a valid BBEE certificate (South African Companies) if available or a sworn affidavit (SAPS) confirming Annual Total Revenue and Level of Black Ownership or a Companies and Intellectual Property Commission (CIPC) certificate stipulating Annual Total Revenue and Level of Black Ownership. A copy of the template for this affidavit is available on the Department of Trade and Industry website https://www.thedti.gov.za/gazette/Affidavit_EME.pdf</p> <p>A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA (<i>Only certificates issued in 2016 will be accepted, as CSD no longer accept certificate issued as from 1st of January 2017</i>) or a Verification Agency accredited by SANAS.</p> <p>A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, if the entity submits their B-BBEE status level certificate.</p> <p>A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, if the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</p> <p>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.</p> <p>A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-</p>		

	contract.	
	A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.	
	BID DECLARATION: B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF THE ABOVE TABLE:	
	B-BBEE Status level claimed	
	Preference Points claimed	
	BID DECLARATION: SUB-CONTRACTING	
	Will any portion of the contract be sub-contracted?	YES / NO
	If Yes, indicate:	
	What percentage of the contract will be subcontracted?	
	Names of the sub-contractor	
	The B-BBEE status level of the sub- contractor	
	Whether the sub-contractor is an EME?	YES / NO
	<p>I/we, the undersigned, who is/are duly authorized to do on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:</p> <ul style="list-style-type: none"> • The information furnished is true and correct; • The preference points claimed are in accordance with the Preferential Procurement Policy Framework Act and its Regulations; • In the event of a contract being awarded as a result of points claimed as shown above, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct; <p>If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –</p> <ul style="list-style-type: none"> • Disqualify the Bidder from the bidding process; • Recover costs, losses or damages it has incurred or suffered as a result of that Bidder's conduct; • 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; • Restrict the Bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding ten (10) years, after the audi alteram partem (hear the other side) rule has been applied; and forward the matter for criminal prosecution; and Forward the matter for criminal prosecution. 	

DUE DILIGENCE REQUIREMENTS	
	<p>Written References from South African Revenue Services for either companies not registered in South Africa or do not have a local registered subsidiary</p> <p>Bidder is required to provide evidence of good standing with their tax office (overseas and local).</p> <p>Where the bidder is a South African citizen and meets the threshold for tax registration, the Central Supplier Database registration provided the verification of the bidder's tax status. Foreign bidders, where they have a South African legal registered entity, must comply with this requirement.</p> <p>Where the foreign bidders do not have a South African legal entity, they are exempt from this requirement. For due diligence, where their country of residence has the same requirement of tax status, a copy of that certificate should be provided.</p>
	<p>DECLARATION</p> <p>I, the undersigned (NAME)..... Certify that the information furnished above is correct.</p> <p>I accept that SIU 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.</p> <p>.....</p> <p>Signature Date</p> <p>.....</p> <p>Position Name of bidder</p>
	<p>SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION</p> <p>I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the Special Investigating Unit, do hereby make the following statements that I certify to be true and complete in every respect:</p> <p>I have read and I understand the contents of this Certificate;</p> <p>I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;</p> <p>I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;</p> <p>Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;</p> <p>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:</p> <ul style="list-style-type: none"> a) Has been requested to submit a Bid in response to this Bid invitation; b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder <p>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 ¹will not be construed as collusive bidding</p>

¹ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill

	<p>In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:</p> <ul style="list-style-type: none"> a) Prices; b) Geographical area where product or service will be rendered (market allocation); c) Methods, factors or formulas used to calculate prices; d) The intention or decision to submit or not to submit, a Bid; e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or f) Bidding with the intention not to win the Bid. 	
	<p>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.</p>	
	<p>The terms of this 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 the bid or to the signing of the contract.</p>	
	<p>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</p>	
	<p>DECLARATION</p>	
	<p>I, the undersigned (NAME)..... certify that the information furnished above is correct.</p> <p>I accept that SIU 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.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>.....</p> <p>Signature</p> <p>.....</p> <p>Position</p> </div> <div style="width: 45%;"> <p>.....</p> <p>Date</p> <p>.....</p> <p>Name of bidder</p> </div> </div>	
	<p>SBD 8- DECLARATION OF BIDDER'S PAST SCM PRACTICE</p>	
	<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? If Yes, furnish particulars as an attached schedule</p>	<p>YES/NO</p>
	<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)? If Yes, furnish particulars as an attached schedule:</p>	<p>YES/NO</p>
	<p>Was the Bidder or any of its directors convicted by a court of law (including a court</p>	<p>YES/NO</p>

and knowledge in an activity for the execution of contract

	outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:	
	Was any contract between the Bidder and any organ of state terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:	YES/NO
The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.		
DECLARATION		
I, the undersigned (NAME)..... certify that the information furnished above is correct.		
I accept that SIU 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.		
<div style="display: flex; justify-content: space-between;"> <div>..... Signature</div> <div>..... Date</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>..... Position</div> <div>..... Name of bidder</div> </div>		
SBD 4- DECLARATION OF INTEREST WITH GOVERNMENT		
<p>Any legal person, including persons employed by the State¹, 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 an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favoritism, 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; and/or The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are 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.</p>		
In to effect to the, the following questionnaire must be completed and submitted with this bid:		
	Full Name of Bidder or his/her representative:	
	Identity Number:	
	Position occupied in the Company (director, trustee, shareholder, member):	
	Registration number of company, enterprise, close corporation, partnership agreement:	
	Reference Number:	
	VAT Registration:	
	PLEASE COMPETE BELOW AND SHOULD THE NUMBER OF MEMBERS EXCEEDS BELOW	

SPACE, KINDLY SUBMIT IN THE SAME FORMAT																												
Full details of directors / trustees / members / shareholders. <table border="1" style="width: 100%;"> <tr> <th style="width: 25%;">Full Name</th> <th style="width: 25%;">Identity Number</th> <th style="width: 25%;">Personal Tax Reference Number</th> <th style="width: 25%;">State Employee No / Persal No</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>					Full Name	Identity Number	Personal Tax Reference Number	State Employee No / Persal No																				
Full Name	Identity Number	Personal Tax Reference Number	State Employee No / Persal No																									
Are you or any person connected with the Bidder presently employed by the state? If so, furnish the following particulars in an attached schedule				YES / NO																								
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																												
If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?				YES / NO																								
If Yes, did you attach proof of such authority to the Bid document?																												
If No, furnish reasons for non-submission of such proof as an attached schedule																												
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)																												
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?				YES / NO																								
If so, furnish particulars as an attached schedule:																												
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?				YES / NO																								
If so, furnish particulars as an attached schedule:																												

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?	YES / NO										
If so, furnish particulars as an attached schedule:											
<table border="1"> <tr> <th colspan="2" data-bbox="225 387 1390 450">DECLARATION</th> </tr> <tr> <td colspan="2" data-bbox="225 450 1390 539"> I, the undersigned (NAME).....certify that the information furnished above is correct. </td> </tr> <tr> <td colspan="2" data-bbox="225 539 1390 651"> I accept that SIU 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. </td> </tr> <tr> <td data-bbox="225 651 767 763"> Signature </td> <td data-bbox="767 651 1390 763"> Date </td> </tr> <tr> <td data-bbox="225 763 767 848"> Position </td> <td data-bbox="767 763 1390 848"> Name of bidder </td> </tr> </table>		DECLARATION		I, the undersigned (NAME).....certify that the information furnished above is correct.		I accept that SIU 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
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I accept that SIU 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										
SIU REFERENCE LETTER FORMAT											
<ul style="list-style-type: none"> • The respondent/tenderer may complete part A of this form. • The respondent may opt to submit already signed reference letter from previous client. • The respondent/tender must forward SIU reference letter annexure for completion and signing to be completed by the referee, then bind the signed. • It is critical for the referee to include their signature and company stamp in the space provided. • It is critical for the referee to include their contact details to enable verification of the reference. The SIU will not give scores for incomplete forms. • The referee to please provide a score (1 =Poor, 2 =Average, 3 =Good, 4 =Excellent, 5 =Best in Class) 											
SIU REFERENCE LETTER TEMPLATE (DETAILS OF PREVIOUS SIMILAR WORK EXPERIENCE)											
PART A: TO BE COMPLETED BY REFEREE											
<p>(SIU will not consider an incomplete reference letter annexure, it must be completed by a contactable referee), a bidder may opt to attach reference letters other than completing below reference template, or provide detailed list of previous and or current client (s).</p> <p>We are submitting a bid for the contract described below. We appreciate your assistance and effort in completing on your letterhead the reference as set out below on your experience with us.</p> <table border="1"> <tr> <td data-bbox="233 1744 667 1879">Referee Legal Name:</td> <td data-bbox="667 1744 1353 1879"></td> </tr> <tr> <td data-bbox="233 1879 667 1942">Client / Referee Name:</td> <td data-bbox="667 1879 1353 1942"></td> </tr> <tr> <td data-bbox="233 1942 667 2031">Bid Number of the previous or current project:</td> <td data-bbox="667 1942 1353 2031"></td> </tr> </table>		Referee Legal Name:		Client / Referee Name:		Bid Number of the previous or current project:					
Referee Legal Name:											
Client / Referee Name:											
Bid Number of the previous or current project:											

Period/Year of project execution			
Duration of the Contract			
Bid Description			
Describe the service/work the above bidder provided to your organisation below			
Please score on the attributes / criteria listed below as follows: 1 = Poor, 2 = Average , 3 = Good, 4 = Excellent, 5 = Best in Class			
Criteria			
Professionalism			
Customer centricity			
Turnaround times			
Completion times			
Satisfaction with bidder			
Satisfaction with quality of work / service			
Technical Support and Maintenance			
After Sales Support and Training			
Product Knowledge			
Project Planning and Management			
Configuration and Performance			
Overall Impression			
No. of times used in past year		Would you use the provider again?	YES/NO
Completed by:			
Signature:			
Company Name:			
Contact Telephone Number:			

Date:	
This document without the referee company stamp will be considered invalid	
COMPANY STAMP	
ANY comments	

SPECIAL CONDITIONS FOR MANAGING CONTRACTUAL OBLIGATIONS

1. Contract Management

- 1.1. The SIU manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.

2. Contract Manager

- 2.1. The SIU appoints a contract manager and notifies the other party in writing of the name and contact details of the appointed contract manager.

3. Contract Communication

- 3.1. The SIU communicates all communications in writing as well as through email.
- 3.2. The SIU maintains all contract documentation, correspondence, etc. in a defined contract file open for inspection.
- 3.3. The SIU states the contract number with secondary reference numbers i.e. purchase numbers on all communication, documentation such as purchase orders issued, etc. The SIU will consider any communication without the contract number on as not being legal communication between the parties and not enacted on by either party as a protection against fraud.

4. Communicating “As and When” in terms of the specific contract clauses

- 4.1. Where prices and/or availability need to be confirmed, a request for an updated detail quotation/information is issued;
- 4.2. Where specific procurement items as specified in the contract are required, the SIU issues a purchase order stating the contract number for the requirement.
- 4.3. Such purchase order has the following detail (s) (where this is not provided, the purchase order is not a valid communication in terms of this contract):
 - 4.3.1. Purchase Order Number
 - 4.3.2. Contract Number
 - 4.3.3. Quantity
 - 4.3.4. Description of the required procurement. Where detailed, reference

	<p>must be made to the relevant technical document attached;</p> <p>4.3.5. Catalogue number if applicable;</p> <p>4.3.6. Unit price per this contract;</p> <p>4.3.7. Delivery Date;</p> <p>4.3.8. Business unit code; and</p> <p>4.3.9. The specific delivery site.</p> <p>5. Communicating where incidental services are required as listed in this document</p> <p>5.1. Incidental services are specified in the incidental services clause</p> <p>5.2. Incidental services are priced in accordance with the incidental clause where such prices have not been set in the SBD form.</p> <p>6. Performance Management</p> <p>6.1. The SIU measures performance throughout the contract life.</p> <p>6.2. The SIU has regular performance review with the contractor.</p> <p>6.3. Where severe non-performance occurs will terminate the contract earlier in Consultation with the contractor.</p>
	CONTRACTED BIDDER
	<p>1. Managing the Contract</p> <p>1.1. The contracted party manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.</p> <p>2. Contract Manager</p> <p>2.1. The contracted party appoints a contract manager and notifies the SIU in writing of the name and contact details of the appointed contract manager.</p> <p>3. Communication</p> <p>3.1. The contracted party communicates in writing and through email.</p> <p>3.2. The contracted party always state the contract number on communication, documentation such as correspondence, purchase orders issued, etc. and will not act upon any communication without the contract number or must verify such communication with the SIU prior to acting upon it.</p> <p>4. Managing Stages (if applicable), Delivery Scheduling (if applicable), Milestones (if applicable)</p> <p>4.1. Where different stages apply, the contracted party communicates in writing the commencement of the stage to the SIU.</p> <p>5. Health and Safety Requirements</p> <p>5.1. In terms of the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations), the contracted supplier is responsible for the health and safety of its employees and those other people affected by the operations of the supplier.</p> <p>5.2. The contracted supplier ensures all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations).</p> <p>5.3. To this end, the contracted supplier shall make available to SIU the valid letter of good conduct and shall ensure that its validity does not expire while executing this bid.</p> <p>5.4. [NOTE TO PREPARERS:] Additional Health and Safety documentation can be required prior to commencement of the contract but mentioned at the bid stage. These include SHE Plan (Safety, Health and Environment Plan), SHE File which contains the names of people assigned for Safety responsibilities and their certificates, this may also include information regarding the organisational safety hierarchy – line of command, and contingency plans.</p>

SERVICE PERFORMANCE LEVELS (MANDATORY)		
Service being Measured	Measurement	Maximum level
Conformance to specifications	Technical Specification	Minimum conformance to the SIU requirements as detailed in Evaluation Criteria
GENERAL CONDITIONS OF CONTRACT		
In this document words in the singular also mean in the plural and vice versa, words in the masculine mean in the feminine and neuter, and words such as "will/should" mean "must". The SIU cannot amend the National Treasury's General Conditions of Contract (GCC). SIU appends Special Conditions of Contract (SCC) providing specific information relevant to a GCC clause directly below the specific GCC clause and where the SIU requires a SCC that is not part of the GCC, the SIU appends the SCC clause after all the GCC clauses. No clause in this document shall be in conflict with another clause.		
GCC1	1. Definitions - The following terms shall be interpreted as indicated:	
	<p>1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.</p> <p>1.2. "Contract" means the written an 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.</p> <p>1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.</p> <p>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.</p> <p>1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.</p> <p>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.</p> <p>1.7. "Day" means calendar day.</p> <p>1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.</p> <p>1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.</p> <p>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.</p> <p>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.</p> <p>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.</p>	

	<p>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.</p> <p>1.14. "GCC" means the General Conditions of Contract.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>1.18. "Manufacture" means the production of products in a factory using labour, materials, components, and machinery and includes other related value- adding activities.</p> <p>1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.</p> <p>1.20. "Project site," where applicable, means the place indicated in bidding documents.</p> <p>1.21. "Purchaser" means the organization purchasing the goods.</p> <p>1.22. "Republic" means the Republic of South Africa.</p> <p>1.23. "SCC" means the Special Conditions of Contract.</p> <p>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.</p> <p>1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.</p>
GCC2	2. APPLICATION
	<p>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.</p> <p>2.2. Where applicable, special conditions of contract are also laid down to, cover specific supplies, services or works.</p> <p>2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
GCC3	3. General
	<p>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.</p> <p>3.2. With certain exceptions (National Treasury's eTender website), invitations to bid</p>

	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
GCC4	4. Standards
	4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
GCC5	5. Use of contract documents and information
	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
GCC6	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.
GCC7	7. Performance security
	<p>7.1. Within thirty days (30) 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.</p> <p>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.</p> <p>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:</p> <p>7.3.1. 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</p> <p>7.3.2. a cashier's or certified cheque</p> <p>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.</p>

GCC8	8. Inspections, tests and analyses
	<p>8.1. All pre-bidding testing will be for the account of the bidder.</p> <p>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 SIU or an organization acting on behalf of the SIU.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
GCC9	9. Packing
	<p>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.</p> <p>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.</p>
GCC10	10. Delivery and Documentation
	<p>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</p>

	furnished by the supplier are specified in SCC. 10.2. Documents to be submitted by the supplier are specified in SCC.
GCC11	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.
GCC12	12. Transportation
	12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
GCC13	13. Incidental services
	<p>13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <p>13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;</p> <p>13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;</p> <p>13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</p> <p>13.1.4. 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</p> <p>13.1.5. 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.</p> <p>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.</p>
GCC14	14. Spare parts
	<p>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:</p> <p>14.1.1. 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,</p> <p>14.1.2. in the event of termination of production of the spare parts:</p> <p>14.1.2.1. Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</p> <p>14.1.2.2. Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
GCC15	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

	<p>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.</p> <p>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.</p> <p>15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.</p> <p>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.</p> <p>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.</p>
GCC16	16. Payment
	<p>16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.</p> <p>16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of a valid invoice or claim by the supplier.</p> <p>16.4. Payment will be made in Rand unless otherwise stipulated in SCC</p>
GCC17	17. Prices
	<p>17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p>
GCC18	18. Contract amendment
	<p>18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p>
GCC19	19. Assignment
	<p>19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p>
GCC20	20. Subcontract
	<p>20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract</p>

GCC21	21. Delays in supplier's performance
	<p>21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.</p> <p>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.</p> <p>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.</p>
GCC22	22. Penalties
	<p>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.</p>
GCC23	23. Termination for default
	<p>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:</p> <p>23.1.1. if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,</p> <p>23.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or</p> <p>23.1.3. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.</p> <p>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</p>

	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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:</p> <p>23.6.1. the name and address of the supplier and / or person restricted by the purchaser;</p> <p>23.6.2. the date of commencement of the restriction</p> <p>23.6.3. the period of restriction; and</p> <p>23.6.4. the reasons for the restriction.</p> <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p> <p>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.</p>
GCC24	24. Anti-dumping and countervailing duties and rights
	<p>24.1. When, after the date of bid, provisional payments are required, or anti- dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.</p>

GCC25	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.
GCC26	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.
GCC27	27. Settlement of disputes
	<p>27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or Difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.</p> <p>27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p> <p>27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>27.5. Notwithstanding any reference to mediation and/or court proceedings herein,</p> <p>27.5.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>27.5.2. the purchaser shall pay the supplier any monies due the supplier.</p>
GCC28	28. Limitation of liability
	<p>28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>28.1.1. the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and</p> <p>28.2. 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.</p>

GCC29	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.
GCC30	30. Applicable law
	30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
GCC31	31 Notices
	<p>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.</p> <p>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.</p>
GCC32	32. Taxes and duties
	<p>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.</p> <p>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.</p> <p>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 SIU 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</p>
GCC33	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.
GCC34	34. Prohibition of restrictive practices
	<p>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).</p> <p>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.</p>
	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.

BID SPECIAL CONDITIONS OF CONTRACT	
BID SCC 1	1. Delivery and Documentation
	<p>1.1. All deliveries or despatchers must be accompanied by a delivery note stating the official order against which the delivery has been effected.</p> <p>1.2. Deliveries not complying with the order will be returned to the contractor at the contractor's expense.</p> <p>1.3. The SIU is under no obligation to accept any quantity, which is in excess of the ordered quantity.</p> <p>1.4. The supplier provides the following documentation per delivery:</p> <p>1.4.1 Manufacturer's Warranty Certificates per machine; these Warranty Certificates must include, but is not limited to, the following information:</p> <ul style="list-style-type: none"> • Hardware information and serials numbers. • Warranty agreement with warranty numbers. • Warranty period. • Manufacturer's South African support contact details. <p>1.5. SIU representative verifies both delivery and performance prior to signing a certificate of delivery / installation / progress milestone / commissioning evidencing such performance.</p> <p>10.8. The Contractor must ensure such signed approved verification accompanies the subsequent supplier invoice.</p>
BID SCC 2	2. Incidental Services
	<p>Additional incidental services to those listed in clause GCC13.1 above are the following:</p> <p>2.1. The SIU may procure additional licenses, ad hoc development and consulting services from the successful bidder during the solution implementation period as well as after the solution implementation period has lapsed. These ad hoc developments and consulting services include, but are not limited to, additional solution development and technical support and maintenance.</p>
BID SCC 3	Method and conditions of Payment
	<p>3.1. The SIU only accepts invoice supported by signed delivery documents in accordance with this contract as valid payment requests.</p> <p>3.2. The other party submits the above invoices to the appointed contract manager for submission to the respective finance unit.</p> <p>3.3. The SIU does not settle invoices for outstanding goods or Services.</p> <p>3.4. Payment is made in the South African Rands.</p>
BID SCC 4	Prices
	<p>4.1. All adjustments to unit prices must be specified on the SBD3.2 and apply in accordance with the terms set in the SBD3.2. Applications for price adjustments must have the documentary evidence set for each adjustment in the SBD3.2 to support of any adjustment. Unit price adjustments will only apply once the SIU has approved in writing the application.</p> <p>4.2. Where Cost Price Adjustments (CPA) are applicable and justifiable, the bidder must declare this in the SBD3.2 for these to apply.</p>

	<p>4.3. Incidental services that are not specified in the SBD3.2 are adjusted as set out in clause GCC13.2</p> <p>4.4. Contract management verifies all cost adjustment applications prior to giving approval.</p>
BID SCC 5	Intellectual property provided in the bid invitation
	5.1. The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the SIU to the Bidder, both successful and unsuccessful, remain the property of the SIU.
BID SCC 6	Intellectual property contained in the deliverables
	6.1. The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation required as part of the delivery to the SIU reside with the SIU.
BID SCC 7	Third Party Warranty
	7.1. Where the contracted party sources goods or services from a third party, the contracted party warrants that all financial and supply arrangements are agreed between the contracted party and the third party.
BID SCC 8	Third Party Agreements
	8.1. No agreement between the contracted party and the third party is binding on the SIU.
BIDDERS DETAIL RESPONSE FORMING PART OF CONTRACT	
1	Proposal to Technical Specification
BIDDERS DETAIL PRICE SCHEDULES	
2	SBD 3.1 as set out in this document
BID SUBMISSION CERTIFICATE FORM - (SBD 1)	
	I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the SPECIAL INVESTIGATION UNIT in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted.
	My offer remains binding upon me and open for acceptance by the SPECIAL INVESTIGATION UNIT during the validity period indicated and calculated from the closing time of Bid Invitation.

The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:	
Invitation to Bid (SBD 1)	Specification(s) set out in this Bid Invitation inclusive of any annexures thereto
Bidder's responses to specifications, capability requirements and capacity as attached to this document	Pricing Schedule(s) (SBD3.1) including detailed schedules attached
	CSD Compliance status as per CSD report form
Declaration of Interest (SBD4);	Independent Price Determination (SBD 9)
Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017 (SBD6.1) and the BBBEE certificate	
Declaration of Bidder's past SCM practice (SBD 8)	Conditions of contract as set out in this document (GCC)
NIPP Obligations (SBD 5) where applicable	Local Content Certification (SBD 6.2) where applicable
<p>I confirm that I have satisfied myself as to the correctness and validity of my offer / bid in response to this Bid Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the Bid Invitation; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.</p> <p>I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.</p> <p>I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.</p> <p>I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD8, SBD9) is correct and I accept that the SIU may reject the Bid or act against me should these declarations prove to be false.</p> <p>I confirm that I am duly authorised to sign this offer/ bid response.</p>	
NAME (PRINT)	
CAPACITY	
SIGNATURE	
DATE	

Witness 1	
NAME	
SIGNATURE	
DATE	
Witness 2	
NAME	
SIGNATURE	
DATE	

Annexure A

Name and surname	Position	Duties/activities	Time required to complete task