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**Confidential**

Government Employees

Pension Fund

(GEPF)

**Request for Proposals to be included on the preferred GEPF’s Legal and Compliance Services Provider List for a period of five years.**

**INSTRUCTION TO SUBMIT YOUR BID**

* Bid document must be in an envelope, sealed and correctly labelled.
* Full name of the company, contact number, email address, and contact person’s details written correctly on the envelope.
* Proposal /bid document must be addressed and delivered to the GEPF, 34 Hamilton Street, Arcadia, Pretoria
* Bid documents which are not received and/or deposited in the tender box by **12h00** on the closing date will be marked as late and not be considered.
* It is the responsibility of the bidders to ensure that proper instructions are given to courier companies on where to submit their bids. The GEPF will not be liable for any lost bid documents.



**Enquiries:**

Nokwanda Shoba

Supply Chain Management Specialist

E-mail: [Tenders@gepf.co.za](mailto:Tenders@gepf.co.za)

**Last day of responding to written enquires will be seven days before bid closing date.**

ALL BID DOCUMENTS TO BE DEPOSITED AT THE TENDER BOX SITUATED AT THE RECEPTION AREA AT:

**Physical address:**

GPAA Offices

34 Hamilton Street

Arcadia

Pretoria

If the bid document is too large to fit in a Tender Box an official from Demand and Acquisition section of the Supply Chain Management Directorate may be contacted via reception.

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**Annexure Topic**

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4. **Terms of Reference**
   1. **Overview**

The GEPF manages pensions on behalf of approximately 1 261 000 active members and around 500 000 pensioners and their beneficiaries. As at 31 March 2022, GEPF’s assets were R2.3 trillion. This document outlines the scope of work and terms of reference for the appointment of a panel of legal and compliance service providers to provide legal and compliance services to the GEPF. More details on the Fund and its financial position are available online in the 2021/2022 Annual Report.

This document outlines the scope of work and terms of reference for bidding companies to be added to the preferred Legal and Compliance Service Providers list of the Government Employees Pensions Fund (GEPF).

* 1. **Purpose of the Legal or Compliance Service Provider**

The purpose for the establishment of a preferred list is to enable the GEPF to appoint relevant service providers, with the necessary experience, for a 5-year period, which would be regarded as the preferred supplier of Legal and Compliance Services to the GEPF. The panel to be appointed per category will be operated on a rotational basis provided that the next company in line is tax compliant.

* 1. **Scope of Work of the Legal or Compliance Service Provider**

GEPF wants a list of preferred legal and compliance service providers who would be called upon whenever legal or compliance matters arise that need to be undertaken by an external legal and/or compliance service provider. The appointment will be for a five-year period. Allocation of external legal and compliance work would be dependent on the nature of the matter and the relevant specialist area of expertise required.

GEPF will be looking to appoint firms/individuals in the following specialist legal and compliance fields:

1. Pension Law & Employee Benefits litigation
2. Commercial, Corporate and Labour law
3. Investment Advisory
4. Compliance Advisory Services

Note: For categories A – C qualified attorneys may apply, but for category D, Compliance Officers and qualified attorneys may apply.

GEPF reserves the right to appoint or reject firms or individuals in respect of any of the above-mentioned category’s A, B, C and, D.

* 1. **Deliverables / Key Outputs of the Legal or Compliance Service Provider**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Area of work** | **Scope of work** | **Skills Required** |
| 1 | Pension Law & Employee Benefits litigation | * Advising on pension fund and employee benefit matters, conditions of service and benefits * Assisting the GEPF in litigation matter | * Knowledge and understanding of the Government Employees Pension Law, Pension Fund Act and relevant legislation relating to pension law. * Experience in litigation |
| 2 | Commercial, Corporate & Labour Law | * Reviewing, drafting, and negotiating corporate, commercial, and labour agreements * Advising the GEPF on transactions of corporate, commercial, and labour law nature and providing legal opinions. | * Experience   in providing advice on corporate, commercial, and labour law issues |
| 3 | Investment Advisory | * Advising the GEPF on investment transactions * Reviewing, drafting, and negotiating investment mandates/ agreements. | * Experience in providing services in the investments field. * Understanding of FAIS Act and other relevant financial legislation |
| 4 | Compliance Advisory Services | * Experience with regards to development of compliance risk management plans and related monitoring and reporting requirements applicable to the relevant organisation. | * An understanding of all compliance practices and processes |

* 1. **Minimum Competence Requirements**
     1. The service provider/firm should display:
        1. The relevant knowledge and skill within the following specialised legal and compliance fields should be demonstrated in respect of each of the following categories:

1. Pension Law & Employee Benefits (including litigation)
2. Commercial, Corporate Law & Labour law
3. Investment Advisory
4. Compliance Advisory Services
   * 1. Bidders may bid for more than one category but will be appointed in one category only.
     2. The bidder should indicate which category they wish to be considered for and must submit a separate proposal for each bid category that they are bidding for.
     3. The bidder must provide business profile and CVs of the team/individuals concerned that would be made available to the GEPF and would be responsible for the work in this regard.
     4. The bidder must provide business profile and CVs of the team/individuals concerned that would be made available to the GEPF and would be responsible for the work in this regard.
     5. Demonstrate an understanding of the regulatory frameworks that govern the specific category as indicated in 1.5.1.1 above that the bidders would wish to be considered for.
     6. Demonstrate experience with regards to providing of legal advice/services to organisations in the relevant specialist legal area. (The category and the number of years of experience should be listed as well as contactable references).
     7. In respect of compliance advisory services, the service provider/firm must display:
        1. An understanding of all compliance practices, processes and requirements.
        2. Membership with the Compliance Institute of South Africa would be an added advantage.
        3. Experience with regards to development of compliance risk management plans and related monitoring and reporting requirements applicable to the relevant organisation.
   1. **Duration of Appointment**

The appointed panel will be required to provide the services for a period of five (5) years subject to annual review of the service provider’s performance and will thus be required to possess the necessary skills and qualifications to provide the relevant legal and/or compliance services for a period of 5 years.

* 1. **Costs**

Fees should be indicated as an hourly rate when the pricing negotiations commence, and bidders must indicate that they will align their pricing with the relevant Forum Tariff scale that is applicable to the forum where the matter is heard/brought (where applicable).

* 1. **Contractual Obligations**

The GEPF and the successful bidders will enter into a service level agreement detailing the terms and conditions governing the relationship once the preferred service providers have been identified.

1. **Evaluation**

**THE BIDDER WILL PROCEED TO THE NEXT PHASE WHEN THEY COMPLY WITH THE REQUIREMENTS STATED FOR THE RESPECTIVE PHASE BELOW:**

The 70/30 principle will be applied (70= price and 30= BBBEE points)

* 1. **Evaluation Criteria**

0= **Unacceptable** 1= **Poor** 2= **Below average** 3= **Average** 4 = **Good** 5 = **Excellent**

Proposals will be evaluated in the following five phases:

|  |  |
| --- | --- |
| **Phase** | **Description** |
| **1** | Mandatory requirements |
| **2** | Technical Evaluation |
| **3** | Administrative Compliance |
| **4** | Pricing and BBBEE points claimed |
| **5** | Price Negotiation |

**Phase 1:** **Mandatory requirements**

1. Technical/functional proposal.
2. In respect of categories A - C, only attorney firms registered with the Legal Practise Counsel with proven experience in each category may apply. Proof of registration – fidelity fund certificate must be submitted.
3. Applicants must clearly indicate which category they are applying for.
4. For Category D – proof of affiliation with the Compliance Institute of Southern Africa
5. Attendance of virtual compulsory briefing session (Microsoft Teams)
6. Submit valid BBBEE certificate and/or affidavit with minimum of level 3 or high rating.

**FAILURE TO COMPLY WITH ANY OF THE ABOVE MANDATORY REQUIREMENTS WILL RENDER YOUR BID UNACCEPTABLE FOR FURTHER EVALUATION.**

**Phase 2: Technical Evaluation**

|  |  |
| --- | --- |
| **Technical Evaluation Criteria** | **Weight %** |
| **Experience:**  Number of years’ experience of law firm in the related specialist area | **25** |
| **Experience:**  Number of years’ proven experience of directors/team in the related specialist area-please provide CV’s | **25** |
| Minimum of four relevant contactable references per category per category which references must be from previous clients (current or within the last three (3) years) where they have provided legal/compliance services in respect of the relevant specialised category the bidder wishes to bid for. The letters must be signed and printed on the clients’ letterhead. | **10** |
| **Knowledge:**  Proven ability and capacity to provide GEPF with the related legal and or compliance service including a clear description of dealing with the specialised category or categories which demonstrates ability to deliver on instructions within applicable time frames and budget, knowledge of the applicable regulatory environment, ability to offer legal solutions/services in a professional, timely and cost-effective manner | **15** |
| **Qualification:**  Relevant qualification of the directors and Original Certified proof of Registration with Legal Practice Council (LCP) or Law Society.  The firm/directors must be registered with the Legal Practice Council. Note: Bidders may be required to submit a valid letter of good standing issued by the LCP prior to an instruction being issued. | **25** |
| **Total** | **100** |
| **Functionality Threshold – 70%** | |

**Phase 3: Administrative Compliance requirements**

1. Include a SARS tax compliance status or CSD tax compliance report.
2. All compulsory standard bidding documents (SBD forms) have been properly completed in full and signed.
3. A joint venture legal agreement in the event of a joint venture proposal

**FAILURE TO COMPLY WITH ANY OF THE ABOVE ADMINISTRATIVE REQUIREMENTS MAY RENDER YOUR BID UNACCEPTABLE FOR FURTHER EVALUATION.**

**BIDDERS WHO DO NOT SUBMIT THE REQUESTED DOCUMENTS WILL BE GIVEN A MAXIMUM OF 2 BUSINESS DAYS TO SUBMIT. FAILURE WILL RENDER THEIR BID RESPONSE AS UNACCEPTABLE and TO DISQUALIFICATION**

**Phase 4: Pricing (Proposals will be requested from qualifying companies)**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Price** | **70** |
|  |  | **BBBEE Status** | **30** |

**Phase 5: Pricing Negotiation with the top five (5) bidders per category.**

The GEPF will be following a Quality Based Selection (QBS) approach to establish the panel of legal service Providers. In a QBS the RFP requires the submission of a technical proposal only (without the financial proposal). The highest ranked technical proposals after evaluating on functionality will be approached to submit a detailed financial proposal where after the financial proposal(s), BBBEE status and the price will be negotiated.

* 1. **Disclaimer**

The GEPF reserves the right not to appoint any service provider and is also not obligated to provide reasons for the rejection of any proposal whilst the process is still underway of finalising.

The GEPF reserves the right not to appoint the highest scoring Bidder based on objective criteria, that may include the results of the due diligence and risk assessment process where one is planned to be undertaken by GEPF.

The shortlisted bidders will be subjected to a due diligence and risk assessment exercise. The outcome of these exercises will influence the conclusion of the bidding process and may affect the final recommendation to award.

Risk assessment will be conducted by an outsourced service provider with a mandate from the GEPF, which will focus on, but not limited to company history, financial information, directors of the company, business interest, any judgement against the company or directors, etc.

The due diligence will be based on the verification of information contained in the bidder’s proposal and the bidders accept that the information provided in its bid is accurate.

* 1. **Enquiries**

NOTE: Only the companies that attended the compulsory briefing session will be eligible to enquire and submit proposals for this bid.

**General enquiries:**

Ms Nokwanda Shoba

SCM Specialist

E-mail: [Tenders@gepf.co.za](mailto:Tenders@gepf.co.za)

* 1. **Guide to Responses**

1. **Mandatory Requirements:**
2. Technical/functional proposal.
3. In respect of categories A - C, only attorney firms registered with the Legal Practise Counsel with proven experience in each category may apply. Proof of registration – fidelity fund certificate must be submitted.
4. Applicants must clearly indicate which category they are applying for.
5. For Category D – proof of affiliation with the Compliance Institute of Southern Africa
6. Attendance of virtual compulsory briefing session (Microsoft Teams)
7. Submit valid BBBEE certificate and/or affidavit with a minimum of level 3 or higher rating.

**FAILURE TO COMPLY WITH ANY OF THE ABOVE MANDATORY REQUIREMENTS WILL RENDER YOUR BID UNACCEPTABLE FOR FURTHER EVALUATION.**

1. **Functionality:**

**WHEN THE BIDDER IS COMPILING THE PROPOSAL, THE SEQUENCIAL FORMAT SHOULD BE INLINE WITH THE EVALUATION CRITERIA IN SECTION 2.1**

1. **Experience (50):** 
   1. Number of years’ experience of law firm in the related specialist area **(25)** – 10 years’ experience will be acceptable,provide a company profile which indicates the period of existence of the law firm.
   2. Number of years’ experience of directors in the related specialist area **(25) –** 10 years of experience will be acceptable provide, a company profile which indicates the number of years of experience as directors.
2. A minimum of four relevant contactable references per category **(10)**
3. **Knowledge (15)**:
   1. Proven ability and capacity to provide GEPF with the related legal and or compliance service – state in detail the cases previously handled and the value per case.
4. **Qualification (25)**:
   1. Relevant qualification of the directors in the relevant category – provide relevant CV’s and certified copies of qualifications (certificates).
5. **Administrative Compliance:**
6. Include a SARS tax compliance status or CSD tax compliance report.
7. All compulsory standard bidding documents (SBD forms) have been properly completed in full and signed.
8. A joint venture legal agreement in the event of a joint venture proposal

**FAILURE TO COMPLY WITH ANY OF THE ABOVE ADMINISTRATIVE REQUIREMENTS MAY RENDER YOUR BID UNACCEPTABLE FOR FURTHER EVALUATION.**

**BIDDERS WHO DO NOT SUBMIT THE REQUESTED DOCUMENTS WILL BE GIVEN A MAXIMUM OF 2 BUSINESS DAYS TO SUBMIT. FAILURE WILL RENDER THEIR BID RESPONSE AS UNACCEPTABLE and TO DISQUALIFICATION.**

1. **BBBEE & Price:**
   1. **BBBEE**
      * + BBBEE status level verification certificate/ affidavit [for EME’s & QSE’s (certified copy)] must be submitted in order to qualify for preference points for BBBEE.
   2. **Pricing**
      * + Fees should be indicated as an hourly rate and bidders must indicate that they will align their pricing with the relevant Forum Tariff scale that is applicable to the forum where the matter is heard/brought (where applicable).
2. **Price Negotiations –**

* to be entered into with the top 5 bidders per category to reach standard pricing per category.

**Annexure A**

**(GEPF)**

**SCM**

***Standard Bid Document***

**SBD1**

**PART A**

**INVITATION TO BID**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GOVERNMENT EMPLOYEES PENSION (GEPF)** | | | | | | | | |
| BID NUMBER | **GEPF 02/2023** | | CLOSING DATE | **28 AUGUST 2023** | | CLOSING TIME | | **12:00** |
| DESCRIPTION | **Request for Proposals to be included on the preferred GEPF’s Legal and Compliance Services Provider List for a period of five years.** | | | | | | | |
| **BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*** | | | | | | | | |
| **34 HAMILTON STREET** | | | | | | | | |
| **ARCADIA** | | | | | | | | |
| **PRETORIA** | | | | | | | | |
| **BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO** | | | | | **TECHNICAL ENQUIRIES MAY BE DIRECTED TO** | | | |
| CONTACT PERSON | | **NOKWANDA SHOBA** | | | CONTACT PERSON | | **NOKWANDA SHOBA** | |
| TELEPHONE NUMBER | | **N/A** | | | TELEPHONE NUMBER | |  | |
| FACSIMILE NUMBER | | **N/A** | | | FACSIMILE NUMBER | |  | |
| E-MAIL ADDRESS | | [**Tenders@gepf.co.za**](mailto:Tenders@gepf.co.za) | | | E-MAIL ADDRESS | | [**Tenders@gepf.co.za**](mailto:Tenders@gepf.co.za) | |
| **SUPPLIER INFORMATION** | | | | | | | | |
| NAME OF BIDDER | |  | | | | | | |
| POSTAL ADDRESS | |  | | | | | | |
| STREET ADDRESS | |  | | | | | | |
| TELEPHONE NUMBER | | CODE |  | NUMBER | |  | | |
| CELLPHONE NUMBER | |  | | | | | | |
| FACSIMILE NUMBER | | CODE |  | NUMBER | |  | | |
| E-MAIL ADDRESS | |  | | | | | | |
| VAT REGISTRATION NUMBER | |  | | | | | | |
| SUPPLIER COMPLIANCE STATUS | | TAX COMPLIANCE SYSTEM PIN | **OR** | CENTRAL SUPPLIER DATABASE No | | MAAA | | |
| BBBEE STATUS LEVEL VERIFICATION CERTIFICATE | | TICK APPLICABLE BOX]  Yes  No | | | BBBEE STATUS LEVEL SWORN AFFIDAVIT | [TICK APPLICABLE BOX]  Yes  No | | |

|  |  |  |  |
| --- | --- | --- | --- |
| ***A BBBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs (CERTIFIED COPY)) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR BBBEE]*** | | | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | Yes  No  [IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | Yes  No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
| **QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS** | | | |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | | Yes  No | |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | | Yes  No | |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | | Yes  No | |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | | Yes  No | |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | | Yes  No | |

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

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

|  |
| --- |
| **1. BID SUBMISSION** |
| * 1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS.   2. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.   3. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED *(NOT TO BE RE-TYPED)* OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**   4. THIS BID IS SUBJECT TO THE GEPF SUPPLY CHAIN MANGEMENT POLICY, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.   5. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).** |
| **2. TAX COMPLIANCE REQUIREMENTS** |
| * 1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.   2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.   3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA.](http://www.sars.gov.za/)   4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.   5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.   6. WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.   7. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.” |

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

SIGNATURE OF BIDDER: …………………………………………………………………

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

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

DATE: …………………………………….

**SBD 4**

**DECLARATION OF INTEREST**

1. 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 a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
   * the bidder is employed by the state; and/or
   * the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: …………………………………………………

2.2 Identity Number: ………………………………………………………………………………………

2.3 Position occupied in the Company (director, trustee, shareholder²): ……………………………

2.4 Company Registration Number: ………………………………………………………………………

2.5 Tax Reference Number: ………………………………………………………………………………

2.6 VAT Registration Number: ……………………………………………………………………………

* + 1. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

* + - 1. any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
      2. any municipality or municipal entity;
      3. provincial legislature;
      4. national Assembly or the national Council of provinces; or
      5. Parliament.

²”Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

* 1. Are you or any person connected with the bidder **YES / NO**

presently employed by the state?

* + 1. If so, furnish the following particulars:

|  |  |  |
| --- | --- | --- |
|  | Name of person / director / trustee / shareholder/ member: Name of state institution at which you or the person connected to the bidder is employed :  ……………………………………… | ……....……………………… |
| Position occupied in the state institution: | …………………………… |
| Any other particulars:  ……………………………………………………………… |  |
| ………………………………………………………………  ……………………………………………………………… |  |
| 2.7.2 | 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** |
| 2.7.2.1 If yes, did you attach proof of such authority to the bid document? | | **YES / NO** |
|  | (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid. |  |
| 2.7.2.2 If no, furnish reasons for non-submission of such proof: | |  |
|  | …………………………………………………………………….  …………………………………………………………………….  ……………………………………………………………………. |  |
| 2.8 | 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** |
| 2.8.1 | If so, furnish particulars:  …………………………………………………………………..  …………………………………………………………………..  …………………………………………………………………... |  |
| 2.9  2.9.1 | Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?  If so, furnish particulars. | **YES / NO** |
|  | ……………………………………………………………...  …………………………………………………………..….  ……………………………………………………………… |  |

* 1. Are you, or any person connected with the bidder, **YES/NO**

aware of any relationship (family, friend, other) between any other bidder and any person employed by the state

who may be involved with the evaluation and or adjudication of this bid?

* + 1. If so, furnish particulars**.**

………………………………………………………………

………………………………………………………………

………………………………………………………………

* 1. Do you or any of the directors / trustees / shareholders / members **YES/NO**

of the company have any interest in any other related companies whether or not they are bidding for this contract?

* + 1. If so, furnish particulars:

…………………………………………………………………………….

…………………………………………………………………………….

…………………………………………………………………………….

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Identity Number** | **Personal Tax Reference Number** | **State Employee Number / Persal Number** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

1. **DECLARATION**

I, THE UNDERSIGNED (NAME)………………………………………………………………………

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

I ACCEPT THAT THE STATE 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

**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM**

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

1. **GENERAL CONDITIONS**
   1. The following preference point systems are applicable to all bids:

- the 70/30 system for all requirements irrespective of Rand value (all applicable taxes included); and

* 1. The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the system shall be applicable.
  2. Points for this bid shall be awarded for:
     1. Price; and
     2. B-BBEE Status Level of Contributor.
  3. The maximum points for this bid are allocated as follows:

|  |  |
| --- | --- |
|  | **POINTS** |
| **PRICE** | 70 |
| **B-BBEE STATUS LEVEL OF CONTRIBUTOR** | 30 |
| **Total points for Price and B-BBEE must not exceed** | **100** |

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

1. **DEFINITIONS**
2. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
3. “**B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
4. **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
5. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
6. **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad- Based Black Economic Empowerment Act;
7. **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
8. **“prices”** includes all applicable taxes less all unconditional discounts;
9. **“proof of B-BBEE status level of contributor”** means:
   1. B-BBEE Status level certificate issued by an authorized body or person;
   2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
   3. Any other requirement prescribed in terms of the B-BBEE Act;
10. **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
11. **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
12. **POINTS AWARDED FOR PRICE**
    1. **THE 70/30 PREFERENCE POINT SYSTEMS**

A maximum of 70 points is allocated for price on the following basis:

**70/30**

****

|  |  |  |
| --- | --- | --- |
|  | |  |
| Where  Ps | = | Points scored for price of bid under consideration |
| Pt | = | Price of bid under consideration |
| Pmin | = | Price of lowest acceptable bid |

1. **POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**
   1. Preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

|  |  |
| --- | --- |
| **B-BBEE Status Level of Contributor** | **Number of points (70/30 system)** |
| 1 | 30 |
| 2 | 26 |
| 3 | 22 |
| 4 | 18 |
| 5 | 14 |
| 6 | 10 |
| 7 | 6 |
| 8 | 3 |
| Non-compliant contributor | 0 |

1. **BID DECLARATION**
   1. Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:
2. **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**
   1. B-BBEE Status Level of Contributor: . = ………(30 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

1. **SUB-CONTRACTING**
   1. Will any portion of the contract be sub-contracted? (***Tick applicable box***)

|  |  |  |  |
| --- | --- | --- | --- |
| YES |  | NO |  |

* + 1. If yes, indicate:
       1. What percentage of the contract will be subcontracted %
       2. The name of the sub- contractor…………………………………………………………..
       3. The B-BBEE status level of the sub- contractor......................................……………..
       4. Whether the sub-contractor is an EME or QSE

***(Tick applicable box***)

|  |  |  |  |
| --- | --- | --- | --- |
| YES |  | NO |  |

* + - 1. Specify, by ticking the appropriate box, if subcontracting with an enterprise:

|  |  |  |
| --- | --- | --- |
| **Designated Group: An EME or QSE which is at last 51% owned by:** | **EME**  **√** | **QSE**  **√** |
| Black people |  |  |
| Black people who are youth |  |  |
| Black people who are women |  |  |
| Black people with disabilities |  |  |
| Black people living in rural or underdeveloped areas or townships |  |  |
| Cooperative owned by black people |  |  |
| Black people who are military veterans |  |  |
| **OR** | | |
| Any EME |  |  |
| Any QSE |  |  |

1. **DECLARATION WITH REGARD TO COMPANY/FIRM**
   1. Name of company/firm:……………………………………………………………………………
   2. VAT registration number:……………………………………….…………………………………
   3. Company registration number:…………….……………………….…………………………….
   4. TYPE OF COMPANY/ FIRM

* Partnership/Joint Venture / Consortium
* One person business/sole propriety
* Close corporation
* Company
* (Pty) Limited [TICK APPLICABLE BOX]
  1. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

…………………………………………………………………………………………………

……………………………………………………………………………………………

* 1. COMPANY CLASSIFICATION
* Manufacturer
* Supplier
* Professional service provider
* Other service providers, e.g. transporter, etc. [*TICK APPLICABLE BOX*]
  1. Total number of years the company/firm has been in business:……………………………
  2. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

1. The information furnished is true and correct;
2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
   1. disqualify the person from the bidding process;
   2. recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
   3. 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;
   4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a

fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

* 1. forward the matter for criminal prosecution.

………………………………………. SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

…………………………………..

…………………………………..

…………………………………..

…………………………………..

WITNESSES

1. ……………………………………..

2. …………………………………….

**SBD8**

**DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have:
   1. abused the institution’s supply chain management system;
   2. committed fraud or any other improper conduct in relation to such system; or
   3. Failed to perform on any previous contract.
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Question** | **Yes** | **No** |
| 4.1 | Is the bidder or any of its directors listed on the National Treasury’s database as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied). | Yes | No |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | 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)?  **To access this Register enter the National Treasury’s website,** [**www.treasury.gov.za,**](http://www.treasury.gov.za/) **click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.** | Yes | No |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? | Yes | No |
| 4.3.1 | If so, furnish particulars: | | |
| 4.4 | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes | No |
| 4.4.1 | If so, furnish particulars: | | |

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT THE INFORMATION FURNISHED ON THIS

DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

………………………………………... …………………………………..

Signature Date

………………………………………... …………………………………..

Position Name of Bidder

**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Standard Bidding Document (SBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
   1. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.
   2. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

**¹ Includes price quotations, advertised competitive bids, limited bids and proposals.**

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

**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description) in response to the invitation for the bid made by:

(Name of Institution)

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

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
   1. has been requested to submit a bid in response to this bid invitation;
   2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   3. provides the same goods and services as the bidder and/or is in the same line of business as the bidder

**SBD 9**

1. 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 consortium³ will not be construed as collusive bidding.
2. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   1. prices;
   2. geographical area where product or service will be rendered (market allocation)
   3. methods, factors or formulas used to calculate prices;
   4. the intention or decision to submit or not to submit, a bid;
   5. the submission of a bid which does not meet the specifications and conditions of the bid; or
   6. bidding with the intention not to win the bid.
3. 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.
4. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

**SBD 9**

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

…………………………………… …………………………………

Signature Date

………….………………………. …………………………………

Position Name of Bidder

**Annexure B**

**(GEPF)**

**SCM**

***Special Conditions of Contract***

**Special Condition of Contract**

|  |
| --- |
| **General Notes** |
| The purpose of this Special Conditions of Contract (SCC) is to:   1. Draw special attention to certain special conditions applicable to Bids, Contracts, Agreements and Orders of the Government Employee Pension Fund (GEPF); and 2. To ensure that all bidders are familiar with the special provisions, requirements and conditions that will be applicable in the undertaking of the project and which will form part of the contract documentation and of which due cognisance must be taken in the bidding process.   In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.  The General Conditions of Contract (GCC) also forms part of all bidding documents and must be read in conjunction with this Special Conditions of Contract.  Whenever there is a conflict between the GCC and the SCC, the provisions in the SCC shall prevail. |

* 1. **Bid Submission**
     1. Bidders will be permitted to submit bids by: Hand: 34 Hamilton Street, Arcadia, Pretoria
     2. Closing Date: 28 August 2023
     3. Closing time: 12:00 pm
  2. **Validity of Bids**
     1. Bidders are required to submit bids valid for **240** days.
  3. **Compulsory Briefing**
     1. A virtual compulsory briefing will take place on **17 August 2023 at 14:00pm.** Service providers who are interested in submitting a bid should register with **Ms. N. Shoba**, [Tenders@gepf.co.za](mailto:Tenders@gepf.co.za%20) by **16 August 2023 at 15:00 pm.**
  4. **A Quality Based Selection (QBS) approach will be utilised with the following phases:**
     1. **Phase 1:** **Mandatory Requirements** - Technical/functional proposal, categories A – C proof of registration – fidelity fund certificate must be submitted, Bidders must clearly indicate which category they are applying for, category D proof of affiliation with the Compliance Institute of Southern Africa, Attendance of virtual compulsory briefing session (Microsoft Teams) and Submit valid BBBEE certificate and/or affidavit with a minimum of level 3 or higher rating.
     2. **Phase 2** (STAGE 1): **Functionality Evaluation** – which will be used to select bidders that have the right profile, capability, service governance, experience, contactable references, and service levels to deliver the services successfully.
     3. **Phase 3: Administration Compliance** - Include a SARS tax compliance status or CSD tax compliance report, all compulsory standard bidding documents (SBD forms) have been properly completed in full and signed and joint venture legal agreement in the event of a joint venture proposal.
     4. **Phase 4** (STAGE 2): **Pricing and BBBEE Evaluation** – which will be based on the 70/30 principle.
     5. **Phase 5**: **Price negotiation** with top five bidders per category
     6. A minimum number of **Three (3)** original hard copy and **one (1)** soft copy, on a memory stick, of the technical proposal are required.
  5. **Ownership of Data**
     1. The GEPF shall remain the sole owner of the data processed on the network and mobile services.
     2. Upon termination, the service provider must provide GEPF with all the information relating to the GEPF and termination certificate for all GEPF related information.
  6. **Late Bids**
     1. Bids received after the time stipulated will not be considered. Late bids will be posted back to the bidder un-opened.
  7. **Clarification or Alterations of Bids**
     1. Bidders will not be requested or permitted to alter their bids after the deadline for receipt of bids.
     2. Requests for clarification needed to evaluate bids and the bidder’s responses should be made in writing.
  8. **Completeness of Documentation**
     1. It will be ascertained whether bids:

1. Include original tax clearance certificates.
2. Have been properly signed and completed.
3. Are substantially responsive to the bidding documents.
4. Are generally in order.
   * 1. If a bid is not substantially responsive, that is, it contains material deviations from or reservations to the terms, conditions and specifications in the bidding documents, it will not be considered further.
     2. The bidder will not be permitted to correct or withdraw material deviations or reservations once bids have been opened.
   1. **Rejection of all Bids**
      1. GEPF reserves the right to reject of all bids if and when deemed necessary. This is justified when there is lack of effective competition, or bids are not substantially responsive.
   2. **Associations between Consultants**
      1. Consultants are encouraged to associate with each other to complement their empowerment credentials and their respective areas of expertise, or for other reasons. Such an association may be for the long term (independent of any particular assignment) or for a specific assignment. The association may take the form of a joint venture or a sub consultancy.

**Annexure C**

**(GEPF)**

**General Conditions of Contract**

***General Conditions of Contract***

***GEPF PROCUREMENT:* GENERAL CONDITIONS OF CONTRACT**

The purpose of this Annexure is to:

1. Draw special attention to certain general conditions applicable to GEPF bids, contracts and orders; and
2. To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with GEPF.

* In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.
* The General Conditions of Contract will form part of all bid documents and may not be amended.
* Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid if applicable and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

**TABLE OF CLAUSES**

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

The following terms shall be interpreted as indicated:

* 1. **“Closing time”** means the date and hour specified in the bidding documents for the receipt of bids.
  2. **“Contract”** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  3. **“Contract price”** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  4. **“Corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public employee in the procurement process or in contract execution.
  5. **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its GEPF and encouraged to market its products internationally.
  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.
  7. **“Day”** means calendar day**.**
  8. **“Delivery”** means delivery in compliance of the conditions of the contract or order.
  9. **“Delivery ex stock”** means immediate delivery directly from stock actually on hand.
  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.
  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.
  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.
  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.
  14. **“GCC”** means the General Conditions of Contract.
  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.
  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.
  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.
  18. **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
  19. **“Order”** means an employee written order issued for the supply of goods for works or the rendering of a service.
  20. **“Project site,”** where applicable, means the place indicated in bidding documents.
  21. **“Purchaser” means the organization purchasing the goods.**
  22. **“Republic”** means the Republic of South Africa.
  23. **“SCC”** means the Special Conditions of Contract**.**
  24. “**Services**” means those functional services ancillaries 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.
  25. “**Written” or “in writing”** means handwritten in ink or any form of 96 electronic or mechanical writing.

1. **APPLICATION**
   1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
   2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
   3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
2. **GENERAL**
   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.
   2. With certain exceptions, invitations to bid are published electronically in the GEPF website at [www.gepf.co.za](http://www.gepf.co.za/)
3. **STANDARDS**
   1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
4. **USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION**
   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.
   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.
   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.
   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.
5. **PATENT RIGHTS**
   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.
6. **PERFORMANCE**
   1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
   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.
   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:
      1. a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser’s country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
      2. a cashier’s or certified cheque
   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.
7. **INSPECTIONS, TESTS AND ANALYSES**
   1. All pre-bidding testing will be for the account of the bidder.
   2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
   3. If there is 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 Energy Board concerned.
   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.
   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.
   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.
   7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
   8. 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.
8. **PACKING**
   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.
   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.
9. **DELIVERY OF DOCUMENTS**
   1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
   2. Documents to be submitted by the supplier are specified in SCC.
10. **INSURANCE**
    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.
11. **TRANSPORTATION**
    1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
12. **INCIDENTAL SERVICES**
    1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
       * 1. performance or supervision of on-site assembly and/or commissioning of the supplied goods.
         2. furnishing of tools required for assembly and/or maintenance of the supplied goods.
         3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods.
         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
         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.
    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.
13. **SPARE PARTS**
    1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier: a. such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

b. in the event of termination of production of the spare parts:

1. Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
2. Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
3. **WARRANTY**
   1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser’s specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
   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.
   3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
   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.
   5. 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.
   6. 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.
4. **PAYMENT**
   1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
   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.
   3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
   4. Payment will be made in Rand unless otherwise stipulated in SCC.
5. **PRICES**
   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.
6. **CONTRACT AMENDMENTS**
   1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
7. **ASSIGNMENT**
   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.
8. **SUBCONTRACTS**
   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.
9. **DELAYS IN THE SUPPLIER’S PERFORMANCE**
   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.
   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.
   3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or local authorities.
   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.
   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.
   6. Upon any delay beyond the delivery period in the case of 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.
10. **PENALTIES**
    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.
11. **TERMINATION FOR DEFAULT**
    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:
12. if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2.
13. if the Supplier fails to perform any other obligation(s) under the contract; or
14. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
    1. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
15. **ANTI-DUMPING AND COUNTERVAILING DUTIES AND RIGHTS**
    1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
16. **FORCE MAJEURE**
    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.
    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.
17. **TERMINATION FOR INSOLVENCY**
    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.
18. **SETTLEMENT OF DISPUTES**
    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.
    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.
    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.
    4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
    5. Notwithstanding any reference to mediation and/or court proceedings herein,
       * 1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
         2. the purchaser shall pay the supplier any monies due the supplier.
    6. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6.
19. **LIMITATION OF LIABILITY**
    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.
    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.
20. **GOVERNING LANGUAGE**
    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.
21. **APPLICABLE LAW**
    1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
22. **NOTICES**
    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.
    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.
23. **TAXES AND DUTIES**
    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.
    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.
    3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, GEPF 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.