**INVITATION TO BID (SBD 1 PART A)**

<table>
<thead>
<tr>
<th><strong>BID NUMBER:</strong></th>
<th>GNP-032-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLOSING DATE:</strong></td>
<td>26 June 2020</td>
</tr>
<tr>
<td><strong>CLOSING TIME:</strong></td>
<td>11:00</td>
</tr>
</tbody>
</table>

**DESCRIPTION**
Appointment of an accredited Internal Audit service provider to provide Internal Audit services to SANParks for a period of three years.

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

643 LEYDS STREET, MUCKLENEUK, PRETORIA (MAIN GATE)
<table>
<thead>
<tr>
<th>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</th>
<th>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT PERSON</td>
<td>Charmaine Muzwayine</td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td>012 426 5225</td>
</tr>
<tr>
<td>E-MAIL ADDRESS</td>
<td><a href="mailto:charmaine.muzwayine@sanparks.org">charmaine.muzwayine@sanparks.org</a></td>
</tr>
</tbody>
</table>

**SUPPLIER INFORMATION**

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>POSTAL ADDRESS</th>
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</table>

<table>
<thead>
<tr>
<th>STREET ADDRESS</th>
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<table>
<thead>
<tr>
<th>TELEPHONE NUMBER</th>
<th>CODE</th>
<th>NUMBER</th>
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<tr>
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<tr>
<th>CELLPHONE NUMBER</th>
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<table>
<thead>
<tr>
<th>E-MAIL ADDRESS</th>
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<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>VAT REGISTRATION NUMBER</th>
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</table>

<table>
<thead>
<tr>
<th>SUPPLIER COMPLIANCE STATUS</th>
<th>TAX COMPLIANCE SYSTEM PIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CENTRAL SUPPLIER DATABASE No:</th>
<th>MAAA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</th>
<th>TICK APPLICABLE BOX</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</td>
<td>[TICK APPLICABLE BOX]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</th>
<th>[TICK APPLICABLE BOX]</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</td>
<td>Yes No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.1 ARE YOU THE ACCREDITED REPRESENTATIVE</th>
<th>2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT:
OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?
☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
☐ YES ☐ NO

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

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT
ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO
BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY
FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT
REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF
APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN
CONTRACT FORM (SBD7) AND/OR AN SLA.

2. TAX COMPLIANCE REQUIREMENTS

2.3 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.4 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION
NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY
THE TAXPAYER’S PROFILE AND TAX STATUS.

2.5 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-
FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.6 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE
BID.

2.7 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE
INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN /
CSD NUMBER.

2.8 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE
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: ……………………………

YOU ARE HEREBY INVITED TO BID FOR THE FOLLOWING SERVICES:

APPOINTMENT OF AN ACCREDITED INTERNAL AUDIT SERVICE PROVIDER TO PROVIDE INTERNAL AUDIT SERVICES TO SANPARKS FOR A PERIOD OF THREE YEARS

<table>
<thead>
<tr>
<th>SEPARATE TECHNICAL AND PRICING SUBMISSION/ENVELOPE SYSTEM APPLICABLE</th>
<th>YES</th>
</tr>
</thead>
</table>

PREQUALIFICATION CRITERIA

<table>
<thead>
<tr>
<th>SUBCONTRACTING A MINIMUM OF 30% TO EME OR QSE</th>
<th>WHICH IS AT LEAST 51% OWNED BY BLACK PEOPLE</th>
</tr>
</thead>
</table>

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO SIGN A WRITTEN CONTRACT WITH SANParks

<table>
<thead>
<tr>
<th>Validity Period From Date Of Closure:</th>
<th>150 days</th>
</tr>
</thead>
</table>

Compulsory Briefing Session

There will not be a briefing session; however tenderers must email their queries to the SCM official at specific date and email address, where-after SANParks will provide response to the questions at a specific date on the SANParks website under the tenders portal.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVITATION TO BID (SBD 1 part A)</td>
<td>1</td>
</tr>
<tr>
<td>SETS OF BID DOCUMENTS REQUIRED:</td>
<td>6</td>
</tr>
<tr>
<td>MANDATORY AND MINIMUM RETURNABLE DOCUMENT CHECKLIST TO QUALIFY FOR EVALUATION</td>
<td>6</td>
</tr>
<tr>
<td>THE BIDDING SELECTION PROCESS</td>
<td>7</td>
</tr>
<tr>
<td>BID PROCEDURE CONDITIONS:</td>
<td>9</td>
</tr>
<tr>
<td>THE BID CONTRACT</td>
<td>15</td>
</tr>
<tr>
<td>INTRODUCTION TO SANParks</td>
<td>15</td>
</tr>
<tr>
<td>INTRODUCTION TO SANPARKS BUSINESS UNIT RESPONSIBLE FOR THIS BID ....</td>
<td>15</td>
</tr>
<tr>
<td>CONTEXT OF THIS PROCUREMENT</td>
<td>16</td>
</tr>
<tr>
<td>CONTRACT PERIOD</td>
<td>16</td>
</tr>
<tr>
<td>SPECIFICATIONS</td>
<td>16</td>
</tr>
<tr>
<td>SPECIAL CONDITIONS OF CONTRACT PERFORMANCE</td>
<td>24</td>
</tr>
<tr>
<td>SBD 3.3: PRICING DETAIL</td>
<td>26</td>
</tr>
<tr>
<td>GENERAL CONDITIONS OF CONTRACT</td>
<td>26</td>
</tr>
<tr>
<td>PREFERENCE POINTS CLAIMED (SBD 6.1)</td>
<td>40</td>
</tr>
<tr>
<td>SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION</td>
<td>44</td>
</tr>
<tr>
<td>SBD 8 - DECLARATION OF BIDDER’S PAST SCM PRACTICES</td>
<td>46</td>
</tr>
<tr>
<td>SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT</td>
<td>46</td>
</tr>
<tr>
<td>BID SUBMISSION CERTIFICATE FORM</td>
<td>48</td>
</tr>
</tbody>
</table>
SETS OF BID DOCUMENTS REQUIRED:

<table>
<thead>
<tr>
<th>Number of ORIGINAL bid documents for contract signing</th>
<th>TWO (02)</th>
</tr>
</thead>
</table>

Bidders must submit the above number of original bid documents (including the bidder’s response to the specification and the bidder’s pricing) in **hard copy format** (paper document) plus a copy of the bid document on a **memory stick** to SANParks. These serve as the original sets of bid documents and form part of the contract. SANParks with the awarded bidder sign these original contracts in black ink. The signed legal contract constitutes the closure of the competitive bid/tender/request for quotation process and sets out each party’s obligations for executing the contract. These original document sets serve as the legal bid document and the contract document between the bidder and SANParks. The bidders attach the originals or certified copies of any certificates stipulated in this document to these original sets of bid documents.

MANDATORY AND MINIMUM RETURNABLE DOCUMENT CHECKLIST TO QUALIFY FOR EVALUATION

MINIMUM SCREENING REQUIREMENTS (RETURNABLE DOCUMENTS)

*In this phase All bids received will be verified for **compliance** and **completeness** of the submitted proposal per the below set of mandatory requirements. Bidders who fail to comply with the below requirements may be eliminated and bidders who comply with the below progress to the next phase of technical evaluation.*

- Bid forms must be properly received on the bid closing date and time specified on the invitation, fully completed, dated, signed in black ink and initialled every page of the bid.
- Submission of the bid document must be bound without tearing any pages off.
- Invitation to Bid (SBD 1) must be fully completed, signed in black ink and initialled.
- Submission of an Original Valid Tax Compliance Status PIN – Bidders whom their Tax matters are not in order and no proper arrangements have been made with SARS to meet their tax obligations will not be considered for this bid. 7 days from the bid closing date is afforded to any bidder who already made necessary arrangements with SARS (attached proof as obtained from SARS Branch) of when the necessary arrangements have been made to meet your Tax obligation and be issued with your bid response. Failure to submit a valid and Original Valid Tax Compliance Status PIN within 7 days after the bid closing date, your submitted bid proposal will be considered non-responsive and shall be invalidated or disqualified and not considered for further evaluation.
- Submission of fully completed Pricing Schedule (Professional Services and disbursements and Taxes – SBD 3.3). Bidders should complete and sign SBD 3.3 for services only.
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate as issued by SANAS accredited service providers–Any copies submitted in this case should be certified.
- Submission of fully completed SBD8 (Declaration of Bidders Past SCM Practice),
- Submission of fully completed SBD9 (Certificate of Independent Bid Determination),
• Familiarise yourself and Initial every page of the General Condition of Contract
• Proof of registration on the Central Supplier Database

**MANDATORY DOCUMENTS**

Bidders who fail to comply with the below requirements may be eliminated and bidders who comply with the below progress to the next phase of technical evaluation.

Copies of the following mandatory documents must be submitted by the service provider:

a) Documentary proof that the bidder is registered with the following associations:
   - Service providers must be registered with the Institute of Internal Auditors (IIA), and at least one of the following:
     - South African Institute of Chartered Accountants (SAICA);
     - South African Institute of Business Accountants (SAIBA);
     - South African Institute of Professional Accountants (SAIPA);
     - Chartered Institute of Management Accountants (CIMA);
     - Association of Chartered Certified Accountants (ACCA);
     - South African Institute of Government Accountants (SAIGA);
     - Independent Regulatory Board of Auditors (IRBA)

b) Engagement Team Leaders’ CV must be submitted demonstrating relevant minimum experience of 5 year as a Senior Manager/ Manager / Assistant Manager/ in an internal auditing environment.

c) Submit a minimum three (3) contactable reference letters for the bidding company indicating experience in delivery on a similar project. The letters must be on a company letterhead and have contactable numbers for verification purposes. The bidder must provide Company Profile detailing years of experience in the audit business (The bidder must have five (5) years’ and more experience providing similar services).

d) Proof of External Quality Assurance Review conducted within the last 6 years, however not within the last 3 months from bid submission date, achieving a conformance rating to the IIA Standards.

**THE BIDDING SELECTION PROCESS**

**Stage 1 – Compliance to submission requirements**

Bidders warrant that their proposal document has, as a minimum, the specified documents required for evaluating their proposals as set out in the Returnable Document List.

SANParks evaluates only procurement responses that are 100% acceptable in terms of the Returnable Document List and disqualifies non-acceptable responses for Stage 2.

**Stage 2A – Evaluation of Bids against Specifications including Quality**

1. SANParks evaluates each bidder’s written response to the specifications issued in accordance with the published evaluation criteria and the associated scoring set outlined in this bid invitation.

2. Bidders making the minimum evaluation score will pass to the price/preference stage.
### Stage 2B – Due Diligence Interviews / Presentations

Where circumstances justifies it, SANParks conducts interviews with shortlisted bidders for them to present further information or provide further proof to the evaluation committee. In these cases, SANParks may provide the areas of concern to the short listed bidders to address in their presentations.

Bidders making the minimum evaluation score will pass to the price/preference stage.

### Stage 3 – Price/Preference Evaluation

**Basis of competition:**

SANParks compares each bidder’s pricing proposal on an equal and fair comparison basis that is equitable to all bidders taking into account all aspects of the bids pricing requirements.

SANParks conducts fair market-related pricing tests to arrive at an opinion of reasonableness of the bid price offered.

**Due diligence tests for reasonableness of price:**

SANParks conducts fair market-related pricing tests to arrive at an opinion of reasonableness of the bid price offered. Where these tests reflect defective pricing or pricing outside of the fair market-related price range, the evaluators will recommend price negotiation with the winning bidder to bring the price within the fair market-related price range as tested.

Where the winning bidder does not want to participate in the price negotiation or provide a fair market-related price, SANParks may cancel the award and commence price negotiations with the second bidder in the price/preference ranking.

**Ranking of the bidders pricing:**

SANParks ranks the qualifying bids on price and preference points claimed in the following manner:

- **Price** – for bids qualifying for this stage, the lowest priced Bid receives the highest price score as set out in the Preferential Procurement Regulations of 2017;

- **Preference** - for bids qualifying for this stage, addition of the claimed preference points in the preference claim form (SBD6.1) where supported by a valid BBBEE certification to the price ranking scores.

**Award recommendation:**

SANParks nominates the bidder with the highest combined score for the contract award subject to the bidder having supplied the relevant administrative documentation.
## BID PROCEDURE CONDITIONS:

### Counter Conditions
SANParks draws 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.

### Response Preparation Costs
SANParks is NOT liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

### Cancellation Prior To Awarding
SANParks reserves the right to withdraw and cancel the Bid Invitation prior to making an award. The cancellation grounds include insufficient funds, where the award price is outside of the objective determined fair market-related price range (in terms of the Preferential Procurement Regulations of 2017), or any process impropriety.

### Collusion, Fraud And Corruption
Any effort by Bidder/s to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.

### Fronting
SANParks, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. Should SANParks establish any of the fronting indicators as contained in the Department of Trade and Industry's “Guidelines on Complex Structures and Transactions and Fronting” during such inquiry/investigation, the onus is 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 SANParks may have against the bidder concerned.

### DISCLAIMERS
SANParks has produced this document in good faith. SANParks, its agents, and its employees and associates do not warrant its accuracy or completeness. To the extent that SANParks is permitted by law, SANParks will not be liable for any claim whatsoever and how so ever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this document due to any misinterpretation of this document. SANParks makes no representation, warranty, assurance, guarantee or endorsements to any provider/bidder concerning the document, whether with regard to its accuracy, completeness or otherwise and SANParks shall have no liability towards the responding service providers or any other party in connection therewith.
INTENTION TO SELL

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the bidder in the process of selling the bidding company?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the bidder have any intention of selling the bidding company within the next 12 months?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the bidder have any intention of selling the bidding company within the next 12 months to 60 months?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

THRESHOLD TO QUALIFY FOR PRICE/PREFERENCE EVALUATION STAGE

SANParks is committed to achieving the government’s transformation objectives in terms of the Preferential Procurement Policy Framework Act (PPPFA), Procurement Regulation 2017. The procedure for the evaluation of responsive bids is functionality (quality) thereafter bidders will be appointed to provide the service.

The assessment of quality will be done in terms of the evaluation criteria and the minimum threshold of 75% as explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.

This bid is evaluated through a four (04) stage process:

**Stage 1(a): Compliance to Minimum requirements**

Bidders warrant that their proposal document has, as a minimum, the specified documents required for evaluating their proposals.

**Stage 1(b) – Compliance to Mandatory requirements**

SANParks evaluates each bidder’s response to the specifications issued in accordance to published evaluation criteria as outlined in this bid invitation.

**Stage 2 - Functionality Evaluation (75% threshold)**

- Bidders who score 75% on functionality, will be going through to price and preference stage of evaluation.

**Stage 3 - Presentation phase**

SANParks may invite the shortlisted bidders who achieved the functionality threshold to conduct a presentation phase. During this phase, bidders will be required to come and present to SANParks on various aspects as outlined in the bid document under the presentation phase section.
Stage 4 – Price and Preference (B-BBEE) Evaluation

The bidder who obtains the highest total points on PRICE and B-BBEE claimed points shall be awarded the contract.

SANParks promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team. The minimum functional threshold will be 75%.

1 point equivalent to 20
2 points equivalent to 40
3 points equivalent to 60
4 points equivalent to 80
5 points equivalent to 100
Bidders are not eligible for the Price and Preference scoring stage where they score less than the minimum threshold of 75% prescribed for functionality.

**FUNCTIONALITY RESPONSIVENESS CRITERIA APPLICABLE FOR THIS BID**

**TABLE A: TECHNICAL EVALUATION CRITERIA**

<table>
<thead>
<tr>
<th>No</th>
<th>Functionality criteria</th>
<th>Weighting factors</th>
<th>Points</th>
<th>Documents to be submitted for evaluation purposes</th>
<th>Points allocation</th>
</tr>
</thead>
</table>
| 1  | **Level of experience and Qualifications of Internal Audit Staff**                     | 50                | 5      | Experience in Internal Audit by Partners (Partners/ Directors)                                                                                                                                                                                                                                                                                                                  | 1 point = less than 3 years
|    |                                                                                       |                   |        | 2 points = between 3 to 6 years
|    |                                                                                       |                   |        | 3 points = between 6 to 8 years
|    |                                                                                       |                   |        | 4 points = between 8 to 10 years
|    |                                                                                       |                   |        | 5 points = 10 years and more
| 2  | Experience of Internal Audit Managers (Senior Managers, Manager and Assistant Managers)|                   | 5      | 1 point = less than 3 years
|    |                                                                                       |                   |        | 2 points = between 3 to 6 years
|    |                                                                                       |                   |        | 3 points = between 6 to 8 years
|    |                                                                                       |                   |        | 4 points = between 8 to 10 years
|    |                                                                                       |                   |        | 5 points = 10 years and more
| 3  | Relevant expertise of the team in specialised area (Performance Audit, Information Technology, Tourism and Marketing, Infrastructure audits, Audit of PPP, Conservation, SHEQ; Audit of Park Planning and Development etc.) |                   | 5      | 1 point = no experience in specialised area
|    |                                                                                       |                   |        | 2 points = between 1 to 3 years
|    |                                                                                       |                   |        | 3 points = between 3 to 5 years
|    |                                                                                       |                   |        | 4 points = between 5 to 10 years
|    |                                                                                       |                   |        | 5 points = 10 years and more
| 4  | A track record of company in the provision internal audit services (attached letter from client) where the above relevant expertise were audited* |                   | 5      | 1 point = less than 1 similar projects
|    |                                                                                       |                   |        | 2 points = between 1 to 2 similar projects
|    |                                                                                       |                   |        | 3 points = between 4 to 5 similar projects
|    |                                                                                       |                   |        | 4 points = between 6 to 8 similar projects
|    |                                                                                       |                   |        | 5 points = 10 and more similar projects
| 5  | Relevant qualification of the team members (CIA/CISA/CA/CCSA etc.)                     |                   | 5      | 1 points = less than 25%
|    |                                                                                       |                   |        | 2 points = 25% to 50%
|    |                                                                                       |                   |        | 3 points = 51% - 60%
| 2 | Operational Capacity to fulfil the engagement | 20 | 5 | Name the audit and risk software tool your firm is using for audits (TeamMate, BarnOwl, AuditPro)**  
Audit tool must be able to replicate  
Provide proof of such registrations | 4 points = 60% to 80%  
5 points = 80%-100%  
1 point = If excel is used an audit software tool  
5 points = use of any audit software tool (TeamMate, BarnOwl, AuditPro) |
| 3 | Methodology | 20 | 5 | Detailed explanation of methodology and process to be adopted to fulfil the assignments, particularly:  
- Information System methodology;  
- Performance Audit methodology;  
- Tourism and Marketing environment audit methodology;  
- Infrastructure audit methodology;  
- Conservation (Biodiversity) audit methodology;  
- Safety, Health, Environment and Quality audit methodology;  
- Park Planning and development audit methodology; | 1 point - The methodology only covers two particular audit areas comprehensively described.  
2 points = the methodology covers only three to four audit areas comprehensively described  
3 points - The methodology covers five to six audit areas comprehensively described  
4 points – The methodology covers all the audit areas comprehensively described.  
5 points - The methodology is more than comprehensively described and covers all of the audit areas in detail. |
| 4 | References | 10 | 5 | Bidders are required to attach at least minimum 3 reference letters on quality of work conducted in the last two financial years, meeting deadlines to complete audit engagements, meeting deadlines in submission of quarterly reports;  
Company tracking record should be articulated as per below table (Table A) | 1 points = 1 reference letter  
2 points = 2 to 3 reference letters  
3 points = 4 reference letters  
4 points = 5 reference letters;  
5 points = more than references |

* The Company tracking record must include the following information (See table below)  
** The audit tool have a replicate functionality whereby audit work can be reviewed timeously, when teams are in the field (parks).
Only proposals meeting the Stipulated Minimum threshold of 75% for stage 3 of the Functionality Evaluation will be short listed and allowed to progress to stage 4 of price and preference.
Table A: Company tracking record must include the following information:

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Client Name</th>
<th>Engagement Description</th>
<th>Value Of The Work Conducted</th>
<th>Period of the Contract</th>
<th>Contact Details of the Client</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

THE BID CONTRACT

INTRODUCTION TO SANPARKS

The South African National Parks (SANParks) is a public entity initially established in terms of the now repealed National Parks Act, 57 of 1976 and continues to exist in terms of the National Environmental Management: Protected Areas Act, 57 of 2003; with the mandate to conserve; protect; control; manage national parks and other defined protected areas and their biological diversity (Biodiversity). SANParks manages a system of 19 functional national parks in seven of the nine provinces of South Africa with a total area of just over 4 million hectares comprising 67% of the protected areas under state management. The SANParks is recognised as a world leader in conservation and protected area management.

Our vision is to have a sustainable National Park System connecting society.

Our mandate is to deliver of Conservation Mandate by Excelling in the Management of a National Park System.

Our mission is to develop, expand, manage and promote a system of sustainable national parks that represents biodiversity and heritage assets, through innovation and best practice for the just and equitable benefit of current and future generations.

INTRODUCTION TO SANPARKS BUSINESS UNIT RESPONSIBLE FOR THIS BID

Internal Audit Function is an independent, objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The role of the Internal Audit Function is to provide independent assurance that an organisation’s risk management, governance and internal control processes are operating effectively.
Currently the internal audit function is under capacitated to thus require the assistance of an internal audit service provider to provide capacity to the internal audit function.

The awarded service provider will report to the senior manager internal audit and will accompany the senior manager to the Audit and Risk Committee on a quarterly basis.

**CONTEXT OF THIS PROCUREMENT**

To source and accredited internal audit service provider that is capable of conducting internal audits in the following fields:

- Conservation environment;
- Tourism environment;
- Social Economic Transformation;
- Infrastructure environment;
- Information Technology environment;
- Operational/ performance environments;
- Cultural Heritage environment;
- SHEQ

The service provider must also be in a position to conduct the following audit engagements pertaining to the above activities:

- Compliance reviews;
- Financial control reviews;
- Information system control reviews;
- Operational and performance control reviews.

**CONTRACT PERIOD**

SANParks will enter into a contract for a period of **three (3) years**.

**SPECIFICATIONS**
DETAILED BACKGROUND

Legislative Mandate of the Organisation

South African National Parks (SANParks) is a Schedule 3(A) public entity functioning under National Environmental Management: Protected Areas Act 57 of 2003 (Act 57 of 2003), with the mandate to conserve, protect, control, and manage national parks and other defined protected areas and their biological diversity.

Core Mandate of SANParks

The core mandate of SANParks is the conservation and management of biodiversity through a system of National Parks. SANParks is also involved in the promotion and management of nature-based tourism, and delivers both conservation management and tourism through an authentic people centred approach on all its programmes. SANParks’ operations are guided by its vision and mission statement.

OVERVIEW OF SANPARKS

SANParks executes its core mandate of conservation of South Africa’s biodiversity, landscapes and associated heritage assets through a system of National Parks that represent the cultural and biodiversity of South Africa. These Parks are spread out over South Africa.

The organisation has a significant role in the promotion of South Africa’s nature-based tourism, or eco-tourism business targeted at both international and domestic tourism markets. The eco-tourism pillar of the business architecture provides for the organisation’s self-generated revenues from commercial operations that is necessary to supplement government funding of conservation management.

As a public entity, SANParks planning framework is informed by Government strategies and frameworks and this Strategic Plan is guided, inter alia, by Government’s Nine Point Plan, the Medium Term Strategic Framework (MTSF), and the delivery of DEA’s programme on the Conservation and Sustainable Use of Biodiversity and the National Development Plan (NDP) 2030 long-term goals.

Kruger National Park, the largest single operational unit is divided into two regions, North and South with respective regional offices at Phalaborwa Gate and at the Skukuza Rest Camp. Skukuza is also the administrative head office for the whole of Kruger National Park.

The other 19 Parks under the management of SANParks are divided into 5 regions:

<table>
<thead>
<tr>
<th>Region</th>
<th>Regional Office</th>
<th>Parks managed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arid</td>
<td>Upington</td>
<td>Kgalagadi, Augrabies, Richtersveld, Namaqua, Mokala,</td>
</tr>
<tr>
<td>Cape</td>
<td>Cape Town</td>
<td>Table Mountain, Agulhas, West Coast, Tankwa Karoo, Bontebok</td>
</tr>
<tr>
<td>Garden Route</td>
<td>Knysna</td>
<td>Tsitsikamma, Knysna Forests, Wilderness</td>
</tr>
<tr>
<td>Frontier</td>
<td>Port Elizabeth</td>
<td>Addo, Camdeboo, Mountain Zebra, Karoo</td>
</tr>
</tbody>
</table>
Furthermore, SANParks oversees the management of the parks and provide strategic guidance and support from its Head Office in Pretoria.

SANParks is envisaged to visit the following number of parks during the next three (3) years:

- Year 1 – 2 to 4 parks;
- Year 2 – 4 to 6 parks;
- Year 3 - 6 to 9 parks.

Depending on the risk based audits and the national status of Covid-19 parks may be audited remotely; however Service Providers must indicate the basis on how disbursements will be recovered from SANParks. It is advised that the service providers consider the location of parks from the SANParks annual report / map when costing disbursements.

**OBJECTIVE**

To appoint a service provider who can under the management of the Head of Internal Audit assist SANParks to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, controls and governance processes. Where required to assist with skills transfer to SANParks internal auditors.

The co-sourced service provider must add value and be seen as a governance and assurance tool that will enhance the system of internal controls at a reasonable cost, as well as ensuring...
that compliance to the provisions of the Public Finance Management Act, 1 of 1999, as amended, the applicable Treasury Regulations, Risk Management Standards and Frameworks and the International Standards for the Professional Practice of Internal Audit (ISPPIA).

**SCOPE OF WORK**

The co-source service provider is required to assist the organisation in providing independent reasonable assurance on the effectiveness and efficiency of the internal controls, risk management and governance processes within SANParks.

The following internal audit engagements will be required:

- Compliance Audit Engagements;
- Performance /Operational Audit Engagements;
- Financial Audit Engagements; and
- Information Systems Audit Engagements;

The said audits must be conducted in accordance to the International Standards for the Professional Practice of Internal Auditing (ISPPIA).

The internal audit service provider must take into account amongst others, the following activities which falls outside of any normal business activities, that is operational within SANParks: **NB.** The list below is not all inclusive.

- Conservation Services and Management (Biodiversity)
- Cultural Heritage Management;
- Veterinary Wildlife Management;
- Tourism and Marketing;
- Investment Funds;
- Park Planning and Development;
- Insurance Management;
- Infrastructure Management;
- Fire-Arms Management;

Perform risk-based audits on the above audit activities as per the standards and guidelines as set out by the ISPPIA.

Prior to the commencement of any audit engagement, a scoping letter detailing the scope of work, the objective of the work to be carried out, staff involvement will have to be agreed upon.

The service provider to monitor and evaluate the performance of team members on assigned audit projects. The service provider to ensure that a Team Leader (be present with the team at all times when audits are conducted at SANParks.

The service provider to assist the Head of Internal Audit with the development of the annual audit plan and the three-year rolling audit plan based on the risk assessment results for approval by the Audit and Risk Committee as well as the Board.

**SKILLS AND KNOWLEDGE REQUIREMENTS**
In order to execute audits within SANParks, the service provider must possess the following knowledge, skills and who has sound understanding of internal methodologies and techniques with practical experience on similar assignments, as well as a strong knowledge and understanding of government processes, systems and practices:

**Knowledge**
- An in depth understanding of the ISPPIA;
- Detailed knowledge of Corporate Governance in the Public Sector;
- In depth knowledge on conducting performance audits and information system audits;
- Sufficient capacity and skills to execute audits on a timely basis.

**Skills**
- The ability to analyse and assess information with scepticism;
- Have analytic skills;
- Report writing and presentation;
- Experience and capacity to conduct a business process mapping; and
- Excellent interpersonal relationship skills.

**AD-HOC ASSIGNMENTS**

Where and if ad-hoc audit engagements are required, a quotation process will be followed in compliance with the SANParks SCM policy.

**FORENSIC ASSIGNMENTS**

Where and if forensic assignments are required, a quotation process will be followed in compliance with the SANParks SCM policy.

**REPORTING**

The service provider will report to the Head of Internal Audit;
The service provider will be expected to provide bi-weekly updates on the progress of internal audits in progress;
The service provider will be expected to provide reports, working papers and all information pertaining to each audit to the Head of Internal Audit.
The service provider must be available when necessary to attend SANParks Audit and Risk Committee meetings on a quarterly basis to discuss the progress of audits conducted.

**INTERNAL AUDIT METHODOLOGY**

The Service Provider to execute all internal audit work in accordance with the SANParks approved Internal Audit Methodology and procedures.

**INTELLECTUAL PROPERTY**

The service provider undertakes to sign and / or execute all documents and is required to transfer to SANParks any and all intellectual property obtained as a result of performing requirements in respect of this award.
All documentation and working papers compiled in the execution of the audit will be the property of SANParks and must be returned to SANParks with each final audit report.
FRAUD AND IRREGULARITIES

The service provider should ensure that during the planning and execution of audits, the occurrence of fraud and irregularities are considered to identify serious irregularities, which might result in possible fraud. Any such irregularities must be reported immediately to the Management of SANParks as well as the Audit and Risk Committee in accordance with the relevant SANParks policies and procedures without disclosing these to any members of staff, other than the relevant members of Executive Management.

QUALITY ASSURANCE REVIEWS OF THE WORK

The service provider is required to ensure that all audits conducted conforms to the IIA Standards for Professional Practice. Such work will be subjected to internal and external quality assurance, as may be considered necessary.

ENVISAGED HOURS FOR INTERNAL AUDIT SERVICES

The annual audit hours will be revised on an annual basis in consultation with the Audit and Risk Committee, which will be based on the risk appetite of SANParks.

Service Providers are required to provide an average rate per hour for all 3 years, with consideration of the CPI rate. It is envisaged that a minimum of 2000 hours be utilised for internal audit services for the first year.

NB: it is advised that bidders do their calculation based on the following

- Year 1 – 2000 hours;
- Year 2 – 4000 hours;
- Year 3 – 6000 hours.

Considering the above audit hours may be adjusted based on the direction from the Audit and Risk Committee.

BID PRICING STRUCTURE

FINANCIAL PROPOSAL

Points awarded for price (80/20 points)

The costing will be evaluated, based on the average rate per hour. The service provider must provide a typical distribution of time for members of the audit team on any audit engagement. This should be expressed in a percentage of the total person-hours billed on a typical job (see table below, which is indicative only and not binding on the firm). As per table below.

Fees shall be in accordance with the Guideline on Fees for Audits done on behalf of the Auditor-General South Africa (AGSA). Rates must be inclusive of overheads and VAT.
<table>
<thead>
<tr>
<th>Level</th>
<th>Hourly Rate</th>
<th>% involvement</th>
<th>Average Rate per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner / Director</td>
<td>R</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>Senior Manager</td>
<td>R</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>Manager</td>
<td>R</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>Assistant Manager</td>
<td>R</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>Senior Internal Auditor - Supervisor</td>
<td>R</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>Internal Auditor</td>
<td>R</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>Junior Internal Auditor</td>
<td>R</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td><strong>Total Average Rate per hour</strong></td>
<td></td>
<td><strong>100 %</strong></td>
<td>R</td>
</tr>
</tbody>
</table>

**NB:** SANParks reserves the right not to award to the lowest tender value.

Rates should be inclusive of overheads and VAT. If a particular category does not exist for the firm, it can be omitted. The rate per hour quoted excludes costs that relate to travelling and accommodation.

Due to extensive travelling involved to visit parks, firms are required to submit a table of hourly rates as required in the table below.

<table>
<thead>
<tr>
<th>Level</th>
<th>Rate per hour (audit work)</th>
<th>Rate per hour (travel time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner / Director</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>Senior Manager</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>Manager</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>Assistant Manager</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>Senior Internal Auditor - Supervisor</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>Internal Auditor</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>Junior Internal Auditor</td>
<td>R</td>
<td>R</td>
</tr>
</tbody>
</table>

**NOTE:** Quoted prices to be valid for 150 days and no variation to the accepted quote will be allowed unless the service provider has obtained prior written approval from SANParks.

**Disbursements**
The service provider to consider and indicate their rates for travelling, accommodation, subsistence and rates for execution of internal audit work.

Refer to the number of parks to be visited on page 18, This is dependent on the direction from the Audit and Risk Committee.

It is envisaged that all the parks be visited within in three year period (see table under the heading “Overview of Parks” for the number of parks).

Considering the locations and operations of parks as per the map above (see pages 16 & 17), the internal audit service provider, must note that extensive travelling will be involved in the execution of audits to parks..

**Disbursements must be calculated and must form part of the total contract amount.**

**NOTE:**

- No kilometre claims will be allowed between the service provider’s office and the SANParks head office. SANParks head office will be regarded as the office of workplace for the duration of the contract. Claims will be charged from the head office to parks, airports and back, where travelling is required;
- Service providers to note that the Kruger National Park (included as 1 of the 7 parks) will be audited on an annual basis – *(KNP is divided under 2 regions under which the respective rest camps)*;
- Service providers must use the AA rates for kilometre claims;
- Service providers must adopt the SANParks subsistence policy to claim for daily allowance, which currently is R303.00 per night;
- The travelling rate as indicated above must be used for travelling claims;
- Accommodation will be provided in parks and will be arranged through the internal audit unit. Where accommodation is not available, the service provider will arrange own accommodation in close proximity of the park to be visited. Three star rating accommodation will be reimbursed.

**Total Costing**

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of hours</td>
<td>2000</td>
<td>4000</td>
<td>6000</td>
<td>12000</td>
</tr>
<tr>
<td>Rate per hour incl CPI (excl VAT)</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
</tbody>
</table>
SPECIAL CONDITIONS OF CONTRACT PERFORMANCE

AGREEMENT

- Successful tenderers will be expected to enter into an Agreement with SANParks. The contract will include a Service Level Agreement. Where a tender is submitted which incorporates the tenderer’s standard conditions of tender/sale, such conditions shall be deemed to have been renounced by the tenderer.

PERIOD OF CONTRACT

- SANParks will consider the extension of the contract depending on the quality of service rendered by the contractor during the period of the contract.

LIABILITY FOR LOSS OR DAMAGE

- SANParks shall in no way be liable for any loss or damage which may be sustained by the successful tenderer, his employees or any person through the handling or use of the tenderer’s equipment, nor shall SANParks be liable for accidents to the tenderer’s personnel or any person or property, so engaged, on SANParks’ property.
- The tenderer shall be responsible for repairs to SANParks’ property caused by the tenderer’s employees during the contract period.

INDEMNITY

- The successful tenderer shall be deemed to have indemnified SANParks and shall keep SANParks indemnified against all actions, proceedings, claims, demands, damages and expenses which may be levied or made against SANParks, or which SANParks may sustain or incur by reason of any injury to persons or property, arising directly or indirectly out of any action.
by the successful tenderer or his agents in the execution of the tender.

INSURANCE

- For the purpose of securing SANParks against any claims which may be made against it under the Compensation for Occupational Injuries and Diseases Act (Act 130 of 1993), tenderers shall, at their own expense, insure and keep all their employees insured by an insurance company, society or association licensed under the Compensation for Occupational Injuries and Diseases Act, to an amount or amounts sufficient to satisfy any or all claims for compensation which such persons or their dependants may make under the said Act or statutory amendments thereof.

PERIOD FOR WHICH TENDER HOLDS GOOD

- The submission to SANParks of a tender shall be deemed to constitute an agreement between the tenderer and SANParks, whereby such tender shall remain open for acceptance by SANParks for a period of 150 (one hundred and fifty) days from the closing date of the tender during which period the tenderer agrees not to withdraw the same or impair or derogate from its effect. The tenderer agrees that notwithstanding any negotiations that may take place during the period between the closing date and the date of award of the contract, the tender, as amended by such negotiations, shall not lapse and shall remain a valid offer capable of being accepted by SANParks. During this period, any written acceptance by SANParks will, subject to the terms of such written acceptance, result in a contract coming into existence between the tenderer and SANParks.

SOCIAL INVESTMENT

- It is brought to the tenderer’s attention that SANParks is committed to the empowering of individuals and communities who have been previously disadvantaged. Gender equity, skills transfer and economic empowerment are principles that should govern the tenderer’s approach to this tender.

SUBLETTING OF TENDERS

- No portion of a tender is to be sublet or assigned without the prior consent of SANParks.

BREACH OF A TENDER

- No alteration, amendment or variation to the conditions of this tender will be permitted. In the event of breach of any of the conditions of the tender SANParks has the right to terminate the tender without prejudice to any claim for damage.

TERMINATION CONDITIONS

- SANParks reserves the right to cancel the tender if any of the conditions are breached by the tenderer and not rectified within seven days of written notification.

TERMS AND CONDITIONS OF SPECIFICATION

- A due diligence review may be conducted before the awarding of the contract.
If a tendering company is going to source the any services from a third party, they must provide a signed Commissioner of Oath letter signed by both Service providers confirming the approval to use their services/capacity/equipment/machinery.

### SBD 3.3: PRICING DETAIL

#### SBD 3 - Pricing Schedule for the Duration of the Contract

**BID PRICE IN RSA RAND**

Price quoted is South African Rands in terms of General Conditions of contract clause 16.4 and shall be included in the SBD3.

**PRICE QUOTATION BASIS**

Price quoted is fully inclusive of all costs including disbursements and other overheads, delivery to the specified SANParks Business Unit geographical address and includes value-added tax, income tax, unemployment insurance fund contributions, and skills development levies.

**PRICE PER DELIVERY POINT**

In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.

**DETAIL PRICING SUPPORT**

Detailed information i.e. costed bill of quantities is optional and can be provided as an annexure to the details provided with reference to such included in this SBD3.

**PRICE CHANGES**

Price changes whether as a result of CPI or escalations will be allowed in terms of the signed contract by both parties.

**APPLICATION OF PREFERENCE POINTS**

Pricing is subject to the addition of Preference Points as stipulated below - Standard Bidding Document 6.1 Preference claim form.

**NB:** SANParks shall make payment within 30 (thirty) days of receipt of payment invoice issued by the Skills Development Provider/Hotel School for training programmes after services have been rendered.

### 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, words “department” means organs of state inclusive of public entities and vice versa, and the words “will/should” mean “must”.

**South African National Parks (SANParks) cannot amend the National Treasury’s General Conditions of Contract (GCC).** SANParks appends Special Conditions of Contract (SCC) providing
specific information relevant to a GCC clause that requires the addition of Special Conditions and Special Conditions specific to this bid contract is not part of the General Conditions of Contract. No clause in this document shall be in conflict with another clause. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail.

<table>
<thead>
<tr>
<th>GCC1</th>
<th><strong>1. Definitions - The following terms shall be interpreted as indicated:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.</td>
<td>&quot;Closing time&quot; means the date and hour specified in the bidding documents for the receipt of bids.</td>
</tr>
<tr>
<td>1.2.</td>
<td>&quot;Contract&quot; 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.</td>
</tr>
<tr>
<td>1.3.</td>
<td>&quot;Contract price&quot; means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.</td>
</tr>
<tr>
<td>1.4.</td>
<td>&quot;Corrupt practice&quot; 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.</td>
</tr>
<tr>
<td>1.5.</td>
<td>&quot;Countervailing duties&quot; imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.</td>
</tr>
<tr>
<td>1.6.</td>
<td>&quot;Country of origin&quot; means the place where the goods were mined, grown, or produced, or from which the services are supplied. Goods 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.</td>
</tr>
<tr>
<td>1.7.</td>
<td>&quot;Day&quot; means calendar day.</td>
</tr>
<tr>
<td>1.8.</td>
<td>&quot;Delivery&quot; means delivery in compliance of the conditions of the contract or order.</td>
</tr>
<tr>
<td>1.9.</td>
<td>&quot;Delivery ex stock&quot; means immediate delivery directly from stock actually on hand.</td>
</tr>
<tr>
<td>1.10.</td>
<td>&quot;Delivery into consignees store or to his site&quot; 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.</td>
</tr>
<tr>
<td>1.11.</td>
<td>&quot;Dumping&quot; 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.</td>
</tr>
<tr>
<td>1.12.</td>
<td>&quot;Force majeure&quot; 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.</td>
</tr>
<tr>
<td>1.13.</td>
<td>&quot;Fraudulent practice&quot; 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.</td>
</tr>
</tbody>
</table>
### General Conditions of Contract (GCC)

**1.14.** “GCC” mean the General Conditions of Contract.

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

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

**1.17.** “Local content” means that portion of the bidding price, which is not included in the imported content if local manufacture does take place.

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

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

**1.20.** “Project site”, where applicable, means the place indicated in bidding documents.

**1.21.** “Purchaser” means the organization purchasing the goods.

**1.22.** “Republic” means the Republic of South Africa.

**1.23.** “SCC” means the Special Conditions of Contract.

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

**1.25.** “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

### Application

**2.1.** These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

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

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

### General

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

**3.2.** With certain exceptions (National Treasury’s eTender website), invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government.
### 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**

5.1. The supplier shall not disclose, without the purchaser's prior written consent, 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 made to any such employed person is in confidence and shall extend only as far as may be necessary for purposes of such performance.

5.2. The supplier shall not make, without the purchaser's prior written consent, use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4. The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

### 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**

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.

7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

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

7.3.2. a cashier’s or certified cheque

7.4. The performance security will be discharged by the purchaser and returned
<table>
<thead>
<tr>
<th>GCC8</th>
<th>8. Inspections, tests and analyses</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1.</td>
<td>All pre-bidding testing will be for the account of the bidder.</td>
</tr>
<tr>
<td>8.2.</td>
<td>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 purchaser or an organization acting on behalf of the purchaser.</td>
</tr>
<tr>
<td>8.3.</td>
<td>If there are no inspection requirements indicated in the bidding documents and contract makes no mention, 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.</td>
</tr>
<tr>
<td>8.4.</td>
<td>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.</td>
</tr>
<tr>
<td>8.5.</td>
<td>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 supplier shall defray the cost in connection with these inspections, tests, or analyses.</td>
</tr>
<tr>
<td>8.6.</td>
<td>Supplies and services referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.</td>
</tr>
<tr>
<td>8.7.</td>
<td>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 are 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.</td>
</tr>
<tr>
<td>8.8.</td>
<td>The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract because of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GCC9</th>
<th>9. Packing</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1.</td>
<td>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.</td>
</tr>
<tr>
<td>9.2.</td>
<td>The packing, marking, and documentation within and outside the packages</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>GCC10</th>
<th>10. Delivery and Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1.</td>
<td>The supplier in accordance with the terms specified in the contract shall make delivery of the goods/services. The SCC specifies the details of shipping and/or other documents furnished by the supplier.</td>
</tr>
<tr>
<td>10.2.</td>
<td>Documents submitted by the supplier are specified in SCC.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GCC11</th>
<th>11. Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1.</td>
<td>The goods supplied under the contract are 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GCC12</th>
<th>12. Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1.</td>
<td>Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GCC13</th>
<th>13. Incidental services</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.1.</td>
<td>The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</td>
</tr>
<tr>
<td>13.1.1.</td>
<td>Performance or supervision of on-site assembly and/or commissioning of the supplied goods;</td>
</tr>
<tr>
<td>13.1.2.</td>
<td>Furnishing of tools required for assembly and/or maintenance of the supplied goods;</td>
</tr>
<tr>
<td>13.1.3.</td>
<td>Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</td>
</tr>
<tr>
<td>13.1.4.</td>
<td>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</td>
</tr>
<tr>
<td>13.1.5.</td>
<td>Training of the purchaser's personnel, at the supplier's plant and/or on-site, conducted in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</td>
</tr>
<tr>
<td>13.2.</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GCC14</th>
<th>14. Spare parts</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.1.</td>
<td>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:</td>
</tr>
<tr>
<td>14.1.1.</td>
<td>Such spare parts as the purchaser may elect to purchase from the</td>
</tr>
</tbody>
</table>
14.1.2. In the event of termination of production of the spare parts:
   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
   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.

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

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

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

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

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

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### 16. Payment

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

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

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

16.4. Payment will be made in Rand unless otherwise stipulated in SCC.
<table>
<thead>
<tr>
<th>Clause</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.1.</td>
<td>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.</td>
</tr>
<tr>
<td>GCC18</td>
<td><strong>18. Contract amendment</strong></td>
</tr>
<tr>
<td>18.1.</td>
<td>No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</td>
</tr>
<tr>
<td>GCC19</td>
<td><strong>19. Assignment</strong></td>
</tr>
<tr>
<td>19.1.</td>
<td>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.</td>
</tr>
<tr>
<td>GCC20</td>
<td><strong>20. Subcontract</strong></td>
</tr>
<tr>
<td>20.1.</td>
<td>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.</td>
</tr>
<tr>
<td>GCC21</td>
<td><strong>21. Delays in supplier’s performance</strong></td>
</tr>
<tr>
<td>21.1.</td>
<td>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.</td>
</tr>
<tr>
<td>21.2.</td>
<td>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.</td>
</tr>
<tr>
<td>21.3.</td>
<td>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.</td>
</tr>
<tr>
<td>21.4.</td>
<td>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.</td>
</tr>
<tr>
<td>21.5.</td>
<td>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.</td>
</tr>
<tr>
<td>21.6.</td>
<td>Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to...</td>
</tr>
</tbody>
</table>
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.

GCC22  22. Penalties

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

GCC23  23. Termination for default

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

23.1.1. 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;

23.1.2. If the supplier fails to perform any other obligation(s) under the contract; or

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.

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

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

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

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

23.6.1. The name and address of the supplier and / or person restricted by the purchaser;
23.6.2. The date of commencement of the restriction;
23.6.3. The period of restriction; and
23.6.4. The reasons for the restriction.

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

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

GCC24 24. Anti-dumping and countervailing duties and rights

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

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

27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5. Notwithstanding any reference to mediation and/or court proceedings herein,

27.5.1. The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

27.5.2. The purchaser shall pay the supplier any monies due the supplier.

GCC28 28. Limitation of liability

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

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

28.1.2. 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.

GCC29 29. Governing language

29.1. The contract shall be written in English. All correspondence and other
30. **Applicable law**

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

31. **Notices**

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

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

32. **Taxes and duties**

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

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

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

33. **National Industrial Participation Programme**

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

34. **Prohibition of restrictive practices**

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

34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy
provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

**Contracted Party Due Diligence**

SANParks reserves the right to conduct supply chain due diligence including site visits and inspections at any time during the contract period.

**Jigs, Tools, and Templates, where applicable**

Unless otherwise agreed, all jigs, tools, templates, and similar equipment necessary for the execution of this contract is property of SANParks, if SANParks has paid for these. On completion or cancellation of the contract, the contractor delivers all SANParks property to SANParks premises, properly marked with the contract and the relevant code number as supplied by SANParks.

**Copyright and Intellectual Property**

All background intellectual property (existing prior to this contract) invests in and remains the sole property of the contributing party to this contract and/or the contracted discloses the same to SANParks at the commencement of this contract.

The contracted supplier grants SANParks a fully paid up, irrevocable, non-exclusive, and transferable licence to use its background intellectual property including the right to sub-licence to third parties in perpetuity and to the extent that SANParks requires for the exploitation of the contract intellectual property and to enable SANParks to obtain the full benefit of the contract intellectual property.

The parties agree that all right, title, and interest in the contract intellectual property rightly invests in SANParks and to give effect to the foregoing:

(a) The contracted supplier hereby assigns all rights, titles, and interests in and to the contract intellectual property that it may own to SANParks and SANParks hereby accepts such assignment, and

(b) The contracted supplier undertakes to assign in writing to SANParks all contract intellectual property and which may invest in the contracted supplier.

The contracted supplier shall keep the contract intellectual property confidential and shall fulfil its confidentiality obligations as set out in this document.

The contracted supplier shall assist SANParks in obtaining statutory protection for the contract intellectual property at the expense of SANParks wherever SANParks may choose to obtain such protection. The contracted party shall procure where necessary the signatures of its personnel for the assignment of the contract intellectual property to SANParks, or as SANParks may direct, and to support SANParks, or its nominee, in the prosecution and enforcement thereof in any country in the world.

The contracted supplier hereby irrevocably appoints SANParks to be its true and lawful agent in its own name, to do such acts, deeds, and things and to execute deeds, documents, and
forms that SANParks, in its absolute discretion, requires in order to give effect to the terms of this clause.

The rights and obligations set out in this clause shall service termination of this contract indefinitely.

**Confidentiality**

The recipient of confidential information shall be careful and diligent as not to cause any unauthorised disclosure or use of the confidential information, in particular, during its involvement with SANParks and after termination of its involvement with SANParks, the recipient shall not:

(a) Disclose the confidential information, directly or indirectly, to any person or entity, without SANParks’ prior written consent.

(b) Use, exploit or in any other manner whatsoever apply the confidential information for any other purpose whatsoever, other than for the execution of the contract and the delivery of the deliverables or

(c) Copy, reproduce, or otherwise publish confidentiality information except as strictly required for the execution of the contract.

The recipient shall ensure that any employees, agents, directors, contractors, service providers, and associates which may gain access to the confidential information are bound by agreement with the recipient both during the term of their associations with the recipient and after termination of their respective associations with the recipient, not to

(a) Disclose the confidential information to any third party, or

(b) Use the confidential information otherwise than as may be strictly necessary for the execution of the contract,

The recipient shall take all such steps as may be reasonably necessary to prevent the confidential information from falling into the hands of any unauthorised third party.

The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove:

(a) Was independently developed by the recipient prior to its involvement with SANParks or in the possession of the recipient prior to its involvement with SANParks;

(b) Is now or hereafter comes into the public domain other than by breach of this contract by the recipient;

(c) Was lawfully received by the recipient from a third party acting in good faith having a right of further disclosure and who do not derive the same directly or indirectly from SANParks, or

(d) Is required by law to be disclosed by the recipient, but only to the extent of such order and the recipient shall inform SANParks of such requirement prior to any disclosure.

The recipient shall within one (1) month of receipt of a written request from SANParks to do so, return to SANParks all material embodiments, whether in documentary or electronic form, of the confidential information including but not limited to:
(a) All written disclosures received from SANParks;
(b) All written transcripts of confidential information disclosed verbally by the SANParks; and
(c) All material embodiments of the contract intellectual property.

The recipient acknowledges that the confidential information made available solely for the execution of the contract and for no other purpose whatsoever and that the confidential information would not have been made available to the recipient, but for the obligations of confidentiality agreed to herein.

Except as expressly herein provided, this contract shall not be construed as granting or confirming, either expressly or impliedly any rights, licences or relationships by furnishing of confidential information by either party pursuant to this contract.

### PREFERENCE POINTS CLAIMED (SBD 6.1)

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

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

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

#### 1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

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

1.1.2. The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2. The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ............... preference point system shall be applicable; or

1.2.1. Either the 80/20 or 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).

1.2.2. Either the 80/20 or 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).

1.3. Points for this bid shall be awarded for:

1.3.1. Price; and

1.3.2. B-BBEE Status Level of Contributor.

1.4. The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th>POINTS</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td></td>
</tr>
</tbody>
</table>
1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6. SANParks reserves the right to require either of a bidder, before a bid is adjudicated or at any time subsequently, to substantiate any claim concerning preferences, in any manner required by SANParks.

2. DEFINITIONS

2.1. “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.2. “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;

2.3. “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;

2.4. “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.5. “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;

2.6. “Functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

2.7. “prices” includes all applicable taxes less all unconditional discounts;

2.8. “proof of B-BBEE status level of contributor” means:

2.8.1. B-BBEE Status level certificate issued by an authorized body or person;

2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;

2.9. “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;

2.10. “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

3. POINTS AWARDED FOR PRICE

3.1. THE 80/20 PREFERENCE POINT SYSTEMS

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

$$P_x = 80 \left(1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right)$$

Where
4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

5. BID DECLARATION

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

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

6.1. B-BBEE Status Level of Contributor: = ……….(maximum of 10 or 20 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.

7. SUB-CONTRACTING

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

   (Tick applicable box)

   YES  NO

7.1.1. If yes, indicate:

   7.1.1.1. What percentage of the contract will be subcontracted..............................................% 

   7.1.1.2. The name of the sub-contractor.......................................................... 

   7.1.1.3. The B-BBEE status level of the sub-
7.1.1.4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES  NO

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

<table>
<thead>
<tr>
<th>Designated Group: An EME or QSE which is at last 51% owned by:</th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black people</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Black people who are youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are women</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people with disabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people living in rural or underdeveloped areas or townships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative owned by black people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are military veterans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any EME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any QSE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2. VAT registration number: ............................................................

8.3. Company registration number: ......................................................

8.4. TYPE OF COMPANY/FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6. COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8.1. The information furnished is true and correct;

8.8.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

8.8.3. 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;

8.8.4. 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 –

8.8.4.1. disqualify the person from the bidding process;

8.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;

8.8.4.3. 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;

8.8.4.4. 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

8.8.4.5. Forward the matter for criminal prosecution.

WITNESSES

<table>
<thead>
<tr>
<th>Signature(s) of Bidders(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ..............................</td>
</tr>
<tr>
<td>2. ..............................</td>
</tr>
</tbody>
</table>

ADDRESS ..............................

DATE: ..............................

SIGNATURE(S) OF BIDDERS(S)

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by SANParks, do hereby make the following statements that I certify to be true and complete in every respect:

I have read and I understand the contents of this Certificate;

I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;

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;
For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:

a) Has been requested to submit a Bid in response to this Bid invitation;

b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and

c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

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 (meaning an association of persons for combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of the bid) will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

a) Prices;

b) Geographical area where product or service will be rendered (market allocation);

c) Methods, factors or formulas used to calculate prices;

d) The intention or decision to submit or not to submit, a Bid;

e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or

f) Bidding with the intention not to win the Bid.

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.

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.

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.
**SBD 8 - DECLARATION OF BIDDER’S PAST SCM PRACTICES**

<table>
<thead>
<tr>
<th>Question</th>
<th>YES / NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>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:</td>
<td>YES / NO</td>
</tr>
<tr>
<td>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:</td>
<td>YES / NO</td>
</tr>
<tr>
<td>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? If Yes, furnish particulars as an attached schedule:</td>
<td>YES / NO</td>
</tr>
<tr>
<td>Was any contract between the Bidder and any SANParks 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:</td>
<td>YES / NO</td>
</tr>
</tbody>
</table>

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.

**SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT**

Any legal person, including persons employed by the State (meaning 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); any municipality or municipal entity; provincial legislature; national Assembly or the national Council of provinces; or Parliament), 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 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/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.
In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

<table>
<thead>
<tr>
<th>Question</th>
<th>YES / NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name of Bidder or his/her representative</td>
<td></td>
</tr>
<tr>
<td>Identity Number:</td>
<td></td>
</tr>
<tr>
<td>Position occupied in the Company (director, trustee, shareholder, member):</td>
<td></td>
</tr>
<tr>
<td>Registration number of company, enterprise, close corporation, partnership agreement</td>
<td></td>
</tr>
<tr>
<td>Tax Reference Number:</td>
<td></td>
</tr>
<tr>
<td>VAT Registration Number:</td>
<td></td>
</tr>
<tr>
<td>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 a separate schedule including the following questions:</td>
<td></td>
</tr>
<tr>
<td>Schedule attached with the above details for all directors/members/shareholders</td>
<td></td>
</tr>
<tr>
<td>Are you or any person connected with the Bidder presently employed by the State? If so, furnish the following particulars in an attached schedule</td>
<td></td>
</tr>
<tr>
<td>Name of person/director/trustee/shareholder/member:</td>
<td></td>
</tr>
<tr>
<td>Name of State institution at which you or the person connected to the Bidder is employed</td>
<td></td>
</tr>
<tr>
<td>Position occupied in the State institution</td>
<td></td>
</tr>
<tr>
<td>Any other particulars:</td>
<td></td>
</tr>
<tr>
<td>If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?</td>
<td></td>
</tr>
<tr>
<td>If Yes, did you attach proof of such authority to the Bid document?</td>
<td></td>
</tr>
<tr>
<td>If No, furnish reasons for non-submission of such proof as an attached schedule</td>
<td></td>
</tr>
<tr>
<td>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)</td>
<td></td>
</tr>
<tr>
<td>Did you or your spouse or any of the company’s directors/trustees</td>
<td></td>
</tr>
</tbody>
</table>
/shareholders /members or their spouses conduct business with the State including any business units of SANParks in the previous twelve months?

<table>
<thead>
<tr>
<th>If so, furnish particulars as an attached schedule:</th>
</tr>
</thead>
</table>

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?

<table>
<thead>
<tr>
<th>YES / NO</th>
</tr>
</thead>
</table>

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?

<table>
<thead>
<tr>
<th>YES / NO</th>
</tr>
</thead>
</table>

If so, furnish particulars as an attached schedule.

---

**BID SUBMISSION CERTIFICATE FORM**

I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to SANParks 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 SANParks 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:

<table>
<thead>
<tr>
<th>Invitation to Bid (SBD 1)</th>
<th>Specification(s) set out in this Bid Invitation inclusive of any annexures thereto</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder’s responses to this invitation as attached to this document</td>
<td>Pricing Schedule(s) (SBD3) including detailed schedules attached</td>
</tr>
<tr>
<td>Declaration of Interest (SBD4);</td>
<td>Independent Price Determination (SBD 9)</td>
</tr>
<tr>
<td>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 supported by a valid BBBEE certificate that has been certified as either copy or original.</td>
<td></td>
</tr>
<tr>
<td>Declaration of Bidder’s past SCM practice (SBD 8)</td>
<td>General Conditions of Contract and special/additional conditions of contract as set out in this document</td>
</tr>
<tr>
<td>NIPP Obligations (SBD 5) where applicable</td>
<td>Local Content and Local Manufacturing Certification (SBD 6.2) in accordance with the SABS standard</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

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.

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.

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.

I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD 6.2 where applicable, SBD5 where applicable, SBD8, SBD9) is correct and I accept that SANParks may reject the Bid or act against me should these declarations prove to be false.

I confirm that I am duly authorised to sign this offer/ bid response.

<table>
<thead>
<tr>
<th>NAME (PRINT)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPACITY</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE</td>
<td></td>
</tr>
</tbody>
</table>

Witness 1

<table>
<thead>
<tr>
<th>NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE</td>
<td></td>
</tr>
</tbody>
</table>

Witness 2

<table>
<thead>
<tr>
<th>NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE</td>
<td></td>
</tr>
</tbody>
</table>

DATE
Annexure A Map of SANParks:
Annexure B Map of Kruger National Park:

Key
- Main Camps
- Other Camps
- Trail Base Camps
- Get-out Points
- Picnic Sites
- Hides
- Gates
- Petrol Stations
- Caravan Parks
- Main Roads
- Gravel Roads

[Map of Kruger National Park with key annotations]