



**Invitation to Bid for the Appointment of a Service Provider for Design, Development and Deployment of Integrated Enterprise GIS System for five (5) years**

<b>Bid Number</b>	GNP-012-25
<b>Advert Date</b>	03 February 2026
<b>Issuer</b>	South African National Parks
<b>Closing date and time</b>	Date: 26 February 2026 Time: 11:00am

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week at the below delivery address.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

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

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS</b>				
<b>BID NUMBER:</b>	GNP-012-25	<b>CLOSING DATE:</b>	26 February 2026	<b>CLOSING TIME:</b> 11:00am
<b>DESCRIPTION</b>	Appointment of a Service Provider for Design and Development, Deployment and Maintenance of Integrated Enterprise GIS System for five (5) years.			
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT</b>				
643 LEYDS STREET, MUCKLENEUK, PRETORIA <b>(MAIN GATE: TENDER BOX)</b>				
<b>NB: No proposal shall be accepted by SANParks if submitted to any address and manner other than as prescribed above. No Bids from any bidder shall be accepted if sent via the Internet or e-mail.</b>				
There shall be <b>no public opening</b> of the Bids received.				
<b>No late submissions will be accepted.</b>				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
<b>CONTACT PERSON</b>	Adolf Manaso		<b>CONTACT PERSON</b>	Chenay Simms
<b>TELEPHONE NUMBER</b>	012 426 5225		<b>TELEPHONE NUMBER</b>	013 735 4378
<b>E-MAIL ADDRESS</b>	<a href="mailto:Adolf.Manaso@sanparks.org">Adolf.Manaso@sanparks.org</a>		<b>E-MAIL ADDRESS</b>	<a href="mailto:Chenay.Simms@sanparks.org">Chenay.Simms@sanparks.org</a>
<b>SUPPLIER INFORMATION</b>				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
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**[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]**

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER PART B:3 ]
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**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**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7) AND/OR AN SLA.</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.3 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.5 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.6 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.7 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.8 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.9 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”</p>

**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: .....

***Bidders are not allowed to contact any other SANParks staff in the context of this tender other than the indicated officials under SBD 1 above or as mentioned under “correspondences”.***

<b>No Briefing Session</b>	<p>There will be no briefing session, technical questions may be directed to the Scientific Services GIS Analyst Chenay Simms @ <a href="mailto:chenay.simms@sanparks.org">chenay.simms@sanparks.org</a>.</p> <p>SCM queries must directed to Adolf Manaso @ <a href="mailto:Adolf.Manaso@sanparks.org">Adolf.Manaso@sanparks.org</a>.</p> <p>All questions/enquiries must be forwarded in writing not later than 13 days before closing date and time of this bid.</p>	
<b>Bid Validity</b>	<b>Validity Period from Date of Closure:</b>	<b>150 Days</b>
	<p>The tender proposal must remain valid for at least 150 days after the tender due date. All contributions / prices indicated in the proposal and other recurrent costs must remain valid for the period of one hundred and fifty (150) days after closing date.</p>	

## **CORRESPONDENCES - Queries**

Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB document, please refer queries, in writing, to the contact person(s) listed above in SBD 1 or below. Under no circumstances may any other employee within SANParks be approached for any information. SANParks reserves the right to place responses to such queries on the website.

**Any queries regarding the bidding procedure may be directed to:**

**Department:** Supply Chain Management

**Contact Person:** Mr Adolf Manaso

**Tel:** 012 426 5225

**E-mail address:** [adolf.manaso@sanparks.org](mailto:adolf.manaso@sanparks.org)

## CONDITIONS AND INSTRUCTION TO THE BIDDER

- a) The Bid forms should not be retyped or redrafted, but photocopies may be prepared and used.
- b) Only documents completed in black ink will be accepted. (Black ink should be used when completing Bid documents).
- c) Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. SANParks will accept NO liability in regard to anything arising from the fact that pages are missing or duplicated.
- d) 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.
- e) 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.
- f) 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 or any process impropriety.
- g) 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.
- h) 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.
- i) SANParks reserves the right to conduct due diligence on the information submitted.

**NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.**

**INTENTION TO SELL**

Is the bidder in the process of selling the bidding company?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the bidder have any intention of selling the bidding company within the next 12 months?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the bidder have any intention of selling the bidding company within the next 12 months to 60 months?	<input type="checkbox"/> YES <input type="checkbox"/> NO

SANParks reserves the right not to award to any bidder who answers any of the questions above “yes” should the bidder be the overall highest points scorer. However, the decision not to award will be on a case-by-case basis.

**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 regarding its accuracy, completeness or otherwise and SANParks shall have no liability towards the responding service providers or any other party in connection therewith.

***NB: Important Notice: Bidders are to be aware of scammers who pose as SANParks employees selling bid documents or offering monetary gratuity in exchange for information or awarding of bids.***

***SANParks is in no way selling the bid document, all documents shall be found on the SANParks website and eTender Portal and awarded bids are notified through the website under “bids awarded” and SANParks shall never ask any bidder for monetary gratuity in exchange for information or manipulating outcome of bids.***

## BID DOCUMENTS

Number of <b>ORIGINAL</b> bid documents for contract signing	<b>TWO</b>
<b>Electronic Copy</b> of the original document in PDF (flash drive)	<b>ONE</b>
<p>Bid documents must contain <b>two original documents, initialed on each page</b> thereof and <b>signed where required</b>.</p> <p>A <b>digital version on USB/Memory stick</b> containing the bid document and all other supporting documents (fully submitted bid proposal with its attachments) must be provided of all tender documentation within the bid envelope. These serve as the original sets of bid documents and form part of the contract.</p>	

## RETURNABLE DOCUMENTS - COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents)

The verification during this stage is to review bid responses for purposes of assessing compliance with RFB requirements, whereby a bidder may be disqualified if they do not fully comply, which requirements include the following:	
Invitation to Bid (SBD 1) must be fully completed and signed.	
Submission of fully completed Pricing Schedule [SBD 3.1: Firm Prices]	
Submission of fully completed SBD 4 (Bidder's disclosure).	(Refer to Annexure A)
Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the relevant documents as proof for the points claimed for specific goal/s,	(Refer to Annexure B)
Submission of fully completed SBD 7.2 (Contract Form).	(Refer to Annexure C)
Submission of the General Conditions of a Contract (GCC)	(Refer to Annexure D)

## **CENTRAL SUPPLIER DATABASE – MANDATORY COMPLIANCE**

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database).

## **PROTECTION OF PERSONAL INFORMATION ACT, 4 of 2013 (POPIA)**

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

# THE BIDDING SELECTION PROCESS

## Evaluation phases

This bid will be evaluated in two phases, technical and price and preference.

## Technical/Functional evaluation criteria

All bids will be evaluated as follows:

Qualification Threshold – Bidders must achieve **75% minimum qualifying score for consideration** to the next phase. Bidders who fail to comply with the set minimum threshold of **75%** per the technical requirements **will** be eliminated and not proceed to price and preference evaluation phase.

## Functionality Criteria

FUNCTIONALITY	Weights	Maximum points to be awarded
<b>Criteria 1: Enterprise GIS Enablement / Modernisation Project Experience</b>		
<p>The bidder must demonstrate strong experience in delivering enterprise-level GIS enablement or modernisation projects involving system design, architecture, implementation, and/or integration of multi-user enterprise GIS platforms.</p> <p>Minimum <b>three (3)</b> enterprise GIS enablement/modernisation projects:</p> <ul style="list-style-type: none"> <li>• At least <b>two (2)</b> completed in the <b>past 5 years</b></li> <li>• At least <b>one (1)</b> ongoing or completed in the <b>past 3 years</b></li> </ul> <p>Provide Client Completion Reports for each Enterprise application used as a reference, each containing:</p> <ul style="list-style-type: none"> <li>• Organisation details</li> <li>• Project Summary including brief description of scope</li> <li>• System architecture highlights</li> <li>• Duration of the project (start and end dates)</li> <li>• Confirmation of Completion</li> </ul>	20	<p>0= Non-compliant</p> <ul style="list-style-type: none"> <li>• Reports missing multiple required elements</li> <li>• No meaningful description of system architecture</li> <li>• Assessment examples are not within the required time frame</li> </ul> <p>5 = Partially compliant</p> <ul style="list-style-type: none"> <li>• Some required fields present, but others are incomplete or provide limited information</li> <li>• System architecture mentioned only briefly or generically</li> <li>• Client satisfaction mentioned superficially</li> <li>• Reference examples only weakly aligned with a multi-user enterprise GIS</li> </ul> <p>10 = Meets minimum expectations</p> <ul style="list-style-type: none"> <li>• All required elements are covered at a basic level</li> <li>• System architecture and project summary included, with general confirmation of success</li> <li>• General client satisfaction indicated</li> <li>• Clear but basic alignment with multi-user enterprise GIS environments</li> </ul>

FUNCTIONALITY	Weights	Maximum points to be awarded
<ul style="list-style-type: none"> <li>• Satisfaction with Service Delivery and Outcomes</li> <li>• Client Signature</li> </ul>		<p>15 = Complete and contextually relevant</p> <ul style="list-style-type: none"> <li>• Two or more well-documented references</li> <li>• System design and enablement clearly explained</li> <li>• Demonstrated improvement to client operations</li> <li>• At least one example relevant to conservation, tourism, or public-sector environments</li> </ul> <p>20 = Highly relevant, strategic, and insightful</p> <ul style="list-style-type: none"> <li>• Three or more complete, and contextually aligned references</li> <li>• Strong relevance to SANParks (BI dashboards, asset tracking, field data workflows)</li> <li>• Evidence of practical roadmaps, outcomes, and measurable benefits</li> <li>• Strong client endorsement that demonstrated business value</li> </ul>

**Criteria 2: Dashboards & Web App Development Quality**

<p>The bidder must demonstrate experience designing and deploying enterprise-grade spatially enabled dashboards or web applications.</p> <p>At least five (5) dashboards or web apps deployed:</p> <ul style="list-style-type: none"> <li>• At least two (2) completed in the past 5 years</li> <li>• At least two (2) ongoing or completed in the past 1 year</li> </ul> <p>For each of the dashboards or web apps used as reference, provide client completion reports that include:</p> <ul style="list-style-type: none"> <li>• Organisation details</li> <li>• Project Summary</li> <li>• Duration of the project (start and end dates)</li> <li>• Confirmation of Completion</li> <li>• Satisfaction with Service Delivery and Outcomes</li> <li>• Business Value and Impact</li> </ul>	<p>15</p>	<p>0 = Non-compliant</p> <ul style="list-style-type: none"> <li>• Dashboards/apps are static or outdated</li> <li>• No client endorsement provided</li> <li>• No valid URLs/screenshots</li> </ul> <p>4 = Basic functionality</p> <ul style="list-style-type: none"> <li>• Limited interactivity with basic features</li> <li>• Client confirmation unclear or incomplete</li> <li>• Visuals provided but lacking clear purpose</li> <li>• Limited alignment with SANParks enterprise-level context</li> </ul> <p>8 = Functional and relevant</p> <ul style="list-style-type: none"> <li>• Reports include all required info</li> <li>• Dashboards /apps show clear functional value (filters, charts, or map-based insights)</li> <li>• Useful for operational users, but no examples provided of executive-focused products</li> </ul> <p>12 = High-quality, business-aligned tools</p> <ul style="list-style-type: none"> <li>• Well-designed, interactive dashboards/apps</li> <li>• Strong client confirmation of usefulness</li> <li>• At least one example demonstrated value for reporting or operational decision-making</li> </ul>
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FUNCTIONALITY	Weights	Maximum points to be awarded
<ul style="list-style-type: none"> <li>Client Signature</li> </ul> <p>Also provide URLs (if public) or screenshots of the deployed apps for each of the referenced online resources.</p>		<ul style="list-style-type: none"> <li>Clear visual quality and user-friendly design</li> </ul> <p>15 = Strategic and executive-ready</p> <ul style="list-style-type: none"> <li>Dashboards/apps designed for high-level decision support</li> <li>Demonstrated measurable client value (e.g., efficiency, visibility, monitoring improvements)</li> <li>Features like export options, automated updates, or embedded insights</li> <li>Strong alignment to SANParks needs (e.g., conservation operations, asset monitoring, visitor analytics)</li> </ul>
<b>Criteria 3: Change Management &amp; Organisational Awareness</b>		
<p>The bidder must demonstrate experience in delivering structured change management and adoption strategies for enterprise systems.</p> <p>For each of the change management projects or adoption strategies used as reference, provide client completion reports that include:</p> <ul style="list-style-type: none"> <li>Organisation details</li> <li>Project Summary that includes objectives, outcomes and onboarding frameworks</li> <li>Duration of the project (start and end dates)</li> <li>Confirmation of Completion</li> <li>Satisfaction with Service Delivery and Outcomes</li> <li>Business Value and Impact</li> <li>Client Signature</li> </ul>	25	<p>0 = Non-compliant or generic approach</p> <ul style="list-style-type: none"> <li>Generic or template-based approach</li> <li>Lacks evidence of stakeholder mapping</li> <li>No indication of client value</li> </ul> <p>10 = Basic change initiative</p> <ul style="list-style-type: none"> <li>Basic onboarding or training but not tailored to the organisation</li> <li>Minimal stakeholder engagement</li> <li>Objectives unclear or not measurable</li> <li>Weak or generic evidence of business value</li> </ul> <p>15 = Functional and partially tailored</p> <ul style="list-style-type: none"> <li>Some evidence of structured change-management activities</li> <li>Stakeholder engagement mentioned, but not clearly detailed</li> <li>Training delivered but not clearly aligned to roles</li> <li>Basic client satisfaction noted</li> </ul> <p>20 = Structured and stakeholder-informed</p> <ul style="list-style-type: none"> <li>Clearly tailored strategy and onboarding framework aligned to organisational roles</li> <li>Distinct engagement for users, managers, and key stakeholders</li> <li>Evidence of the use of digital communication tools (e.g., intranet banners, email campaigns)</li> <li>Demonstrated value and client confirmation</li> </ul>

FUNCTIONALITY	Weights	Maximum points to be awarded
		25 = Comprehensive, strategic and targeted <ul style="list-style-type: none"> <li>• Fully developed onboarding, engagement, and communication framework</li> <li>• Stakeholder/user mapping clearly documented</li> <li>• Shows structured multi-session engagement approach</li> <li>• Evidence of strong client adoption and business value</li> <li>• Well-suited to SANParks multi-site public-sector environment</li> </ul>
<b>Criteria 4: Training &amp; Knowledge Transfer Approach</b>		
<p>The bidder must demonstrate experience in delivering structured, role-based GIS or digital training with measurable outcomes.</p> <p>For each of the training projects used as reference, provide client completion reports that must include:</p> <ul style="list-style-type: none"> <li>• Organisation details</li> <li>• Project Summary including sample training plan</li> <li>• Duration of the project (start and end dates)</li> <li>• Confirmation of Completion</li> <li>• Satisfaction with Service Delivery and Outcomes</li> <li>• Post-training feedback report</li> <li>• Client Signature</li> </ul>	20	0 = Non-compliant or generic <ul style="list-style-type: none"> <li>• No detailed training plan</li> <li>• Content not aligned with user roles</li> <li>• No post-training feedback or evidence of participant engagement</li> <li>• Client satisfaction not addressed</li> </ul> 5 = Basic training with limited tailoring <ul style="list-style-type: none"> <li>• Basic training plan with minimal tailoring</li> <li>• Limited training samples</li> <li>• Feedback report available but lacking detail</li> <li>• General client satisfaction only</li> </ul> 10 = Adequate role-based training <ul style="list-style-type: none"> <li>• Role-based training included (e.g., technical vs. general users)</li> <li>• Includes some custom materials</li> <li>• Post-training feedback documented with moderate insight</li> <li>• Client confirms satisfactory delivery</li> </ul> 15 = Well-structured and targeted training with strong delivery <ul style="list-style-type: none"> <li>• Clearly differentiated training for business, technical, and executive users</li> <li>• Good-quality training samples included</li> <li>• Clear feedback loop and evaluation summary</li> <li>• Strong client confirmation of value</li> </ul> 20 = Comprehensive and impactful <ul style="list-style-type: none"> <li>• Fully structured and role-specific training</li> <li>• Extensive training materials (guides, e-learning, videos)</li> </ul>

FUNCTIONALITY	Weights	Maximum points to be awarded
		<ul style="list-style-type: none"> <li>• Robust post-training evaluation with evidence of improved capability</li> <li>• Evidence of mentoring or post-training support</li> <li>• High client satisfaction with demonstrated operational impact</li> </ul>
<b>Criteria 5: Technical Design &amp; Integration Quality</b>		
<p>The bidder must demonstrate high-quality, scalable enterprise integration capability across GIS and related systems.</p> <p>At least two (2) successful GIS-to-enterprise integrations:</p> <ul style="list-style-type: none"> <li>• At least one (1) completed in the past 5 years</li> <li>• At least one (1) in the past 2 years</li> </ul> <p>For the GIS integration projects used as reference, provide client completion reports that must include:</p> <ul style="list-style-type: none"> <li>• Organisation details</li> <li>• Project Summary including brief description of scope</li> <li>• System architecture highlights</li> <li>• Duration of the project (start and end dates)</li> <li>• Confirmation of Completion</li> <li>• Satisfaction with Service Delivery and Outcomes</li> <li>• Business Value and Impact</li> <li>• Client Signature</li> </ul>	20	<p>0 = Non-compliant</p> <ul style="list-style-type: none"> <li>• No clear system architecture</li> <li>• No demonstrated integration with other systems</li> <li>• Outdated or irrelevant project examples</li> </ul> <p>5 = Basic integration effort</p> <ul style="list-style-type: none"> <li>• Simple integration shown (e.g., static data sharing or exports)</li> <li>• Architecture unclear or not scalable</li> <li>• Limited client feedback on effectiveness</li> <li>• One of the two required projects is outdated</li> </ul> <p>10 = Solid integration project</p> <ul style="list-style-type: none"> <li>• Integration with at least one business system (e.g., SharePoint, BI dashboards, ERP)</li> <li>• Basic architecture and workflow included</li> <li>• Some demonstrated improvement to operations</li> <li>• Client reports satisfactory results</li> </ul> <p>15 = Well-structured multi-system integration</p> <ul style="list-style-type: none"> <li>• Integration demonstrated with multiple systems or workflows (BI, ERP, internal apps)</li> <li>• Architecture aligned for use with ArcGIS Enterprise</li> <li>• Documented operational improvements</li> <li>• Evidence of scalability</li> </ul> <p>20 = Comprehensive, future-ready system with strong business impact</p> <ul style="list-style-type: none"> <li>• Integration with both BI and enterprise systems (e.g., ERP, internal applications)</li> <li>• Clear documentation of scalability, security, and future technology considerations</li> <li>• Enables advanced analytics or AI/ML readiness</li> </ul>

FUNCTIONALITY	Weights	Maximum points to be awarded
		<ul style="list-style-type: none"> <li>• Demonstrated readiness for advanced analytics</li> <li>• Strong client endorsement and reported business impact</li> </ul>

## REASONS FOR DISQUALIFICATION

SANParks reserves the right to disqualify any bidders who do not comply with one or more of the following bid requirements and may take place without prior notice to the bidder:

- submitted incomplete information and documentation according to the requirements of this RFB document.
- submitted information that is fraudulent, factually untrue or inaccurate information.
- received information not available to other potential bidders through fraudulent means.
- misrepresented or altered material information in whatever way or manner.
- promised, offered or made gifts, benefits to any SANParks employee.
- canvassed, lobbied in order to gain unfair advantage.
- committed fraudulent acts; and
- acted dishonestly and/or in bad faith etc.

# TERMS OF REFERENCE – APPOINTMENT OF A SERVICE PROVIDER FOR DESIGN, DEVELOPMENT AND DEPLOYMENT OF INTEGRATED ENTERPRISE GIS SYSTEM FOR FIVE (5) YEARS

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## INTRODUCTION TO SANPARKS

SANParks was initially established in terms of the now repealed National Parks Act, 57 of 1976 and continue to exist in terms of the National Environmental Management: Protected Areas Act, 57 of 2003; with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as Schedule 3 Part A: 25 public entity.

Our **vision** is to have a world class system of sustainable National Parks reconnecting and inspiring 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.

The Parks under the management of SANParks are divided into 6 regions:

Region	Regional Office	Parks managed
Arid	Upington	Kgalagadi, Augrabies, Richtersveld, Namaqua, Mokala, Meerkat
Cape	Cape Town	Table Mountain, Agulhas, West Coast, Tankwa Karoo, Bontebok
Garden Route	Knysna	Storms river Mouth (Tsitsikamma), Knysna Forests, Wilderness, Knysna Estuary
Frontier	Port Elizabeth	Addo, Camdeboo, Mountain Zebra, Karoo
North	Pretoria, Head Office	Golden Gate, Marakele, Mapungubwe,
Kruger National Park	Skukuza	35 Various Camps

Administrative		Groenkloof (Head Office)
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Furthermore, SANParks oversees the management of the parks and provide strategic guidance and support from its Head Office in Pretoria.

## **BUSINESS UNIT RESPONSIBLE FOR THE BID**

SANParks Scientific Services GIS Lab currently serves as the primary administrator of SANParks' ArcGIS licences and acts as the custodian of a significant portion of the organisation's spatial data. For the purposes of this bid, Scientific Services will lead the project. Key supporting units include Park Planning, Biodiversity Social Projects (BSP), and the Enterprise Application Development Unit, who will contribute to and collaborate throughout the process.

## **CONTEXT OF THIS PROCUREMENT**

South African National Parks (SANParks) manages a network of protected areas that are vital for biodiversity conservation and eco-tourism in South Africa. Spatial data and geospatial tools play a key role in supporting operations, planning, infrastructure, conservation, and strategic decision-making.

The purpose of this bid is to appoint a qualified service provider to help SANParks enhance its spatial capabilities by expanding current systems and driving organisation-wide adoption through structured change management.

SANParks uses a range of Esri products under a Department of Forestry, Fisheries and the Environment (DFFE) Enterprise License Agreement (ELA). With a functional ArcGIS Enterprise and ArcGIS Online environment already in place, the foundation for broader spatial enablement exists. However, SANParks now seeks expert support to:

- Expand spatial awareness and use across all departments
- Embed spatial thinking into daily operations through effective change management
- Align spatial tools with business outcomes
- Strengthen geospatial governance, policies, and responsibilities

- Enable decision-making through user-friendly dashboards and spatial web apps
- Design systems that are scalable and ready for AI, machine learning, and advanced analytics
- Build sustainable internal GIS capacity through training and knowledge transfer

## **CONTRACT PERIOD**

The duration of the contract shall be 5 years from the date of appointment, with a potential for renewal or extension depending on progress and budget availability.

## **SPECIFICATIONS/SCOPE OF WORK**

This project aims to support SANParks in becoming a fully spatially enabled organisation by strengthening its GIS infrastructure, integrating spatial tools into everyday business processes, and building long-term internal capacity. Led by the Scientific Services and Enterprise Applications Development Units, in collaboration with key users such as Park Planning and Biodiversity Social Projects (BSP), the initiative seeks to expand the benefits of spatial integration within these departments as well as extend it to other departments, including but not limited to Infrastructure, Asset Management, Tourism and Veterinary Wildlife Services.

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

### **3.1 Assessment & Enablement Planning**

This component focuses on understanding SANParks' current GIS capacity and identifying where spatial tools can most effectively support strategic and operational goals. The aim is to guide a practical and scalable approach to GIS adoption across the organisation that is aligned to the organisation's strategic goals and digital strategy.

- Engage all business units through an awareness campaign enabling staff to understand how GIS and spatial data can enhance their workflows.
- Conduct a GIS maturity assessment with special focus on the current ArcGIS Enterprise and Online environments, user base, and data assets.
- Conduct a needs assessment across all SANParks departments that define key spatial integration use cases and align them with business outcomes and strategic goals — e.g., linking biodiversity data with financial reporting, enabling spatial asset tracking, or mapping staff deployment and maintenance response times.

- Produce an Enablement Plan outlining quick-wins, high-value areas, and a roadmap for scalable growth.

### **3.2 Change Management Framework**

Recognising that technology adoption is as much about people as systems, this workstream is aimed at fostering awareness, engagement, and long-term uptake of spatial thinking throughout SANParks. It ensures that GIS becomes embedded in the organisation's culture and ways of working.

- Develop a spatial enablement-focused change management and adoption strategy aligned with SANParks' structures and digital maturity.
- Identify key stakeholders and user roles, with specific focus on managers and executive leadership to support operational uptake and ensure strategic alignment.
- Recommend practical mechanisms to embed spatial intelligence into daily workflows and business processes.
- Design and facilitate formal awareness and onboarding sessions, including:
  - At least one session with key business units
  - A dedicated onboarding session with EXCO (Executive Committee)
  - Quarterly, or biannual, Executive technology briefings
- Design and roll out a digital awareness campaign tailored to different organisational levels, including:
  - Executives and strategic decision-makers (emphasising strategic value and decision support)
  - Use of passive communication through internal channels (e.g. intranet, digital noticeboards) to reinforce key messages and promote ongoing spatial literacy.

### **3.3 Geospatial Governance**

Effective GIS relies on clear rules, roles, and responsibilities. This component is focused on establishing the governance structures needed to ensure consistent, accountable, and high-quality use of spatial data and tools across the organisation.

- Facilitate the development of geospatial governance structures aligned with relevant national legislation and industry best practices.
- Recommend draft policies, standards, and responsibilities for GIS usage as well as data quality, sharing, and access.
- Support the establishment of roles (e.g., data custodians, system owners) and oversight processes.

### **3.4 System Design, Spatial Enablement, and Integration**

This component focuses on building a technically sound, integrated, and future-ready GIS foundation that enables SANParks to make smarter, spatially informed decisions. By optimising existing infrastructure and embedding GIS into core business systems, this workstream ensures spatial data becomes an active driver of insight, operational efficiency, and strategic impact.

- Designing and optimising the existing ArcGIS Enterprise architecture, including Portal, Data Store, and ArcGIS Online — to effectively support business intelligence (BI) and data-driven decision-making.
- Supporting the spatial enablement of key internal business systems (as identified in the assessment phase), including co-development where required.
- Identify and develop a minimum of two (2) high-impact dashboards and/or web viewers that directly support executive-level decision-making. These tools must be designed to form part of formal reporting workflows—either serving as the report themselves or enabling easy generation and export of required report documents. Focus areas may include:
  - Conservation operations (e.g., biodiversity, fire, invasive species)
  - Infrastructure and asset monitoring
  - Visitor management and tourism analytics
  - Incident and risk reporting
  - Strategic and executive oversight
- Design and implement workflows to automate or semi-automate SANParks' currently manual and reactive spatial data update processes, ensuring dashboards and web apps are consistently accurate, reliable, and up to date.
- Develop a reporting framework to track spatial data usage, system performance, and user engagement with dashboards and web applications.

- Design workflows that build towards system and data interoperability and scalability to accommodate emerging technologies such as interactive digital twins, Artificial Intelligence (AI), Machine Learning (ML), and advanced spatial analytics in the future.
- Deliver a sustainability roadmap outlining how to maintain, grow, and future-proof the spatial platform, through innovation and integration of emerging technologies and alignment with SANParks' broader digital strategy.

### **3.5 Training & Knowledge Transfer**

To ensure long-term success, this component is centred on building internal capacity and fostering widespread understanding and ownership of GIS tools with users. Through targeted training, user support, and strategic knowledge transfer, SANParks will be equipped to sustain, evolve, and scale its GIS capabilities well beyond the life of the project.

- Design and deliver a targeted digital training (e-learning) campaign to promote understanding, adoption, and effective use of the GIS tools and spatial integration workflows across the organisation, tailored to the needs of:
  - GIS administrators and technical teams (technical training and system management)
  - Business users and operational staff (task-based use)
- Provide user-friendly training materials, documentation, and post-training support mechanisms.
- Provide mentoring and technical support to internal teams during system rollout and handover.
- Document all system architecture, workflows, and integration points in formats suitable for both technical and non-technical audiences.

## **4. Deliverables**

### **4.1. Assessment & Enablement Planning**

- GIS Maturity Assessment Report
  - Including review of ArcGIS Enterprise/Online environments, user base, and spatial data assets.

- Organisational GIS Needs Assessment
  - Identification of spatial use cases across all business units, aligned with strategic outcomes.
- Spatial Use Case Catalogue
  - Examples include spatial asset tracking, BI-linked visitor management insights, and maintenance response mapping.
- GIS Enablement Plan and Roadmap
  - Prioritised quick-wins, high-impact opportunities, and a phased plan for scalable adoption.
- GIS Awareness Campaign Report
  - Summary of activities used to build understanding of GIS potential across departments.

#### 4.2. Change Management Framework

- GIS Change Management and Adoption Strategy
  - Aligned to SANParks structures, maturity, and user needs.
- Stakeholder & User Role Map
  - Includes emphasis on managerial and executive roles critical for uptake.
- Onboarding & Awareness Sessions Report
  - At least one engagement with EXCO and one with key business units, including feedback and uptake insights.
- Passive Digital Awareness Campaign Plan & Outputs
  - Examples: intranet banners, desk drops, internal comms pieces tailored to all organisational levels.

#### 4.3. Geospatial Governance

- Geospatial Governance Framework Document
  - Including recommended structure aligned with national legislation and industry best practice.
- Draft Policies and Standards Pack
  - Covers GIS usage, data quality, access, sharing, and stewardship roles.
- Role Definition Matrix
  - Describes responsibilities for system owners, data custodians, and oversight mechanisms.

#### 4.4. System Design, Spatial Enablement & Integration

- GIS System Architecture and Design Document
  - Optimised ArcGIS Enterprise configuration and integration strategy.
- Business System Spatial Integration Report
  - Describes spatial enablement opportunities with existing internal systems or workflows (e.g., BI tools, internal apps).
- 2 High-Impact Dashboards or Web Apps
  - Focused on executive reporting and operational insight with exportable reporting functionality.
- Spatial Workflow Framework
  - Defined, semi-automated workflows to reduce manual updates and improve data reliability.
- GIS Reporting and Monitoring Toolkit
  - Workflows/Dashboards/templates to monitor GIS usage, performance, and system engagement.
- Sustainability, Innovation & Future-Readiness Roadmap
  - A strategic planning document providing guidance for maintaining, scaling, and evolving SANParks' GIS ecosystem, including readiness for interactive digital twins, AI, ML, and emerging technologies in alignment with the organisation's digital strategy.

#### 4.5. Training & Knowledge Transfer

- GIS Training Plan and Delivery Report
  - Includes training for technical staff, business users, and support materials.
- Training Content Pack
  - E-learning modules, user guides, cheat sheets, and workshop presentations.
- Knowledge Transfer & Mentoring Report
  - Documentation of support and capacity building during rollout.
- System Documentation Package
  - Complete records of system architecture, workflows, and integrations (technical & non-technical formats).

## **DETAILED PRICING – SBD 3.1 Firm Pricing**

Bidders are required to provide a detailed and comprehensive price proposal i.e., all costs associated the bidder's proposal must be clearly specified and included in the Total Bid Price. Price changes whether as a result of CPI, PPI, extensions or expansions will be allowed in terms of the signed contract by both parties.

### **1. Pricing Approach**

The pricing structure covers the full 5-year lifecycle of the SANParks Spatial Enablement Programme and is aligned to the required components of the scope:

1. Assessment & Enablement Planning
2. Change Management Framework
3. Geospatial Governance
4. System Design, Spatial Enablement & Integration
5. Training & Knowledge Transfer

Pricing to be grouped into:

- Initial Implementation (Year 1 intensive)
- Annual Support, Change Management, Governance & Maintenance (Years 1–5)
- Scheduled Enhancements (Years 2, 3 & 5)
- Training & Capacity Development (Recurring)

Assumptions & Exclusions

- All prices include VAT.
- Licences (ArcGIS, cloud services) supplied/covered by SANParks unless explicitly priced.
- Data quality or substantial remediation beyond normal cleaning is excluded.
- Travel and accommodation excluded unless specifically itemised.
- Major system overhauls due to external changes may incur variation costs.
- As-Needed Services will be listed separately and is not included in the Bid price.

## 2. Cost Breakdown by Workstream

### 2.1 Assessment & Enablement Planning (Year 1 Only)

<b>Deliverable / Activity</b>	<b>Description</b>	<b>Cost ex VAT (ZAR)</b>	<b>VAT (15%)</b>	<b>Total Incl VAT (ZAR)</b>
Needs & maturity assessment	Assessment of GIS maturity, ArcGIS Enterprise/Online review, user profiling	R	R	R
Organisation-wide use case development	Workshops, interviews, analytical mapping of high-value use cases	R	R	R
Enablement Plan & Roadmap	Quick wins, phased adoption, enterprise integration plan	R	R	R
Awareness campaign — Phase 1	Organisation-wide introduction to GIS concepts	R	R	R
<b>Assessment &amp; Enablement Planning (Year 1)</b>		<b>R</b>	<b>R</b>	<b>R</b>

## 2.2 Change Management Framework (Years 1–5)

Deliverable	Description	Cost ex VAT (ZAR)	VAT (15%)	Total Incl VAT (ZAR)
Change management & adoption strategy development (Year 1)	Organisational change blueprint for spatial enablement	R	R	R
EXCO & strategic onboarding	EXCO session, briefing packs, executive alignment	R	R	R
Business unit onboarding	Targeted onboarding sessions for priority departments	R	R	R
Digital internal awareness campaign	Intranet content, digital notices, passive comms	R	R	R
Biannual technology briefings	Executive briefings & progress updates	R	R	R
<b>Change Management (5 Year) Total</b>		<b>R</b>	<b>R</b>	<b>R</b>

### 2.3 Geospatial Governance (Years 1–2 Primary Development, Years 3–5 Maintenance)

Deliverable	Description	Cost ex VAT (ZAR)	VAT (15%)	Total Incl VAT (ZAR)
Governance framework & legislative alignment	Development of GIS governance aligned to South African standards	R	R	R
Policies, standards & guidelines	Draft pack: data quality, sharing, access, custodianship	R	R	R
Role definition matrix	System owners, data custodians & workflows	R	R	R
Governance review & update	Annual review of standards & structure	R	R	R
<b>Governance (5 Years) Total</b>		<b>R</b>	<b>R</b>	<b>R</b>

## 2.4 System Design, Spatial Enablement & Integration (Years 1–5)

### 2.4.1 Initial Architecture & Integration (Year 1)

Deliverable	Description	Cost ex VAT (ZAR)	VAT (15%)	Total Incl VAT (ZAR)
ArcGIS Enterprise architecture optimisation	Portal, Data Store, AGOL optimisation	R	R	R
Spatial enablement of internal business systems	Integration with key systems from assessment phase	R	R	R
Dashboard/web app development	Two high-impact dashboards for executive reporting	R	R	R
Spatial workflow automation	Semi-automated data pipelines for real-time updates	R	R	R
Reporting & monitoring toolkit	System usage, performance dashboards	R	R	R

Sustainability & innovation roadmap	Future technology plan, Digital twins, AI/ML readiness	R	R	R
<b>System Design &amp; Enablement (Year 1) Total</b>		<b>R</b>	<b>R</b>	<b>R</b>

#### 2.4.2 Ongoing System Support & Maintenance (Years 1–5)

Support will be charged at the contracted professional services hourly rate, with SANParks approving hours in advance for all tasks. The estimated level of effort required is outlined below (noting that actual hours may vary depending on operational needs and emerging priorities).

Service	Description	Hour rate (ZAR)	Estimated Cost ex VAT (ZAR)	VAT (15%)	Total Incl VAT (ZAR)
Platform support & issue resolution	Technical support, troubleshooting	± X hours @ R..... / hour	R	R	R
System monitoring & optimisation	Performance checks, patching, upgrades	± X hours @ R ..... / hour	R	R	R
BI integration & enhancement support	Ongoing enhancements to dashboards/web apps	± X hours @ R...../ hour	R	R	R
<b>System Support (5 Years) Total</b>			<b>R</b>	<b>R</b>	<b>R</b>

### 2.4.3 Scheduled Enhancement Cycles (Years 2, 3, and 5)

Enhancement cycles allow SANParks to keep systems modern, add new dashboards, update workflows, and integrate new technologies.

Year	Enhancement Focus	Cost ex VAT (ZAR)	VAT (15%)	Total Incl VAT (ZAR)
Year 2	Workflow optimisation, new reporting components, additional automation	R	R	R
Year 3	Additional dashboard or viewer, expanded system integrations	R	R	R
Year 5	Major update cycle, technology refresh, AI/ML-ready workflows	R	R	R
<b>Enhancements (5-year) Total</b>		<b>R</b>	<b>R</b>	<b>R</b>

## 2.5 Training & Knowledge Transfer (Years 1–5)

### 2.5.1 Initial Training Rollout (Year 1)

Deliverable	Description	Cost ex VAT (ZAR)	VAT (15%)	Total Incl VAT (ZAR)
Training plan & curriculum design	Technical, business user, operational	R	R	R
E-learning	On-demand modules	R	R	R
Technical training sessions	Admin & system management	R	R	R
Business user training	Task-based sessions across business units	R	R	R
Documentation packs	User guides, cheat sheets, workflows	R	R	R
<b>Training Rollout (1-Year) Total</b>		<b>R</b>	<b>R</b>	<b>R</b>

**2.5.2 Annual Capacity Building & Mentoring (Years 2–5)**

<b>Deliverable</b>	<b>Description</b>	<b>Cost ex VAT (ZAR)</b>	<b>VAT (15%)</b>	<b>Total Incl VAT (ZAR)</b>
Annual training refreshers	New staff onboarding, updates training	R	R	R
Mentoring & handover support	Quarterly mentoring sessions	R	R	R
Update of training materials	E-learning and document updates	R	R	R
<b>Capacity Building (Years 2–5) Total</b>		<b>R</b>	<b>R</b>	<b>R</b>

### 3. BID PRICE FOR A PERIOD OF FIVE (05) YEARS

This section presents the final consolidated bid price for the project. It reflects the total cost of all activities, deliverables, and services as detailed in Section 2 of the Detailed Pricing, including all fees, hourly rates, disbursements, and multi-year costs where applicable. The values provided here represent the complete and final bid amount that SANParks should consider for evaluation and contracting purposes.

Year	Cost Components	Cost excl VAT (ZAR)	VAT (15%)	Total Incl VAT (ZAR)
Year 1	Assessment, Enablement, Change, Governance, Architecture & Integration, Training	R	R	R
Year 2	Support, Change Management, Governance Review, Training, Enhancement Cycle	R	R	R
Year 3	Support, Change Management, Governance Review, Training, Enhancement Cycle	R	R	R
Year 4	Support, Change Management, Governance Review, Training	R	R	R
Year 5	Support, Change Management, Governance Review, Training, Major Enhancement	R	R	R
<b>Project (5-Year) Total</b>		<b>R</b>	<b>R</b>	<b>R</b>

### 3.1 As-Needed Services (Ad Hoc Basis)

The following “as-needed” services are excluded from the final bid price and are not part of the total evaluated amount. However, the bidder is required to provide reference pricing for these services to enable SANParks to cost any unforeseen extensions, additional work, or scope adjustments that may arise during the contract period. These rates will be used only for future, unplanned requirements and will not influence the base bid price.

<b>Service</b>	<b>Pricing (including VAT)</b>
Additional dashboards / analytics modules	R..... (Per dashboard)
Additional system integrations	R..... (Quoted per integration)
Specialist workshops (AI/ML, digital twins)	R..... (Per session)

# ANNEXURE A – STANDARD BIDDING DOCUMENTS

SBD 4

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

**YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
(name)..... in submitting  
the accompanying bid, do hereby make the following statements that I certify to  
be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

**1.1** The following preference point systems are applicable to invitations to tender:

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

**1.2 To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

**1.3** Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

**1.5** Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### **4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, the 80/20 point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by black people with at least 51% shareholding or more	<b>Total Points 10</b> 90% to 100% = 10 70 to 89% = 8 51% to 69% = 6 0% to 50% = 0	
Enterprises owned by 30% Women or more	<b>Total Points 10</b> 80% to 100% = 10 50% to 79% = 8 30% to 49% = 6 0% to 29% = 0	
<b>Total</b>	<b>20</b>	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name \_\_\_\_\_ of company/firm.....

4.4. Company \_\_\_\_\_ registration \_\_\_\_\_ number: \_\_\_\_\_

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown

and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

**CONTRACT FORM - RENDERING OF SERVICES**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Specific Goal/s
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; 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.
4. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	SPECIFIC GOAL TOTAL POINTS CLAIMED

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1 .....

2 .....

DATE:.....

## ANNEXURE D

### 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.**

GCC1	<p><b>1. Definitions - The following terms shall be interpreted as indicated:</b></p> <p>1.1. “<b>Closing time</b>” means the date and hour specified in the bidding documents for the receipt of bids.</p> <p>1.2. “<b>Contract</b>” 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.</p> <p>1.3. “<b>Contract price</b>” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.</p> <p>1.4. “<b>Corrupt practice</b>” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.</p> <p>1.5. “<b>Countervailing duties</b>” imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.</p> <p>1.6. “<b>Country of origin</b>” 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.</p> <p>1.7. “<b>Day</b>” means calendar day.</p> <p>1.8. “<b>Delivery</b>” means delivery in compliance of the conditions of the contract or order.</p>
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	<p>1.9. <b>“Delivery ex stock”</b> means immediate delivery directly from stock actually on hand.</p> <p>1.10. <b>“Delivery into consignees store or to his site”</b> means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.</p> <p>1.11. <b>“Dumping”</b> occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.</p> <p>1.12. <b>“Force majeure”</b> means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars, or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <p>1.13. <b>“Fraudulent practice”</b> means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.</p> <p>1.14. <b>“GCC”</b> mean the General Conditions of Contract.</p> <p>1.15. <b>“Goods”</b> means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.</p> <p>1.16. <b>“Imported content”</b> means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.</p> <p>1.17. <b>“Local content”</b> means that portion of the bidding price, which is not included in the imported content if local manufacture does take place.</p> <p>1.18. <b>“Manufacture”</b> means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.</p> <p>1.19. <b>“Order”</b> means an official written order issued for the supply of goods or works or the rendering of a service.</p> <p>1.20. <b>“Project site”</b>, where applicable, means the place indicated in bidding documents.</p>
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	<p>1.21. <b>“Purchaser”</b> means the organization purchasing the goods.</p> <p>1.22. <b>“Republic”</b> means the Republic of South Africa.</p> <p>1.23. <b>“SCC”</b> means the Special Conditions of Contract.</p> <p>1.24. <b>“Services”</b> means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.</p> <p>1.25. <b>“Written”</b> or <b>“in writing”</b> means handwritten in ink or any form of electronic or mechanical writing.</p>
GCC2	<b>2. Application</b>
	<p>2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2. Where applicable, special conditions of contract laid down to, cover specific supplies, services or works.</p> <p>2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
GCC3	<b>3. General</b>
	<p>3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>3.2. With certain exceptions (National Treasury’s eTender website), invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from <a href="http://www.treasury.gov.za">www.treasury.gov.za</a></p>
GCC4	<b>4. Standards</b>
	<p>4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
GCC5	<b>5. Use of contract documents and information</b>
	<p>5.1. The supplier shall not disclose, without the purchaser’s prior written</p>

	<p>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.</p> <p>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.</p> <p>5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.</p> <p>5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p>
GCC6	<b>6. Patent rights</b>
	<p>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.</p>
GCC7	<b>7. Performance security</b>
	<p>7.1. Within thirty days (30) of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> <p>7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.</p> <p>7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:</p> <p>7.3.1. bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or</p> <p>7.3.2 a cashier's or certified cheque</p> <p>7.4. The performance security will be discharged by the purchaser and</p>

	<p>returned to the supplier within thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.</p>
GCC8	<p><b>8. Inspections, tests and analyses</b></p>
	<p>8.1. All pre-bidding testing will be for the account of the bidder.</p> <p>8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.</p> <p>8.3. 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.</p> <p>8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the supplier shall defray the cost in connection with these inspections, tests, or analyses.</p> <p>8.6. Supplies and services referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.</p> <p>8.7. Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies 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.</p> <p>8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract because of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.</p>

GCC9	<p><b>9. Packing</b></p>
	<p>9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt, and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.</p>
GCC10	<p><b>10. Delivery and Documentation</b></p>
	<p>10.1. 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.</p> <p>10.2. Documents submitted by the supplier are specified in SCC.</p>
GCC11	<p><b>11. Insurance</b></p>
	<p>11.1. 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.</p>
GCC12	<p><b>12. Transportation</b></p>
	<p>12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.</p>
GCC13	<p><b>13. Incidental services</b></p>
	<p>13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <p>13.1.1. Performance or supervision of on-site assembly and/or commissioning of the supplied goods;</p> <p>13.1.2. Furnishing of tools required for assembly and/or maintenance of the supplied goods;</p> <p>13.1.3. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</p>

	<p>13.1.4. Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and</p> <p>13.1.5. Training of the purchaser's personnel, at the supplier's plant and/or on-site, conducted in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</p> <p>13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.</p>
GCC1 4	<b>14. Spare parts</b>
	<p>14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <p>14.1.1. Such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and</p> <p>14.1.2. In the event of termination of production of the spare parts:</p> <p>14.1.2.1. Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</p> <p>14.1.2.2. Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
GCC1 5	<b>15. Warranty</b>
	<p>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.</p> <p>15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.</p>

	<p>15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.</p> <p>15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.</p> <p>15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights, which the purchaser may have against the supplier under the contract.</p>
GCC1 6	<b>16. Payment</b>
	<p>16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4. Payment will be made in Rand unless otherwise stipulated in SCC</p>
GCC1 7	<b>17. Prices</b>
	<p>17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p>
GCC1 8	<b>18. Contract amendment</b>
	<p>18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p>
GCC1 9	<b>19. Assignment</b>
	<p>19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p>
GCC2 0	<b>20. Subcontract</b>

	<p>20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract</p>
GCC2 1	<b>21. Delays in supplier's performance</b>
	<p>21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.</p> <p>21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.</p> <p>21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.</p>
GCC2 2	<b>22. Penalties</b>
	<p>22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in</p>

	<p>the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.</p>
GCC2 3	<p><b>23. Termination for default</b></p>
	<p>23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:</p> <p>23.1.1. If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;</p> <p>23.1.2. If the Supplier fails to perform any other obligation(s) under the contract; or</p> <p>23.1.3. If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.</p> <p>23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.</p> <p>23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.</p> <p>23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.</p> <p>23.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned</p>

	<p>person, is or was in the opinion of the Accounting Officer / Authority actively associated.</p> <p>23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <p>23.6.1. The name and address of the supplier and / or person restricted by the purchaser;</p> <p>23.6.2. The date of commencement of the restriction</p> <p>23.6.3. The period of restriction; and</p> <p>23.6.4. The reasons for the restriction.</p> <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p> <p>23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.</p>
GCC2 4	<b>24. Anti-dumping and countervailing duties and rights</b>
	<p>24.1. When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him</p>
GCC2 5	<b>25. Force Majeure</b>

	<p>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.</p> <p>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.</p>
GCC2 6	<b>26. Termination for insolvency</b>
	<p>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.</p>
GCC2 7	<b>27. Settlement of disputes</b>
	<p>27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.</p> <p>27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p> <p>27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>27.5. Notwithstanding any reference to mediation and/or court proceedings herein,</p> <p>27.5.1. The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>27.5.2. The purchaser shall pay the supplier any monies due the supplier.</p>
GCC2 8	<b>28. Limitation of liability</b>

	<p>28.1. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>28.1.1. The supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and</p> <p>28.1.2. 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.</p>
GCC2 9	<b>29. Governing language</b>
	<p>29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.</p>
GCC3 0	<b>30. Applicable law</b>
	<p>30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.</p>
GCC3 1	<b>31. Notices</b>
	<p>31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice</p>
GCC3 2	<b>32. Taxes and duties</b>
	<p>32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, the 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</p>

	Revenue Services
GCC3 3	<b>33. National Industrial Participation Programme</b>
	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.
GCC3 4	<b>34. Prohibition of restrictive practices</b>
	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.
	<b>Contracted Party Due Diligence</b> SANParks reserves the right to conduct supply chain due diligence including site visits and inspections at any time during the contract period.
	<b>Jigs, Tools, and Templates, where applicable</b> 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.
	<b>Copyright and Intellectual Property</b> 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.

	<p>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:</p> <ul style="list-style-type: none"> <li>(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</li> <li>(b) The contracted supplier undertakes to assign in writing to SANParks all contract intellectual property and which may invest in the contracted supplier.</li> </ul> <p>The contracted supplier shall keep the contract intellectual property confidential and shall fulfil its confidentiality obligations as set out in this document.</p> <p>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.</p> <p>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.</p> <p>The rights and obligations set out in this clause shall service termination of this contract indefinitely.</p>
	<p><b>Confidentiality</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>(a) Disclose the confidential information, directly or indirectly, to any person or entity, without SANParks' prior written consent.</li> <li>(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</li> <li>(c) Copy, reproduce, or otherwise publish confidentiality information except as strictly required for the execution of the contract.</li> </ul> <p>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</p> <ul style="list-style-type: none"> <li>(a) Disclose the confidential information to any third party, or</li> <li>(b) Use the confidential information otherwise than as may be strictly necessary for the execution of the contract,</li> </ul> <p>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.</p> <p>The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove:</p>

- (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, licenses or relationships by furnishing of confidential information by either party pursuant to this contract.