



# correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

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Ref : 6/1/3/4  
Enq F Rakhivhani

The Manager

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.....  
.....

Sir

## **BID HO 1/2024: APPOINTMENT OF A SERVICE PROVIDER (S) FOR SUPPLY, DELIVERY AND OFF LOADING OF FERTILIZER TO VARIOUS CORRECTIONAL CENTRE FARMS FOR THE PERIOD OF THIS THREE (3) YEARS: DEPARTMENT OF CORRECTIONAL SERVICES**

The Department of Correctional Services requires the item(s)/service(s) as described per attached bid invitation.

You are requested to complete the bid documents and submit it to the address indicated in the SBD 1.

### **Bidders must take note of the following:**

- **Non- compulsory briefing session: Date: 25 April 2024 Time 09:00 am**
- It will be on virtual meeting teams:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZDhjNzUzYzUtNTU4OC00MTBjLTk3NzEtNTcyNDImMzE0OGEw%40thread.v2/0?context=%7b%22Tid%22%3a%2268026d69-ab70-4d46-a3e0-6edad467e5fd%22%2c%22Oid%22%3a%220ed7c0a9-829b-483a-b751-eed05c51c275%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDhjNzUzYzUtNTU4OC00MTBjLTk3NzEtNTcyNDImMzE0OGEw%40thread.v2/0?context=%7b%22Tid%22%3a%2268026d69-ab70-4d46-a3e0-6edad467e5fd%22%2c%22Oid%22%3a%220ed7c0a9-829b-483a-b751-eed05c51c275%22%7d)

## **Microsoft Teams**

### [Join the meeting now](#)

Meeting ID: 318 613 192 956  
Passcode: qSCgw3

**BID HO 1/2024: APPOINTMENT OF A SERVICE PROVIDER (S) FOR SUPPLY DELIVERY AND OFF LOADING OF FERTILIZER TO VARIOUS CORRECTIONAL CENTRE FARMS FOR THE PERIOD OF THS THREE (3) YEARS: DEPARTMENT OF CORRECTIONAL SERVICES**

- The closing date of the bid will be at **11h00 am** on **28 May 2024** and will be valid for a period of **hundred and twenty (120) days** after the closing date.
- Bidders must submit One (1) original bid and two (2) copies.
- The pricing schedule must be submitted electronically, usb and should be attached to the bid document.
- It is the responsibility of bidders to ensure that bids reach the address indicated on the SBD 1 before the closing date and time. **No late bids will be accepted.**
- Bidders need to acquaint themselves with the contents of the attached General and Special Conditions of Contract.
- It is the responsibility of bidders to ensure that they are registered on the National Treasury Central Supplier Database (CSD).

It will be expected of the successful bidder to sign a formal contract at this office after being notified of the acceptance of bid.

Yours faithfully



.....  
**For National Commissioner: Correctional Services**  
**Acting Director : Procurement**  
**E.L. Motoma**  
**Date: 2024/04/18**

## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	HO 1/2024	CLOSING DATE:	28 May 2024	CLOSING TIME:	11:00am
DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER (S) FOR SUPPLY, DELIVERY AND OFF LOADING OF FERTILIZER TO VARIOUS CORRECTIONAL CENTRE FARMS FOR THE PERIOD OF THS THREE (3) YEARS: DEPARTMENT OF CORRECTIONAL SERVICES</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:</b>  POYNTONS-BUILDING WEST BLOCK 124 W.F. NKOMO STREET (C/O SOPHIE DE BRUYN AND W.F. NKOMO STREET) PRETORIA 0002					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	F Rakhivhani		CONTACT PERSON		
TELEPHONE NUMBER	012 305 8268		TELEPHONE NUMBER		
FACSIMILE NUMBER	012 323 5621		FACSIMILE NUMBER		
	<a href="mailto:Fhimani.Rakhivhani@dcs.gov.za">Fhimani.Rakhivhani@dcs.gov.za</a> <a href="mailto:Jacob.Sibanyoni@dcs.gov.za">Jacob.Sibanyoni@dcs.gov.za</a>		E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	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	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> 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>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
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>
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.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

# **GOVERNMENT PROCUREMENT**

## **GENERAL CONDITIONS OF CONTRACT**

### **NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## **General Conditions of Contract**

### **1. Definitions**

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bid documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or

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revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bid price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bid documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bid documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bid documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bid documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design

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rights arising from use of the goods or any part thereof by the purchaser.

**7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bid documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

- 8.1 All pre-bid testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bid documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

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8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract.  
Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

#### **9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

#### **10. Delivery and documents**

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

#### **11. Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

#### **12. Transportation**

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

#### **13. Incidental**

13.1 The supplier may be required to provide any or all of the

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**services**

following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

**14. Spare parts**

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

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

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

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been

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delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

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

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

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

**22. Penalties**

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

**23. Termination for default**

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

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- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

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

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

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

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information :

- (a) the name and address of the supplier and/or person restricted by the purchaser;
- (b) the date of commencement of the restriction'
- (c) the period of restriction; and
- (d) the reasons for the restriction.

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



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

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

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

**25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of Disputes**

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

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

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

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

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

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

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

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Governing language**

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

**30. Applicable law**

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

**31. Notices**

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

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

**32. Taxes and duties**

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

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

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

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

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

**34. Prohibition of Restrictive Practices**

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



**DEPARTMENT OF CORRECTIONAL SERVICES**

**SPECIAL CONDITIONS OF CONTRACT:  
BID NO HO 1/2024**

**APPOINTMENT OF A SERVICE PROVIDER (S) FOR  
SUPPLY, DELIVERY AND OFF LOADING OF  
FERTILIZER TO VARIOUS CORRECTIONAL  
CENTRE FARMS FOR THE PERIOD OF THIS  
THREE (3) YEARS: DEPARTMENT OF  
CORRECTIONAL SERVICES**



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## 1. INTRODUCTION

- 1.1 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).
- 1.2 The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.
- 1.3 These conditions form part of the bid and bidders need to familiarize themselves with the content thereof.

## 2. REGISTRATION ON CENTRAL SUPPLIERS DATABASE

- 2.1 Bidders need to register on the National Treasury Central Supplier Database in order to do business with the state. Accounting Officers cannot award any bid or price quotation to any supplier who is not registered on the Central Suppliers Database. Bidders must log on [www.csd.gov.za](http://www.csd.gov.za) for self registration.

## 3. CERTIFICATION OF DOCUMENTS BY A COMMISSIONER OF OATH

- 3.1 Bidders must ensure that all certified copies comply with the regulation governing the administering of an oath or affirmation. The Commissioner of Oath must append a signature, date and also print out name. Copies that do not comply with this regulation will be regarded as invalid.
- 3.2 **The date of certification of the original on all copies submitted should not be older than six (6) months.**

## 4. CONTRACT PERIOD

- 4.1 The contract period shall be for a period of three (3) years after the signing of the contract for appointment of service provider (s) for supply, delivery and off-loading fertilizer to various correctional centre farms.

## 5. QUANTITIES

- 5.1 The quantities furnished in the bid are **estimated quantities** and no guarantee can be given regarding the actual quantities that will be ordered. The fertilizer will be ordered as when required by DCS.



**6. RESPONSE FIELDS**

6.1 It is imperative that bidders submit responsive bids by completing all mandatory response fields and item questionnaires for the individual items. In this regard bidder's attention is drawn to the response field and price structure explanations and examples supplied in the bid document.

6.2 Bid documents should not be retyped or redrafted.

6.3 The following bid documents must be completed in black ink, signed and submitted **in an original format**:

Document	Description
SBD 1	Invitation to Bid
SBD 4	Bidder's disclosure
SBD 6.1	Claim Form in Terms of Preferential Procurement Regulations 2022

6.3.1 Bidder must complete pricing schedules on Ms Excel provided.

6.4 Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated in line with the index provided. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated.

**7. EVALUATION CRITERIA**

The evaluation process will be conducted in two (2) phases as follows:

Phase 1	Phase 2
<b>Mandatory Requirements</b>	<b>Price and Specific goals</b>
Compliance with mandatory requirements	Bids evaluated in terms of Preferential Procurement Regulations, 2022  Bid awarded to the bidder who scored the highest total number of points in terms of the preference point system





## 7.1 Phase 1: Mandatory Requirements

### 7.1.1 CSD Registration

7.1.1.1 Bidder must be registered on the **Central Supplier Database (CSD)** and provide its CSD number and TCS Pin as per SBD 1.

7.1.1.2 When a Consortium/ Joint Venture/ Sub-contractors is involved, each party must be registered on the Central Suppliers Database and their tax compliance status will be verified through the Central Suppliers Database.

### 7.1.2 **Certificate: Confirmation of supply arrangements between the bidder and his/her supplier (BD 27)**

7.1.2.1 Any bidder who does not normally keep stock of the item and is sourcing the goods and services from a third party (manufacturer/producer or dealer/distributor who normally keeps stock) for the purpose of delivering the item to the Department, must ensure that the attached BD 27 is completed by his/her supplier after they have familiarised themselves with the item(s) / description(s) / specifications and conditions of the bid for all relevant goods and services required from this bid.

7.1.2.2 List of item (s) numbers, item description and brand name must be attached with BD 27. The list must have a letterhead of the bidder's supplier and it must be signed. The date on the list must not be older than the date of the advertisement .

7.1.2.3 Third parties must especially acquaint themselves with the conditions applicable to price increases.

7.1.2.4 If a contract has been concluded on the basis of sourcing the product(s) from a manufacturer/dealer, distributor and the bidder for some or the other reason change the manufacturer/dealer, the Department should immediately be notified and a new BD 27-form (confirmation of supply arrangements between the bidder and his/her supplier) should be submitted.

7.1.2.5 The Department will only accept an original or certified copy of the completed and signed BD 27 and it must be attached with the standard bidding documents. **Failure to submit a signed (BD 27) signed by the bidder and his/her supplier will invalidate the bid.**

7.1.2.6 An original signed letter issued on the official letterhead of the third party addressing the information below is acceptable.

- 7.1.2.6.1.1 List of item (s) numbers, item description and brand name must be attached with BD 27. The list must have a letterhead of the bidder's supplier and it must be signed. The date on the list must not be older than the date of the advertisement .
- 7.1.2.6.1.2 The date of letter must not be older than the date of the advertisement of this bid and must clearly indicate the information of this bid.
- 7.1.2.6.1.3 The bidder must ensure that the supply arrangements for the required goods and services have been mutually agreed upon with his/her supplier. No agreement between the bidder and his/her supplier will be binding on the Department.
- 7.1.2.6.1.4 **The Department reserves the right to verify any information supplied by the bidder and should the information be found to be false or incorrect, it will invalidate your bid.**

### 7.1.3 Specifications

- 7.1.3.1 Bidders are required to comply with the attached National Department of Correctional Services Product Specification.

### 7.1.4 Legislative and regulatory requirements

- 7.1.4.1 Fertilizer offered must be registered in terms of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act No.36 of 1947) as amended and all further regulations issued in terms of the said Act.
- 7.1.4.2 **The following documentation must be submitted with the bid documents:**
  - 7.1.4.2.1 Bidders must submit a valid registration certificate for each fertilizer item, formulation offered or an approved application for renewal of registration certificate for fertilizers issued by the Department of Agriculture, Land Reform and Rural Development on or before the closing date and time of bid.
  - 7.1.4.2.2 The bidder must submit the copy of **composition/product labels and attach to the registration certificate** for all item's offered at the closing date and time of bid. The registration number on the certificate must correspond with the number on the composition/product labels.



**7.1.4.2.3 Items that are not registered with Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act No.36 of 1947) as amended will not be considered for further evaluation.**

**7.1.5 References**

7.1.5.1 Please submit atleast one (1) signed reference letter with a contactable details of current and/or previous clients for the supply and delivery of agricultural products and production inputs to any private organisation, government departments and/or municipality where business was gained in the last (3) three years by means of a price quotation/bidding process.

7.1.5.2 Reference letters from clients must be **on the letterhead of the client** and must be signed, the date must not be older than three (3) years of advertisement date.

**7.1.6 Bidding for item.**

7.1.6.1 Bidder need to bid for all sub-items per item. Bid will be awarded per item, failure to do so it will invalidate your bid.

**7.1.7 Failure to comply with all mandatory requirements stipulated in paragraph 7 will invalidate your bid.**

**7.2 Phase 2: Price and Specific goals**

7.2.1 In terms of Regulation of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bid will be adjudicated by the Department on the **90/10-preference** point system in terms of which points are awarded to bidders based on:

- a) **Bid price (maximum 90 points)**
- b) **Specific goals (maximum 10 points)**

7.2.2 The following formula will be used to calculate the points for price:

Cases with a Rand value is above R50 million (all applicable taxes included)		
$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$		
Where:		
P <sub>S</sub>	=	Points scored for comparative price of bid or offer under consideration
P <sub>t</sub>	=	Comparative price of bid or offer under consideration

Pmin	=	Comparative price of lowest acceptable bid or offer
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7.2.3 Specific goals as per Department of Correctional Services policy will be awarded as follows:

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)	Number of points allocated (80/20 system)	Points claimed Bidder to indicate points to be claimed and proof submitted to claim for points
Women	3	7	
Youth	3	6	
Black	2	5	
People living with disabilities	2	2	

7.2.4 The following documentary proof must be submitted to claim for specific goals:

7.2.4.1 Women: To submit either the signed affidavit (signed off by SAPS) confirming gender OR BBEE certificate OR Sworn Affidavit as per DTI prescribed template.

7.2.4.2 Disability: Medical certificate signed by the doctor.

7.2.4.3 Black: To submit either the signed affidavit (signed off by SAPS) confirming race OR BBEE certificate OR Sworn Affidavit as per DTI prescribed template.

7.2.4.4 Youth: To submit either the Certified Identity document OR BBEE certificate OR Sworn Affidavit as per DTI prescribed template.

**Note: For a bidder to qualify for preference points, ownership of 51% or more per procurement goal/historically disadvantaged individual must be obtained.**

7.2.5 **The date of certification of documents should not be older than six (6) months.**

7.2.6 The points scored by a bidder in respect of specific goals will be added to the points scored for price.

7.2.7 The points scored will be rounded off to the nearest 2 decimals.



**8. NON-COMPULSORY BRIEFING SESSION**

8.1 The bidders will be required to attend non-compulsory briefing session to clarify questions through virtual meeting. The details of the meeting and the link will be issued on the advert through e-tender and Department of Correctional Services website.

**9. VALUE ADDED TAX**

9.1 All bid prices are inclusive of 15% Value Added Tax (VAT), except in the case of a person that is not required to register for Value Added Tax.

**10. BIDDER'S DISCLOSURE (SBD 4)**

10.1 It is important that bidders acquaint themselves with the content of the Bidder's disclosure (SBD 4).

10.2 The Bidder's disclosure (SBD 4) must be completed in full.

10.3 Declarations of any nature will not necessarily prejudice any bidder, however should a bidder knowingly submit false declarations, this Department will act against such bidder (company) and/or its Directors in terms of paragraph 23 of the General Conditions of Contract.

**11. PARTICIPATION OF GOVERNMENT OFFICIALS IN THE BIDDING PROCESS**

11.1 In accordance with Sections 118 and 121 of the Correctional Services Act, 1998 (Act 111 of 1998), no member of the Department of Correctional Services may participate in the bidding process of the Department.

11.2 **The Public Administration Act, 2014 (Act no. 11 of 2014), chapter 3, section 8(2)(a) specifies that an employee of the State may not conduct business with the State.**

11.3 Bidders having a kinship with persons employed by the state, including a blood relationship, must declare their interest on the SBD 4 (Declaration of Interest).

**12. FRONTING**

12.1 The Department of Correctional Services supports the spirit of Broad Based Black Economic Empowerment and recognizes that real development can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in:



- a) An honest, fair, equitable, transparent and legally compliant manner. Against this background the Department of Correctional Services condemn any form of fronting.
  - b) The Department of Correctional Services, in ensuring that bidders conduct themselves in an honest manner will as part of the bid evaluation processes, conduct or initiate the necessary enquiries, investigations to determine the accuracy of the representations made in the bid documents.
- 12.2 Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/ investigation, the onus will be on the bidder/ contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from the date of notification may invalidate the bid/ contract and may also result in the restriction of the bidder/ contractor to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies the Department may have against the bidder/ contractor concerned.
13. **PRICE CONDITIONS**
- 13.1 Prices submitted for this bid will be regarded as firm and the supplier can apply for price adjustment every (six (6) months) from the day of signing the contract based on CPI and PPI. The DCS reserves the right to consider price adjustments at any duration/stage of the contract subject to proof of price increase from service provider.
- 13.2 The pricing schedule provided in this bid forms an intergral part of the bid document and bidders must ensure that it is completed without changing the structure thereof. Bidders are required to complete a mandatory Pricing Schedule as a response to how much the items offered will be charged.
- 13.3 Prices submitted in this bid must be filled in on the field provided on the pricing schedule supplied with the bid. Price structures that do not comply with this requirement will invalidate this bid
- 13.4 The Pricing Schedule must be submitted in two forms, as hard copy which must be included in the bid document and an Excel spreadsheet saved in an USB/memory stick together with the bid document at the closing date and time of the bid. It is the bidder's responsibility to ensure that both the hard copy and the Excel version are the same (replica).
- 13.5 Prices shall be quoted in South African currency.
- 13.6 The bid prices shall be given in the units shown on the pricing schedule.





13.7 Prices must be inclusive of delivery cost, off-loading and all applicable taxes.

13.8 Due diligence on market-related pricing may be conducted. The Department of Correctional Services reserves the right to disqualify bid offers that are under-quoted and or are above market value. In this case the bidder may be required to submit supporting documents to the department to prove that the pricing is not under-quoted or above market value.

#### 14. **CONTRACT PRICE ADJUSTMENTS**

##### 14.1 **Formula**

14.1.1 Price adjustments will be considered against the Producer Price Index (PPI) and Consumer Price Index (CPI) as indicated in par 13.1.6 as published by the Department of Statistics/STATSSA. **Bidders are therefore requested to acquaint themselves with the formula that will be utilised.**

14.2 Prices submitted for this bid will be regarded as firm and the supplier can apply for price adjustment every (six (6) months) from the day of signing the contract based on CPI and PPI.

14.2.1 Note that price review will be done every six (6) months and should the review prove that there is a reduction in the CPI and PPI; the prices will be adjusted accordingly.

14.2.2 Applications for price adjustments must be accompanied by documentary evidence in support of any adjustment claim.

14.2.3 Requests for prices adjustment(s) will be considered in terms of the formula as per paragraph 13.1.6, defined areas of cost and defined periods of time.

14.2.4 The following price adjustment formula will be applicable for calculating contract price **adjustments (CPA)**.



$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + \dots + Dn \frac{Rnt}{Rno} \right) + VPt$		
Pa	=	The new adjusted price to be calculated.
V	=	Fixed portion of the bid price (15% or 0.15).
Pt	=	Original bid price. Note that Pt must always be the original bid price and not an adjusted price.
(1-V)Pt	=	Adjustable portion of the bid price (85% or 0.85).
D1 – Dn	=	Each factor (or percentage) of the bid price, e.g., material, labour, transport, overheads, etc. The total of the various factors (or percentages) D1 – Dn must add up to 1 (or 100%).
R1t – Rnt	=	End Index. Index figure obtained from the index at the end of each adjustment period.
R1o–Rno	=	Base Index. Index figure at the time of bidding.
VPt	=	15% (or 0.15) of the original bid price. This portion of the bid price remains fixed, i.e. it is not subject to price adjustment.

### 14.3 Formula component definitions

#### 14.3.1 Adjustable amount

The adjustable amount is the portion of the bid price which is subject to adjustment. In this bid the adjustable amount is 85% of the original bid price. For example, if the bid price is R1000, then only R850 will be subject to adjustment.

#### 14.3.2 Fixed portion

The fixed portion represents those costs which will not change over the adjustment period and DOES NOT represents the profit margin. In this bid the fixed portion is 15% of the original bid price. Using the same example as above, it would amount to R150 which will remain fixed over the contract period.

#### 14.3.3 Cost components and proportions

The cost components of the contract price usually constitute the cost of live animals, direct labour, cost of transport, cost of packaging and those other costs which are inclined to change. The proportions are the contribution to the contract price of each of these cost components. In this bid the following cost components will be used to calculate contract price adjustments.

Bidders are requested to submit the cost breakdown of the bid price for each item with their bid. Should the cost breakdown be the same for all items on the bid, please indicate it clearly in the bid document. Bidders will not be allowed to change the cost breakdown of bid prices during the tenure of the contract.





<b>Cost Component</b> <i>(Specific to your commodity – well researched with the industry) Provision should be made in the item questionnaires for this breakdown</i>	<b>% Contribution</b>
D1- Agriculture: Local raw material/finished product ( if applicable)	
D2 – Labour	
D3 – Packaging	
D4 – Transport	
D5 – Other, (specify )	
<b>TOTAL (Cost components must add up to 100%)</b>	<b>100 %</b>

#### 14.3.4 Applicable indices / references

The applicable index refers to the relevant market index, which is a true reflection of price movement(s) in the cost over time. In this bid the following indices or reference will be applicable:

<b>Cost component</b>	<b>Index Publication</b>	<b>Index Reference</b>
Local D1- raw material/finished	STATS SA P0142.1 (PPI)	Reference to specific Index and table. E.g. Table 5 PPI for Agriculture Fishery and Forestry.
D2 – Labour	STATS SA P0141 (CPI),	Table E - All Items
D3 –Packaging	STATS SA P0141 (CPI),	Table E - All Items
D4 – Transport	STATS SA P0141 (CPI) Table E	Table E - Transport – Other Running Cost
D5 – Other	Specify	Documentary evidence to accompany Bid document at time of bidding and with claims

#### 14.3.5 Base Index Date

The base index date applicable to the formula is defined as the date at which the price adjustment starts. In this bid the base index date will be the month of the signing of the contract.

#### 14.3.6 End Index Date



The end index dates are the dates at predetermined points in time during the contract period. In this bid the end indices are defined in the next paragraph (Price Adjustment Periods).

### 14.3.7 Price Adjustment Periods

Adjustment to contract prices may be applied for at the following dates:

<b>Adjustment (Contract manager to decide on frequency)</b>	<b>CPA application to reach the office at the following dates</b>	<b>End Index Date</b>	<b>Dates from which adjusted prices will become effective</b>	<b>Dates until which adjusted prices will be effective</b>
1 <sup>st</sup> Adjustment	Six (6) months from date of signing the contract	Six (6) months from date of signing the contract	Seven (7) months from date of signing the contract	Twelve (12) months from date of signing the contract
2 <sup>nd</sup> Adjustment	Twelve (12) months from date of signing the contract	Twelve (12) months (6) from date of signing the contract	Thirteen (13) months from date of signing the contract	Eighteen (18) months from date of signing the contract
3 <sup>rd</sup> Adjustment	Eighteen (18) months from date of signing the contract	Eighteen (18) months from date of signing the contract	Nineteen (19) months from date of signing the contract	Twenty Four (24) months from date of signing of the contract
4 <sup>th</sup> Adjustment	Twenty Four (24) months from date of signing of the contract	Twenty Four (24) months from date of signing of the contract	Twenty-five (25) months from date of signing of the contract	Thirty (30) months from date of signing of the contract
5 <sup>th</sup> Adjustment	Thirty (30) months from date of signing of the contract	Thirty (30) months from date of signing of the contract	Thirty-one (31) months from date of signing of the contract	Thirty (36) months from date of signing of the contract

## 15. SUBMISSION OF BIDS

15.1 Each bid should be submitted in a separate sealed envelope or suitable cover on which the name and address, the bid number and the closing date must be clearly endorsed. The bidder must submit one original document and two (2) copies and one (1) USB with pricing.

## 16. LATE BIDS

16.1 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where possible, be returned unopened to the bidder.



17. **COMMUNICATION**

17.1 Communication after the closing date of the bid must be in writing and addressed to the Directorate Procurement: [Jacob.Sibanyoni@dcs.gov.za](mailto:Jacob.Sibanyoni@dcs.gov.za) and [Fhimani.Rakhivhani@dcs.gov.za](mailto:Fhimani.Rakhivhani@dcs.gov.za).

17.2 The Department may request clarification regarding information provided by bidders. Bidders are to supply the required information within the specified period. Failing to do so will invalidate your bid.

18. **COUNTER CONDITIONS**

18.1 Bidder's attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidations of such bids.

19. **DUE DILIGENCE**

19.1 The Department reserves the right to confirm the ability of bidders to execute this contract successfully.

19.2 The premises/factory of the bidder or manufacturer should be open at all reasonable hour for inspection by a representative of the Department and/or its approved institution.

19.3 Due diligence will be conducted to ensure ability and capability of the shortlisted bidder to supply and deliver the fertilizer to various Correctional farms.

19.4 Due diligence will be applied to ensure that prices are market related and aligned to the department requirements.

19.5 **Should the bidder not cooperate in any of these matters and/or do not have the capability to execute the contract his/her offer will be regarded as not acceptable.**

20. **NEGOTIATIONS**

20.1 The Department reserves the right to negotiate price with bidders prior to the award of the bid.

21. **AWARD CONDITIONS**

21.1 Multiple award

- 20.1.1. The state reserves the rights to award the same item to more than one suppliers to address product availability and compatibility.
- 20.1.2. The following will be taken into consideration when awarding through a multiple award:
- Capacity to meet volume demand as per bid requirements.
  - Estimated volume to be supplied.
  - Risk to the department if the item is not available.
  - Source of the finished product, raw material and manufacturing side.
  - Proof of the previous performance of the bidder.

## 22. **ORDERS/DELIVERIES/DELIVERY BASIS**

- 22.1 Before delivery of any product on this contract is conducted, the contractor must be in possession of an official order issued by an authorized official of the Department.
- 22.2 The contractors should note that the order(s) will be placed as and when it is required during the duration of the contract period and delivery points will be specified by the relevant purchasing management areas.
- 22.3 The instruction appearing on the order form regarding the supply, dispatch and submission of invoices must be strictly adhered to and no circumstances should the contract deviate from the order issued by the management areas.
- 22.4 **Products must be delivered and off loaded by the contractor in the transit area of the delivery point.**
- 22.5 Delivery will be accepted on weekdays **between 8:00 and 14:00.**
- 22.6 All deliveries and dispatches must be accompanied by a delivery note stating the official order number against which the delivery is affected.
- 22.7 The bidder will be responsible for off-loading of fertilizers to the respective Correctional Centre farms stores.
- 22.8 Items delivered not complying with the order/specifications will be returned to the contractor at the contractor's expense.
- 22.9 The Department of Correctional Services may postpone or delay deliveries if it finds itself in any such position, as a result of circumstances beyond its control, which will make it impossible to comply with the specified delivery dates.



## 23. CONTRACT MANAGEMENT

23.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the prior written approval from the Department.

23.2 Contractor must inform DCS immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.

23.3 **Should the bidder change the supplier (as per submitted BD 27) during the duration of the contract, the bidder must notify Directorate Contract Management in writing and further submit a signed BD 27 between bidder and the new supplier as well as required documents as indicated on paragraph. (DCS reserve the right to inspect the products in this bid on the premises of the supplier of the bidder)**

## 24. PENALTIES

24.1 The Department will impose a penalty as a result of unsatisfactory performance (e.g. poor quality, late delivery, non-delivery, etc.)

24.2 The following formula will be utilized for this purpose :

$$Penalty = \left( Vx \frac{10}{100} \right) x N$$

V = Value of delayed goods or services

N = Number of days of delay

24.3 A penalty will be limited to 30% of the value of delayed goods or services. In addition to a penalty being imposed, the Department reserves the right to act in accordance with paragraph 21.6 of the General Conditions of Contract (GCC), which reads "Upon delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier."

24.4 The Department may terminate the contract at its sole discretion due to unsatisfactory performance (e.g. poor quality, late delivery, non-delivery, etc.) during the window period of two months, following the occurrence of the unsatisfactory performance.



**25. PAYMENTS**

25.1 Payments will only be effected by the Department in the following cases:

25.1.1 The successful completion of a deliverable/ service in line with the specification/ terms of reference.

25.1.2 Invoices should be delivered/posted or e-mailed to reach the institution that placed the order, timeously.

25.1.3 The invoices must be accompanied by an inspection certificate and/or proof of delivery.

25.2 Companies not registered in terms of Value Added Tax, may not claim VAT on invoices.

**26. SETTLEMENT OF DISPUTES**

26.1 Should any dispute arise from the contract paragraph 27 of the General Conditions of Contract shall apply.

# **SPECIFICATIONS**

**HO 1/2024 APPOINTMENT OF A SERVICE PROVIDER (S) FOR SUPPLY, DELIVERY AND OFF LOADING OF FERTILIZER TO VARIOUS CORRECTIONAL CENTRE FARMS FOR THE PERIOD OF THS THREE (3) YEARS: DEPARTMENT OF CORRECTIONAL SERVICES**

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## SPECIFICATIONS: FERTILIZERS

<b>Item 1: Supply, delivery and off-loading of Fertilizer, granular: 0.1.2 (28). 50 kg bag</b>		
<b>Gauteng</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
1.1 Zonderwater (Cullinan)	10 000 kg	2 000 kg
1.2 Leeuwkop (Bryanston)		
1.3 Baviaanspoort (Cullinan road)		
1.4 Devon (Springs)		
1,5 Atteridgeville (Laudium, Pretoria)		
1.6 Odi (Mabopane)		
1,7 Nigel		

<b>Item 2: Supply, delivery and off-loading of Fertilizer granular, 1.0.0 (40). 50kg bag</b>		
<b>Western Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
2.1 Drakenstein (Paarl)	96 000 kg	2 000 kg
2.2 Overberg (Caledon)		
2.3 Brandvlei (Worcester)		
2.4 Voorberg (Porterville)		
2.5 Pollsmoor (Cape Town)		
2.6 Allendale (Paarl)		
2.7 George		

<b>Item 3: Supply, delivery and off-loading of Fertilizer granular, 1:0:1(36), 50 kg bag</b>		
<b>Gauteng</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
3.1 Zonderwater (Cullinan)	25 000 kg	2 000 kg
3.2 Leeuwkop (Bryanston)		
3.3 Baviaanspoort (Cullinan road)		
3.4 Devon (Springs)		
3.5 Atteridgeville (Laudium, Pretoria)		
3.6 Odi (Mabopane)		
3.7 Nigel		
<b>Western Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
3.8 Drakenstein (Paarl)	81 000 kg	2 000 kg
3.9 Overberg (Caledon)		
3.10 Brandvlei (Worcester)		
3.11 Voorberg (Porterville)		
3.12 Pollsmoor (Cape Town)		
3.13 Allendale (Paarl)		
3.14 George		
<b>Mpumalanga</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
3.15 Standerton	5 000 kg	2 000 kg
3.16 Barberton		
3.17 Nelspruit		
3.18 Bethal		
3.19 Witbank		

## SPECIFICATIONS: FERTILIZERS

North West	Estimated quantities for three (3) years	Minimum order quantity
3.20 Rooigrond (Mafikeng)	5 000 kg	2 000 kg
3.22 Klerksdorp		
3.24 Losperfontein (Brits)		
3.25 Mogwase		
3.26 Potchefstroom		

<b>Item 4: Supply, delivery and off-loading of Fertilizer granular, 2.3.2 (22) + 0.5%zinc,50kg bag</b>		
Free State	Estimated quantities for three (3) years	Minimum order quantity
4.1 Goedemoed (Aliwal North)	20 000 kg	2 000 kg
4.2 Groenpunt (Vereeniging)		
4.3 Grootvlei (Bloemfontein)		
4.4 Virginia		
Eastern Cape	Estimated quantities for three (3) years	Minimum order quantity
4.5 Kirkwood	40 000	2 000 kg
4.6 Mthatha		
4.7 St Albans (Port Elizabeth/Gqeberha)		
4.8 Patensie		
Gauteng	Estimated quantities for three (3) years	Minimum order quantity
4.9 Zonderwater (Cullinan)	30 000 kg	2 000 kg
4.10 Leeuwkop (Bryanston)		
4.11 Baviaanspoort (Cullinan road)		
4.12 Devon (Springs)		
4.13 Atteridgeville (Laudium, Pretoria)		
4.14 Odi (Mabopane)		
4.15 Nigel		
Western Cape	Estimated quantities for three (3) years	Minimum order quantity
4.16 Drakestein (Paarl)	80 000 kg	2 000 kg
4.17 Overberg (Caledon)		
4.18 Brandvlei (Worcester)		
4.19 Voorberg (Porterville)		
4.20 Pollsmoor (Cape Town)		
4.21 Allendale (Paarl)		
4.22 George		
Limpopo	Estimated quantities for three (3) years	Minimum order quantity
4.23 Thohoyandou	10 000 kg	2 000 kg
4.24 Tzaneen		
4.25 Modimolle		
Mpumalanga	Estimated quantities for three (3) years	Minimum order quantity
4.26 Bethal	10 000 kg	2 000 kg
4.27 Barberton		
4.28 Witbank		
4.29 Standerton		
4.30 Nelspruit		

## SPECIFICATIONS: FERTILIZERS

North West	Estimated quantities for three (3) years	Minimum order quantity
4.31 Rooigrond (Mafikeng)	10 000 kg	2 000 kg
4.32 Losperfontein (Brits)		
4.33 Mogwase		
4.34 Klerksdorp		
4.35 Potchefstroom		

<b>Item 5: Supply, delivery and off-loading of Fertilizer granular, 2:3:4 (30) + 0.5% zinc.50kg bag</b>		
Free State	Estimated quantities for three (3) years	Minimum order quantity
5.1 Goedemoed (Aliwal North)	10 000 kg	2 000 kg
5.2 Groenpunt (Vereeniging)		
5.3 Grootvlei (Bloemfontein)		
Northern Cape	Estimated quantities for three (3) years	Minimum order quantity
5.6 Kimberly	10 000 kg	2 000 kg
5.7 Kuruman		
5.8 Upington		
Kwazulu Natal	Estimated quantities for three (3) years	Minimum order quantity
5.9 Waterval (Utrecht)	70 000 kg	2 000 kg
5.10 Sevontein (Pietermaritzburg)		
5.11 Ncome (Vryheid)		
5.12 Glencoe (Dundee)		
Eastern Cape	Estimated quantities for three (3) years	Minimum order quantity
5.13 Kirkwood	5 000 kg	2 000 kg
5.14 Mthatha		
5.15 St Albans (Port Elizabeth/Qhebega)		
5.16 Middledrift (King Williamstown)		
5.17 Patensie		
Gauteng	Estimated quantities for three (3) years	Minimum order quantity
5.18 Zonderwater (Cullinan)	25 000 kg	2 000 kg
5.19 Leeuwkop (Bryanston)		
5.20 Baviaanspoort (Cullinan road)		
5.21 Devon (Springs)		
5.22 Atteridgeville (Laudium, Pretoria)		
5.23 Odi (Mabopane)		
5.24 Nigel		
Western Cape	Estimated quantities for three (3) years	Minimum order quantity
5.25 Drakenstein (Paarl)	100 000 kg	2 000 kg
5.26 Overberg (Caledon)		
5.27 Brandvlei (Worcester)		
5.28 Voorberg (Porterville)		
5.29 Pollsmoor (Cape Town)		
5.30 Allendale (Paarl)		
5.31 George		
Limpopo	Estimated quantities for three (3) years	Minimum order quantity
5.32 Thohoyandou	25 000 kg	2 000 kg
5.33 Tzaneen		
5.34 Modimolle		

## SPECIFICATIONS: FERTILIZERS

North west	Estimated quantities for three (3) years	Minimum order quantity
5.35 Rooigrond (Mafikeng)		2 000 kg
5.36 Losperfontein (Brits)		
5.37 Mogwase		
5.38 Klerksdorp		

Item 6: Supply, deliver and off-loading of Fertilizer granular; 3.0.5, (38) 50kg bag		
Western Cape	Estimated quantities for three (3) years	Minimum order quantity
6.1 Drakenstein (Paarl)	50 000 kg	2 000 kg
6.2 Overberg (Caledon)		
6.3 Brandvlei (Worcester)		
6.4 Voorberg (Porterville)		
6.5 Pollsmoor (Cape Town)		
6.6 Allendale (Paarl)		
6.7 George		

Item 7: Supply, deliver and off-loading of Fertilizer granular; 3.1.0, (28) 50kg bag		
Kwazulu Natal	Estimated quantities for three (3) years	Minimum order quantity
7.1 Waterval (Utrecht)	80 000 kg	2 000 kg
7.2 Sevontein (Pietermaritzburg)		
7.3 Ncome (Vryheid)		
7.4 Glencoe (Dundee)		

Item 8: Supply, deliver and off-loading of Fertilizer granular Fertilizer; granular 3.1.5 (38), 50kg bag		
Western Cape	Estimated quantities for three (3) years	Minimum order quantity
8.1 Drakenstein (Paarl)	10 000 kg	2 000 kg
8.2 Overberg (Caledon)		
8.3 Brandvlei (Worcester)		
8.4 Voorberg (Porterville)		
8.5 Pollsmoor (Capr Town)		
8.6 Allendale (Paarl)		
8.7 George		
Mpumalanga	Estimated quantities for three (3) years	Minimum order quantity
8.9 Barberton	5 000 kg	2 000 kg
8.10 Bethal		
8.11 Witbank		
8.12 Standerton		
8.13 Nelspruit		
North West	Estimated quantities for three (3) years	Minimum order quantity
8.14 Rooigrond (Mafikeng)	3 000 kg	2 000 kg
8.15 Losperfontein (Brits)		
8.14 Mogwase		
8.17 Klerksdorp		
8.18 Potchefstroom		

## SPECIFICATIONS: FERTILIZERS

<b>Item 9: Supply, deliver and off-loading of Fertilizer; granular 3:2:0 (30) +0.5% zn, 50kg bag</b>		
<b>North West</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
9.1 Rooigrond (Mafikeng)	10 000 kg	2 000 kg
9.2 Losperfontein (Brits)		
9.3 Mogwase		
9.3 Potchefstroom		
9.5 Klerksdorp		

<b>Item 10: Supply, deliver and off-loading of Fertilizer; granular, 3:2:1 (28), 50kg bag</b>		
<b>Free State</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
10.1 Goedemoed (Aliwal North)	100 000 kg	8 000 kg
10.2 Groenpunt (Vereeniging)		
10.3 Grootvlei (Bloemfontein)		
<b>Gauteng</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
10.4 Zonderwater (Cullinan)	10 000 kg	5 000 kg
10.5 Leeuwkop (Bryaston)		
10.6 Baviaanspoort (Cullinan road)		
10.7 Devon (Springs)		
10.8 Atteridgeville (Laudium, Pretoria)		
10.9 Odi (Mabopane)		
10.10 Nigel		

<b>Item 11: Supply, deliver and off-loading of Fertilizer, granular, 4:1:1(33) 50 kg bag</b>		
<b>Gauteng</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
11.1 Devon (Springs)	10 000 kg	2 000 kg
<b>Western Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
11.2 Drakenstein (Paarl)	10 000 kg	2 000 kg
11.3 Overberg (Caledon)		
11.4 Brandvlei (Worcester)		
11.5 Voorberg (Porterville)		
11.6 Pollsmoor (Cape Town)		
11.7 Allendale (Paarl)		
11.8 George		

<b>Item 12: Supply, deliver and off-loading of Fertilizer, granular, 4:3:4 (33) +0.5% zn, 50 kg bag</b>		
<b>Free State</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
12.1 Goedemoed (Aliwal North)	10 000 kg	2 000 kg
12.2 Groenpunt (Vereeniging)		
12.3 Grootvlei (Bloemfontein)		

## SPECIFICATIONS: FERTILIZERS

<b>Item 13: Supply, deliver and off-loading of Fertilizer; granules 5:1:5 (36),50kg bag</b>		
<b>Free State</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
13.1 Goedemoed (Aliwal North)	10 000 kg	5 000 kg
<b>Kwazulu Natal</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
13.2 Waterval (Utrecht)	25 000 kg	10 000 kg
13.3 Sevontein (Pietermaritzburg)		
13.4 Ncome (Vryheid)		
13.5 Glencoe (Dundee)		
<b>Western Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
13.6 George	10 000 kg	5 000 kg

<b>Item 14: Supply, deliver and off-loading of Fertilizer, granular 8:3:5 (40), 50kg bag</b>		
<b>Western Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
14.1 Voorberg (Porterville)	96 000 kg	4 000 kg

<b>Item 15: Supply, deliver and off-loading of Potassium chloride (KCL), (50) granular: 50 kg bag</b>		
<b>Free State</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
15.1 Groenpunt (Vereeniging)	10 000 kg	5 000 kg
<b>Gauteng</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
15.2 Atteridgeville (Laudium, Pretoria)	10 000 kg	5 000 kg
15.3 Odi (Mabopane)		
<b>Western Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
15.4 Drakenstein (Paarl)	70 000 kg	5 000 kg
15.5 Overberg (Calidon)		
15.6 Brandvlei (Worcester)		
15.7 Voorberg (Porterville)		
15.8 Pollsmoor (Cape town)		
15.9 Allendale (Paarl)		
15.10 George		

<b>Limpopo</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
15.11 Thohoyandou	10 000 kg	5 000 kg
15.12 Tzaneen		
15.13 Modimolle		
<b>Mpumalanga</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
15.14 Barberton	20 000 kg	5 000 kg

## SPECIFICATIONS: FERTILIZERS

15.15 Bethal		
15.16 Witbank		
15.17 Standerton		
15.18 Nelspruit		

KZN	Estimated quantities for three (3) years	Minimum order quantity
15.19 Ncome	20 000 kg	3 000 kg
15.20 Waterval		
15.21 Sevontein		
15.22 Glencoe (Dundee)		

### Item 16: Supply, deliver and off-loading of Fertilizer, Single Superphosphate ,50 kg bag

Kwazulu Natal	Estimated quantities for three (3) years	Minimum order quantity
16.1 Waterval (Utrecht)	10 000 kg	5 000 kg
16.2 Sevontein (Pietermaritzburg)		
16.3 Ncome (Vryheid)		
16.4 Glencoe (Dundee)		
Gauteng	Estimated quantities for three (3) years	Minimum order quantity
16.5 Devon (Springs)	Estimated quantities for three (3) years	2 000 kg
16.6 Atteridgeville (Laudium, Pretoria)		
16.7 Odi (Mabopane)		
Western Cape	Estimated quantities for three (3) years	Minimum order quantity
16.8 Overberg (Porterville)	20 000 kg	5 000 kg
16.9 Brandvlei (Worcester)		
Limpopo	Estimated quantities for three (3) years	Minimum order quantity
16.10Thohoyandou	10 000 kg	2 000 kg
16.11 Tzaneen		
16.12 Modimolle		
Mpumalanga	Estimated quantities for three (3) years	Minimum order quantity
16.13 Barberton	10 000 kg	2 000 kg
16.14 Bethal		
16.15 Witbank		
16.16 Standerton		
16.17 Nelspruit		

### Item 17: Supply, deliver and off-loading of Fertiliser Potassium Nitrates, 50 kg bag

Western Cape	Estimated quantities for three (3) years	
17.1 Drakenstein (Paarl)	20 000 kg	2 000 kg
17.2 Overberg (Caledon)		
17.3 Brandvlei (Worcester)		
17.4 Voorberg (Porteville)		



## SPECIFICATIONS: FERTILIZERS

17.5 Pollsmoor (Cape Town)		
17.6 Allendale (Paarl)		
17.7 George		
<b>Limpopo</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
17.8 Thohoyandou	10 000 kg	2 000 kg
17.9 Tzaneen		
17.10 Modimolle		
<b>Eastern Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
17.11 Kirkwood	30 000 kg	5 000 kg

<b>Item 18: Supply, deliver and off-loading of Fertiliser ammonium sulphate 50kg bag</b>		
<b>Free State</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
18.1 Kuruman	5 000 kg	2 000 kg
18.2 Upington		
<b>Eastern Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
18.3 Kirkwood	30 000 kg	5 000 kg

<b>Item 19: Supply, deliver and off-loading of Fertiliser Triple Super Phosphate 50 kg bag</b>		
<b>Free State</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
19.1 Upington	5 000 kg	2 000 kg
<b>Western Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
19.2 Voorberg ( Porteville)	20 000 kg	9 000 kg

<b>Item 20: Supply, deliver and off-loading of Fertiliser Monoammonium Phosphate (MAP) ,50 kg bag</b>		
<b>Eastern Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
20.1 Kirkwood	40 000 kg	10 000 kg
20.2 Mthatha		
20.3 St Albans (Port Elizabeth/Qhebeqa)		
20.4 Patensie		
<b>Free State</b>	<b>Estimated quantities</b>	<b>Minimum order quantity</b>
20.5 Goedemoed (Aliwal North)	10 000 kg	5 000 kg
20.6 Groenpunt (Vereeniging)		
20.7 Grootvlei (Bloemfontein)		



## SPECIFICATIONS: FERTILIZERS

<b>Item 21: Supply, deliver and off-loading of Fertiliser Diammonium Phosphate (DAP) ,50 kg bag</b>		
<b>Kwazulu Natal</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
21.1 Waterval (Utrecht)	10 000 kg	5 000 kg
21.2 Sevontein (Pietermaritzburg)		
21.3 Ncome (Vryheid)		
21.4 Glencoe (Dundee)		

<b>Item 22: Supply, deliver and off-loading of Dolomitic Agriculture Lime, bulk</b>		
<b>Free State</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
22.1 Groenpunt (Vereeniging)	100 tons	10 tons
<b>Western Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
22.2 Brandvlei (Worcester)	200 tons	10 tons
22.3 Voorberg (Porterville)		
<b>Free State</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
22.4 Groenpunt (Vereeniging)	100 tons	10 tons

<b>Item 23: Supply, deliver and off-loading of Calcitic Agriculture Lime, bulk</b>		
<b>Western Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum ordering quantity</b>
23.1 Drakenstein (Paarl)	300 tons	10 tons
23.2 Overberg (Caledon)		
23.3 Brandvlei (Worcester)		
23.4 Voorberg (Porterville)		

<b>Item 24: Supply, deliver and off-loading of Fertilizer; Urea 46%. 50kg bag</b>		
<b>Free State</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
24.1 Goedemoed (Aliwal North)	100 000 kg	10 000 kg
24.2 Groenpunt (Vereeniging)		
24.3 Grootvlei (Bloemfontein)		
<b>Eastern Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
24.4 Kirkwood	30 000 kg	10 000 kg
24.5 Mthatha		
24.6 St Albans (Port Elizabeth/Gqeberha)		
24.7 Patensie		
<b>Gauteng</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
24.8 Zonderwater (Cullinan)	30 000 kg	10 000 kg
24.9 Leeuwkop (Bryanston)		
24.10 Baviaanspoort (Cullinan road)		
24.11 Devon (Springs)		
24.12 Atteridgeville (Laudium, Pretoria)		

## SPECIFICATIONS: FERTILIZERS

24.13 Odi (Mabopane)		
24.14 Nigel		

<b>Item 25: Supply, deliver and off-loading of Fertilizer Gypsum (calcium sulphate), bulk</b>		
<b>Western Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
25.1 Drakenstein (Paarl)	300 tons	10 tons
25.2 Overberg (Caledon)		
25.3 Brandvlei (Worcester)		
25.4 Voorberg (Porteville)		
25.5 Pollsmoor (Cape Town)		
25.6 Allendale (Paarl)		
26.6 George		

<b>Item 26: Supply, deliver and off-loading of Fertiliser Potassium Sulphate, granular, 50kg bag</b>		
<b>Eastern Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
26.1 Kirkwood	10 000 kg	14 000 kg

<b>Item 27: Supply, deliver and off-loading of Fertilizer granular LAN 28%, 50 kg bag</b>		
<b>Free State</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
27.1 Goedemoed (Aliwal North)	80 000 kg	2 000 kg
27.2 Groenpunt (Vereeniging)		
27.3 Grootvlei (Bloemfontein)		
<b>Northren Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
27.4 Kimberly	10 000 kg	2 000 kg
27.5 Kuruman		
27.6 Upington		
<b>Kwazulu Natal</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
27.7 Waterval (Utrecht)	70 000 kg	2 000 kg
27.8 Sevontein (Pietermaritzburg)		
27.9 Ncome (Vryheid)		
27.10 Glencoe (Dundee)		
<b>Eastern Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
27.11 Kirkwood	38 000 kg	2 000 kg
27.12 Mthatha		
27.13 St Albans (Port Elizabeth/Qhebeqa)		
27.14 Patensie		
<b>Gauteng</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
27.15 Zonderwater (Cullinan)	200 000 kg	2 000 kg
27.16 Leeuwkop (Bryanston)		
27.17 Bavianspoort (Cullinan road)		

## SPECIFICATIONS: FERTILIZERS

27.18 Devon (Springs)		
27.19 Atteridgeville (Laudium, Pretoria)		
27.20 Odi (Mabopane)		
27.21 Nigel		
<b>Western Cape</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
27.22 Drakenstein (Paarl)	150 000 kg	2 000 kg
27.23 Overberg (Caledon)		
27.24 Brandvlei (Worcester)		
27.25 Voorberg (Porteville)		
27.26 Pollsmoor (Cape Town)		
27.27 Allendale (Paarl)		
27.28 George		
<b>North West</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
27.29 Rooigrond (Mafikeng)	130 000 kg	2 000 kg
27.30 Losperfontein (Brits)		
27.31 Mogwase		
27.32 Klerksdorp		
27.33 Potchefstroom		
<b>Mpumalanga</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
27.34 Barberton	100 000 kg	2 000 kg
27.35 Bethal		
27.36 Witbank		
27.37 Standerton		
27.38 Nelspruit		
<b>Limpopo</b>	<b>Estimated quantities for three (3) years</b>	<b>Minimum order quantity</b>
27.39 Thohoyandou	50 000 kg	2 000 kg
27.40 Tzaneen		
27.41 Modimolle		

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

**1.2 PREFERENCE POINT SYSTEM**

a) The applicable preference point system for this tender is the **90/10** preference point system.

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
<b>PRICE</b>	90
<b>SPECIFIC GOALS</b>	10
<b>Total points for Price and SPECIFIC GOALS</b>	100

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 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

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 or 90 points is allocated for price on the following basis:

$$80/20 \quad \text{or} \quad 90/10$$

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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, that either the 80/20 or 90/10 preference 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, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	7		
Youth	3	6		
Black	2	5		
People living with disabilities	2	2		

**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>	.....
	.....
	.....
	.....



## BDDER'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.

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**

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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.

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

<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.

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 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



**AUTHORISATION DECLARATION: CONFIRMATION OF SUPPLY AND FINANCIAL ARRANGEMENTS BETWEEN THE BIDDER AND THIRD PARTY**

**BID NUMBER:** BID HO 1/2024

**DESCRIPTION:** APPOINTMENT OF A SERVICE PROVIDER (S) FOR SUPPLY, DELIVERY AND OFF LOADING OF FERTILIZER TO VARIOUS CORRECTIONAL CENTRE FARMS FOR THE PERIOD OF THS THREE (3) YEARS: DEPARTMENT OF CORRECTIONAL SERVICES

**NAME OF BIDDER:** \_\_\_\_\_

**CLOSING DATE:** 28 May 2024 AT 11:00AM

Are you sourcing the goods or services from a third party? \_\_\_\_\_

*If you have answered YES to the above question, please provide full details from whom the items will be sourced/delivered, in the space provided on the pricing schedule (SBD 3).*

**DECLARATION BY THE BIDDER WHERE THE BIDDER IS SOURCING THE GOODS OR SERVICES FROM A THIRD PARTY:**

1. I, \_\_\_\_\_ (Bidder) hereby declare the following:
  - The goods or services listed below, is being sourced from a third party in order to comply with the terms and conditions of the bid.
  - The third party has been informed of the terms and conditions of the bid and the third party is acquainted with the said terms and the description of the goods or services listed on the SBD 3 (Pricing Schedule).
  - The unconditional written undertaking to supply the goods or services listed in the SBD 3 (Pricing Schedule) in accordance with the terms and conditions of the bid document for the duration of the contract has been received from the third party. See confirmation below.
  - It is confirmed that all financial and supply arrangements for goods or services have been mutually agreed upon between the bidder and the third party.
2. The information contained herein is true and correct.
3. Failure to submit the BD 27 may invalidate the bid.
4. It is acknowledged that the Department reserves the right to verify the information contained herein and if found to be false or incorrect, the Department may invoke any remedies available to it in the bid documents.

**SIGNATURE BY THE BIDDER:**

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature \_\_\_\_\_ Full name \_\_\_\_\_

Designation \_\_\_\_\_

(This form must be applicable to purchases exceeding R30 000-00 per case)

Amendment 1 of 2015



**LIST OF GOODS OR SERVICES OFFERED (TO BE COMPLETED BY THE BIDDER)**

<b>BID ITEM NO.</b>	<b>BRAND NAME</b>	<b>NAME OF SUPPLIER FROM WHERE THE GOODS OR SERVICES WILL BE SOURCED</b>	<b>ADDRESS AND CONTACT DETAILS OF THE COMPANY FROM WHERE THE GOODS OR SERVICES WILL BE SOURCED</b>

(This form must be applicable to purchases exceeding R30 000-00 per case)

Amendment 1 of 2015



**THIRD PARTY UNDERTAKING**

**Note:**

- A separate Undertaking must be completed by each Third Party;
- A letter issued on the official letterhead of the third party addressing the information below is acceptable.

***To be completed by the third party***

Name of Third Party: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Facsimile number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

It is hereby confirmed that a mutual agreement has been reached between myself and the bidder is therefore authorised to include the products listed in the SBD 3 (Pricing Schedule).

We confirm that we have firm supply and financial arrangements in place, and have familiarized ourselves with the item descriptions, specifications and bid conditions relating to the item/s listed in the table above.

**SIGNATURE BY THE THIRD PARTY:**

**Signature:** \_\_\_\_\_ **Full name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_