INVITATION TO BID

APPOINTMENT OF A SERVICE PROVIDER FOR OFF-SITE PHYSICAL AND ELECTRONIC STORAGE OF CLAIMANT FILES OF MBOD/CCOD AND DAILY FILE RETRIEVAL ON REQUEST AT FOUR SITES WITHIN JOHANNESBURG FOR THE NATIONAL DEPARTMENT OF HEALTH.

COMPULSORY BRIEFING SESSION

Date: 27 March 2018; at 11:00.
Venue: MBOD; 144 de Korte street; Braamfontein.
CONDITIONS FOR COMPLETION OF BID DOCUMENTS

Failure to comply might invalidate your bid proposal.

NB: A TWO ENVELOPE BIDDING SYSTEM WILL BE APPLICABLE; PRICING SCHEDULE/ COSTING MODEL SHOULD BE SUBMITTED IN A SEPARATE ENVELOPE.

* SBD1 (Invitation to bid) (Make sure it is signed)
* SBD2 (Tax Clearance Certificate) Certificate must be original and valid.
* SBD 3.1 or SBD 3.2 or SBD 3.3 (Pricing schedule) If not filled please refer to an Annexure or addendum where price is mentioned.
* SBD 4 (Declaration of interest) (Make sure it is signed)
* SBD 6.1 (Preference claim form) Must be signed regardless if points are claimed or not. (Make sure it is signed)
* SBD 8 (Declaration of Bidder’s past supply chain management practices) (Make sure it is signed)
* SBD 9 (Certificate of independent bid determination) (Make sure it is signed)

* Please note: No tippex is allowed. All changes must be scratched out and a signature next to each change.

* Bid documents must be completed with ink (blue or black) and not typed.

IF NONE OF THE ABOVE MENTIONED CONDITIONS IS MET, YOUR BID WILL BE DISQUALIFIED.
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)

BID NUMBER: NDOH 01/2018-2019 CLOSING DATE: 16/04/2018 CLOSING TIME: 11:00

DESCRIPTION: Appointment of a service provider for off-site physical and electronic storage of claimant files of MBDO/CCOD and daily file retrieval on request at four sites within Johannesburg for the National Department of Health.

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO: Department of Health, Private Bag X 828, Pretoria, 0001. Attention: Mr. SD Dlamini

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
Department of National Health, c/o Struben and Thabo Sehume streets, Civitas building, Pretoria

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

The bid box is generally open 24 hours a day, 7 days a week. Underneath you will find a map of where the BID box is situated.

PRETORIA CITY CENTRE

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

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT
THE FOLLOWING PARTICULARS MUST BE FURNISHED
(Failure to do so may result in your bid being disqualified)

NAME OF BIDDER
………………………………………………………………………………………………………………………………………

POSTAL ADDRESS
………………………………………………………………………………………………………………………………………

STREET ADDRESS
………………………………………………………………………………………………………………………………………

TELEPHONE NUMBER
CODE……………NUMBER…………………………………………………………………………………..

CELLPHONE NUMBER
………………………………………………………………………………………………………………………………………

FACSIMILE NUMBER
CODE
.Number……………………………………………………………………………

E-MAIL ADDRESS
………………………………………………………………………………………………………………………………………

VAT REGISTRATION NUMBER
……………………………………………………………………………………………………………………………………

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)………………..

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);
OR……………………………………………………

A REGISTERED AUDITOR ………………………………………

(TICK APPLICABLE BOX)

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR
PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO

[IF YES ENCLOSE PROOF]

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

DATE
………………………………………………………………………………………………………………………………………

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

TOTAL BID PRICE……………………………… TOTAL NUMBER OF ITEMS OFFERED ………………………….

_____________________________________________________________________________________________________________________

4 of 47
TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder’s tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5. Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
**NAME OF BIDDER:**

**BID NO:** NDOH 01/2018-2019

**CLOSING TIME 11:00**

**CLOSING DATE:** 16/04/2018

---

**OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>BID PRICE IN RSA CURRENCY <strong>(ALL APPLICABLE TAXES INCLUDED)</strong></th>
</tr>
</thead>
</table>

---

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

3. **PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)**

4. **PERSON AND POSITION**

<table>
<thead>
<tr>
<th>PERSON AND POSITION</th>
<th>HOURLY RATE</th>
<th>DAILY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. **PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT**

<table>
<thead>
<tr>
<th>PHASE</th>
<th>COST PER PHASE</th>
<th>MAN-DAYS TO BE SPENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:** R………………..

---

** "all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.**
5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: R………………………………………………….

6. Period required for commencement with project after acceptance of bid

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

...
DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where:

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

2.2 Identity Number: ................................................................................................................

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

2.4 Company Registration Number: ....................................................................................

2.5 Tax Reference Number: .................................................................................................

2.6 VAT Registration Number: ............................................................................................

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

¹“State” means –
(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) any municipality or municipal entity;
(c) provincial legislature;
(d) national Assembly or the national Council of provinces; or
(e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: ..........................................................

Name of state institution at which you or the person connected to the bidder is employed: ..........................................................

Position occupied in the state institution: ..........................................................

Any other particulars:
...........................................................................................................................................................
.............................................................................................................................................................
.............................................................................................................................................................

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
..........................................................................................................................................................
..........................................................................................................................................................
..........................................................................................................................................................

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:
..........................................................................................................................................................
..........................................................................................................................................................
..........................................................................................................................................................

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO
2.9.1 If so, furnish particulars.

……………………………………………………………………
……………………………………………………………………
……………………………………………………………………

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.10.1 If so, furnish particulars.

……………………………………………………………………
……………………………………………………………………
……………………………………………………………………

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

2.11.1 If so, furnish particulars:

……………………………………………………………………
……………………………………………………………………
……………………………………………………………………

3 Full details of directors / trustees / members / shareholders.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Tax Reference Number</th>
<th>State Employee Number / Personal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

........................................  ........................................
Signature                           Date

........................................  ........................................
Position                           Name of bidder

May 2011
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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


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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

(a) Price; and
(b) B-BBEE Status Level of Contributor.

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

<table>
<thead>
<tr>
<th></th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRICE</strong></td>
<td>80</td>
</tr>
<tr>
<td><strong>B-BBEE STATUS LEVEL OF CONTRIBUTOR</strong></td>
<td>20</td>
</tr>
<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
<td>100</td>
</tr>
</tbody>
</table>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
2. DEFINITIONS
(a) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
(b) “B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
(c) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
(d) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
(e) “EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
(f) “functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
(g) “prices” includes all applicable taxes less all unconditional discounts;
(h) “proof of B-BBEE status level of contributor” means:
   1) B-BBEE Status level certificate issued by an authorized body or person;
   2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
   3) Any other requirement prescribed in terms of the B-BBEE Act;
(i) “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
(j) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE
3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS
A maximum of 80 or 90 points is allocated for price on the following basis:

\[
Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)
\]

Where

\[
Ps = \text{Points scored for price of bid under consideration}
\]
\[
Pt = \text{Price of bid under consideration}
\]
\[
P_{min} = \text{Price of lowest acceptable bid}
\]

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR
4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:
<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

5. **BID DECLARATION**

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

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

6.1 B-BBEE Status Level of Contributor: \( \text{\ldots} \) (maximum of 10 or 20 points)

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

7. **SUB-CONTRACTING**

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

(*Tick applicable box*)

**YES**  **NO**

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted: \( \ldots \) %

ii) The name of the sub-contractor: \( \ldots \)

iii) The B-BBEE status level of the sub-contractor: \( \ldots \)

iv) Whether the sub-contractor is an EME or QSE (*Tick applicable box*)

**YES**  **NO**

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

<table>
<thead>
<tr>
<th>Designated Group: An EME or QSE which is at least 51% owned by:</th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are women</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number: ……………………………………………………………………………

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

8.4 TYPE OF COMPANY/FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……………………………………………………………………………………………………
……………………………………………………………………………………………………
……………………………………………………………………………………………………
……………………………………………………………………………………………………
……

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business: ……………………………….  

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

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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
(e) forward the matter for criminal prosecution.

<table>
<thead>
<tr>
<th>WITNESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ……………………………………</td>
</tr>
<tr>
<td>2. ……………………………………</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE(S) OF BIDDERS(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE: ……………………………………..</td>
</tr>
<tr>
<td>ADDRESS …………………………………..</td>
</tr>
<tr>
<td>……………………………………..</td>
</tr>
<tr>
<td>……………………………………..</td>
</tr>
</tbody>
</table>
DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The bid of any bidder may be disregarded if that bidder, or any of its directors have:
   
   a. abused the institution’s supply chain management system;
   b. committed fraud or any other improper conduct in relation to such system; or
   c. failed to perform on any previous contract.

4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <em>audi alteram partem</em> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.2.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.3.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.4. Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?  Yes [ ] No [ ]

4.4.1 If so, furnish particulars:

---

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

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

.................................................  ..............................................
Signature                           Date

.................................................  ..............................................
Position                            Name of Bidder

Js365bW
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.
# TABLE OF CLAUSES

1. Definitions  
2. Application  
3. General  
4. Standards  
5. Use of contract documents and information; inspection  
6. Patent rights  
7. Performance security  
8. Inspections, tests and analysis  
9. Packing  
10. Delivery and documents  
11. Insurance  
12. Transportation  
13. Incidental services  
14. Spare parts  
15. Warranty  
16. Payment  
17. Prices  
18. Contract amendments  
19. Assignment  
20. Subcontracts  
21. Delays in the supplier’s performance  
22. Penalties  
23. Termination for default  
24. Dumping and countervailing duties  
25. Force Majeure  
26. Termination for insolvency  
27. Settlement of disputes  
28. Limitation of liability  
29. Governing language  
30. Applicable law  
31. Notices  
32. Taxes and duties  
33. National Industrial Participation Programme (NIPP)  
34. Prohibition of restrictive practices
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 bidding 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 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 bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content 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 bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

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

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

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

3.2 With certain exceptions, 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

4. Standards
4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

4.2 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

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 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 bidding 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-bidding 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 bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

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.

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 services

13.1 The supplier may be required to provide any or all of the 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 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 contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

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 canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier’s expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

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:

(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 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:
(i) the name and address of the supplier and / or person restricted by the purchaser;
(ii) the date of commencement of the restriction  
(iii) the period of restriction; and  
(iv) the reasons for the restriction.

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

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

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
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.

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 an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.
1. PURPOSE
The National Department of Health is inviting bids for offsite physical and electronic storage of the claimant files of MBOD/CCOD and daily file retrieval on request at four sites within Johannesburg.

2. BACKGROUND
The MBOD/CCOD provides medical assessments and compensation services to workers and ex-workers in controlled mines and works that have hazardous work exposures. There are currently approximately 1 million physical files containing biographic, demographic and health records of claimant files stored off-site.

Approximately 250 new files a week are opened while 500 old files a week are retrieved for assessment by employees of the MBOD/CCOD.

A registry of files in electronic format is of vital importance as well as reports about the location of the file at the storage area or within the MBOD/CCOD and the additional 3 sites within a 50km radius of the MBOD/CCOD.

There is a move towards electronic storage of the file (and its contents) as well as electronic submission of claimant details and health records. Thus, scanning of the file and its contents onto an electronic database will be important in the management of files.

Note that the Department of Health has ownership of all physical files and electronic files and any data arising out of storage and movement of such files.

3. BID CONTRACTUAL TERMS/CONDITIONS REQUIREMENTS

3.1 Take on and physical storage of approximately one million and fifty thousand (1 050 000) claimant files.

3.2 Take on and storage of approximately twenty thousand (20 000) miscellaneous files.
3.3 Take on and incorporation of current electronic records into a file/record management database.

3.4 Management of seven hundred and fifty (750) files **a week**.
   a) Two Hundred and Fifty (250) new files.
   b) Five Hundred (500) old files retrieved on request from storage delivered by the vendor three times a day (10h00, 12h00 and 15h00). Note that the transportation of files is to and from the MBOD/CCOD and three (3) other sites within a fifty (50) kilometre radius of MBOD/CCOD.
   c) Scanning of the seven hundred and fifty (750) files onto an electronic database, noting that special scanning software/hardware is needed for Chest X-rays (analogue) and Digital X-rays stored on compact discs or other electronic system. Complete file to be scanned on each return of file to storage.
   d) On demand scanning of urgent files of approximately 10 per day with a one-hour turnaround time based on authorised user requests.

3.5 One Hundred (100) web user licences to request files inclusive of training of the users on the web access. Access should be configurable on an individual user basis.

3.6 Training and Access to on-site super user/administrator to enable location of files and user management.

3.7 Access to the Database of all claimant files.

3.8 Access to the Database of miscellaneous files.

3.9 Refer to Annexure A for file management reporting requirements.

3.10 Reports of file movement.
   a) between the vendor and the four (4) sites with appropriate tracking of receipt of files between authorised vendor and authorised MBOD/CCOD or other site personnel.
   b) within the MBOD/CCOD and within the other three sites. This will necessitate a link between the scanners used by the MBOD/CCOD and the vendor software on tracking and tracing files.

3.11 The Department of Health to conduct two audits annually with access to the storage premises.

3.12 Use of an information technology platform.
   a) For the registry of files as a master index of claimant files.
   b) For scanned documents including Chest X-rays within the physical file.
   c) For electronic linkage software with electronic file submissions.
d) For scanners of the MBOD/CCOD to track and trace files at any point in time

e) For access to the master index database; the scanned document database, the electronic document database and the scanner linkage database.

3.13 Retrieval on request of a limited number of physical files and electronic files for internal and external audit purposes other than the audit in 3.11.

3.14 Reports (audit logs) on a daily, weekly, monthly, quarterly and annual basis of claimant file movement; location and users on an electronic dashboard as well as written and verbal reports to authorised personnel of the MBOD/CCOD and other site personnel covering file movement, users, location and exception reports.

3.15 Note that some files will be designated as ARCHIVE files if the files have been closed by authorised personnel of the MBOD/CCOD and as such exception reports will be needed by authorised personnel covering access and retrieval of such files by users.

3.16 Provision of training to users of the documentation management system and web access 3 times a year.

3.17 Disposal of physical files or electronic data will only be through a written memo to the vendor from the Compensation Commissioner with due records being kept of the disposal covering date, time, number and type of documents disposed.
1. **BID EVALUATION CRITERIA AND METHODOLOGY**

As part of the normal procurement process, the evaluation of a tender consists of the following stages:

- **Stage 1:** Bid pre-screening requirements
- **Stage 2:** Technical evaluation
- **Stage 2A:** Mandatory requirements
- **Stage 2B:** Technical/non-mandatory requirements
- **Stage 2C:** Demonstration
- **Stage 4:** Price evaluation
- **Stage 5:** BBBEE evaluation

**NB:** All criteria and evaluation methodologies stipulated in this section must be included in the bid document to be issued to the market or targeted suppliers.

### 1.1. Bid pre-screening requirements

The following documents/requirements will be mandatory during the bid pre-screening stage. Failure by bidders to comply with the requirement may render their bid incomplete and they will be eliminated from participation in further evaluation stages.

<table>
<thead>
<tr>
<th>1.</th>
<th>Submission of bid response document on time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidding conditions</td>
<td>Bidder must submit the bid response at the correct place within the stipulated date and time.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.</th>
<th>Submission of proof of registration with the Central Supplier Database (CSD) and Tax Compliance status pin.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidding conditions</td>
<td>Bidder must register on government's Central Supplier Database and include their CSD Master Registration Number (Supplier Number) in order for the Department to verify the bidder’s tax status and or provide tax compliance status.</td>
</tr>
</tbody>
</table>

### 1.2. Technical evaluation criteria

#### 1.2.1. Technical evaluation criteria: mandatory requirements

1. Bidders are required to **EXPLICITLY MARK EITHER “COMPLY”, OR “DO NOT COMPLY”** on each and every mandatory requirement. Failure to do so will be taken as a “DO NOT COMPLY”.

2. Bidders must **SUBSTANTIATE/MOTIVATE** or **PROVIDE PROOF** where required. Failure to do so will be taken as a “DO NOT COMPLY”.

3. Bidders may, where necessary, **REFER TO ADDITIONAL REFERENCE MATERIAL SUBMITTED BY DOCUMENT NAME/NUMBER, PAGE NUMBER AND PARAGRAPH.** Where a reference in substantiation is made to another page (“off-page”) in the bidder’s submission, such referenced page must be clearly identified by a unique reference number and such reference number must be provided in the question’s substantiation. During evaluation, NDoH reserves the
right to treat a question for which an “off-page” referenced substantiation page cannot be located based on such a unique reference number as a “DO NOT COMPLY”.

## PREVIOUS EXPERIENCE AND CAPABILITIES-RELATED MANDATORIES:

<table>
<thead>
<tr>
<th></th>
<th>The bidder must provide proof of experience of at least two (02) years in physical and electronic storage and retrieval of files.</th>
<th>Comply</th>
<th>Not comply</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Substantiate or provide relevant proof</strong></td>
<td>Provide at least two duly signed written contactable reference letters on official letterheads from the institutions that have utilised the bidder’s services in the last two (02) years; Reference letters must contain the following: • Verifiable contact details of the company including the project manager • Scope of work • Duration of the contract</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Comments</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>The bidder must provide proof of ability to transport the required files and/or documents in a securely closed vehicle</th>
<th>Comply</th>
<th>Not comply</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Substantiate or provide relevant proof</strong></td>
<td>The bidder must provide: 1. A list of all the vehicles to be used and/or, 2. A contract with the third party in the event the bidder does not have own transport.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>The bidder must have storage facilities or have a contract with a third party that can store the physical files. NDoH reserve the right to conduct site inspection before the contract is awarded. 1. Lockable storage, 2. The premises have a minimum storage space capacity of 2500m², 3. Dry facility</th>
<th>Comply</th>
<th>Not comply</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Substantiate or provide relevant proof</strong></td>
<td>• The bidder must provide an address where the storage facilities is situated and/or, • A letter from the third party indication the storage size of the storage facilities.</td>
<td></td>
</tr>
</tbody>
</table>
1.3. Price evaluation criteria

1.3.1. Price points scoring system

In line with the PPFA requirements, this bid will be evaluated in accordance with the following preferential points scoring system (please mark with “X”):

<table>
<thead>
<tr>
<th>80/20 scoring system</th>
<th>90/10 scoring system</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

1.3.2. General price criteria conditions

Bidder(s) will be bound by the following general price criteria conditions and NDoH reserves the right to negotiate the conditions or automatically disqualify the bidder for not accepting these conditions. These conditions will form part of the signed contract/contractual obligation for the bidder. However, NDoH reserve the right to include or waive the condition in the signed contract.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Accept</th>
<th>Not accept</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>No access to any document of the MBOD/CCOD is permitted unless that person is authorised by a Director and above or requested by a bona-fide member of staff of the MBOD/CCOD.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment</td>
<td>&lt;Bidder to provide any comment or reasons for not accepting the condition and the proposal they are putting forward.&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>All compliance certificates relating to storage and movement of health records must be provided.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment</td>
<td>&lt;Bidder to provide any comment or reasons for not accepting the condition and the proposal they are putting forward.&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>All compliance issues dealing with physical storage of health records must be complied with e.g. fire proof, water proof, rodent proof, temperature control, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment</td>
<td>&lt;Bidder to provide any comment or reasons for not accepting the condition and the proposal they are putting forward.&gt;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. All compliance issues dealing with electronic health records must be complied with especially those detailing access and business continuity. | Accept | Not accept |
---|---|---|
**Comment** | <Bidder to provide any comment or reasons for not accepting the condition and the proposal they are putting forward.> |

5. Security of data (physical and electronic records), privacy and data confidentiality must be maintained at all times (see Health Insurance Portability and Accountability Act of 1996, commonly known as HIPAA-USA) | Accept | Not accept |
---|---|---|
**Comment** | <Bidder to provide any comment or reasons for not accepting the condition and the proposal they are putting forward.> |

---|---|---|
**Comment** | <Bidder to provide any comment or reasons for not accepting the condition and the proposal they are putting forward.> |

7. No duplicate files are permitted. | Accept | Not accept |
---|---|---|
**Comment** | <Bidder to provide any comment or reasons for not accepting the condition and the proposal they are putting forward.> |
8. Provision of reports on breaches of security, damage, loss or theft of files and/or documents to authorised personnel of the MBOD/CCOD as soon as possible after the event is known but within 24 hours maximum of the issue.

<table>
<thead>
<tr>
<th>Accept</th>
<th>Not accept</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comment: <Bidder to provide any comment or reasons for not accepting the condition and the proposal they are putting forward.>

9. Files and/or documents in transit should also have necessary security and protection as well as be transported using secure and closed vehicles.

<table>
<thead>
<tr>
<th>Accept</th>
<th>Not accept</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comment: <Bidder to provide any comment or reasons for not accepting the condition and the proposal they are putting forward.>

10. Files in storage at the service provider site shall have no unauthorised access.

<table>
<thead>
<tr>
<th>Accept</th>
<th>Not accept</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comment: <Bidder to provide any comment or reasons for not accepting the condition and the proposal they are putting forward.>

11. All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).

<table>
<thead>
<tr>
<th>Accept</th>
<th>Not accept</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comment: <Bidder to provide any comment or reasons for not accepting the condition and the proposal they are putting forward.>
## 1.3.3. Bid costing model

1.3.3.1 Costs of take-on of 1 050 000 physical files
1.3.3.2 Costs of take-on of 20 000 miscellaneous files
1.3.3.3 Costs of storage of 1 050 000 physical files
1.3.3.4 Costs of storage of 250 new files a week.
1.3.3.5 Costs of transportation of the 250 new files from MBOD/CCOD or from 3 other sites within 50km radius of the MBOD/CCOD to the service provider's premises linked to the 3 times a day fixed hours (10h00, 12h00 & 15h00).
1.3.3.6 Costs of retrieval on request of 500 old files a week, 3 times a day at fixed hours (10h00, 12h00 & 15h00) to the MBOD/CCOD or the 3 other sites within a 50km radius of the MBOD/CCOD from service provider's storage area and transportation back to service provider's storage area.
1.3.3.7 Costs of electronic storage of files.
1.3.3.8 Costs of access to the electronic files.
1.3.3.9 Costs of access to the information technology platforms and dashboards.
1.3.3.10 Note that costs of audit files will be ad-hoc as it is not known how many files will be requested by internal and external auditors.

## Contract Period

The contract will be for the period of five (5) years
1.4. BBBEE points evaluation criteria

1.4.1. BBBEE points scoring system

In line with the PPFA requirements, this bid will be evaluated in accordance with the following preferential points scoring system (please mark with “X”):

<table>
<thead>
<tr>
<th>80/20 scoring system</th>
<th>90/10 scoring system</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

The table below depicts the point allocation for various BBBEE status levels of contributors:

<table>
<thead>
<tr>
<th>B-BBEE status level of contributor</th>
<th>Procurement up to R50 000 000 (all taxes incl.) Number of points (20/80 system)</th>
<th>Procurement above R50 000 000 (all taxes incl.) Number of points (90/10 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>14</td>
<td>6</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

ANNEXURE A

Off Site File Management Reporting Requirements (“NDOH” – National Department of Health – MBOD/CCOD)

1. NDOH data should be kept in a separate database.
2. NDOH require 24/7 live read only access to data via a secure VPN platform.
3. NDOH needs to be able to develop SQL reports via the VPN connection.
4. We also need the following web based reports to be available at any time to non-technical end users for exporting into Excel and Pipe Delimited text files:

Current Location Report

This is a master listing of all files and should include at a minimum the fields listed in the table below.

The report should accept parameters for the following fields with blank parameters resulting in no filter being applied:
<table>
<thead>
<tr>
<th>Field</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Created Date From</td>
<td></td>
</tr>
<tr>
<td>File Created Date To</td>
<td></td>
</tr>
<tr>
<td>File Number From</td>
<td></td>
</tr>
<tr>
<td>File Number To</td>
<td></td>
</tr>
<tr>
<td>Proxy Movement Occurred in Date From</td>
<td>This will allow us to run the report only for the files where there was a location change since previous run</td>
</tr>
<tr>
<td>Proxy Movement Occurred in Date To</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td></td>
</tr>
<tr>
<td>Current Location</td>
<td>Where is the file currently?</td>
</tr>
<tr>
<td>Current Status</td>
<td>In / Out / Permanently Withdrawn etc.</td>
</tr>
<tr>
<td>Archive Status</td>
<td>Active or Archived Filed</td>
</tr>
<tr>
<td>File Creation Date</td>
<td></td>
</tr>
<tr>
<td>Created By</td>
<td></td>
</tr>
<tr>
<td>File Number</td>
<td>Physical File Number</td>
</tr>
<tr>
<td>Branch</td>
<td></td>
</tr>
<tr>
<td>Branch Name</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Internal Department Linked to File where applicable</td>
</tr>
<tr>
<td>Department Name</td>
<td></td>
</tr>
<tr>
<td>File Type Code</td>
<td>Medical, Compensation, PH File etc.</td>
</tr>
<tr>
<td>File Type Name</td>
<td></td>
</tr>
<tr>
<td>Bureau Number</td>
<td>Our Reference Number</td>
</tr>
<tr>
<td>ID Number</td>
<td></td>
</tr>
<tr>
<td>Passport Number</td>
<td></td>
</tr>
<tr>
<td>Full Names</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Date Last Requisitioned</td>
<td></td>
</tr>
<tr>
<td>Last Requisition Number</td>
<td></td>
</tr>
<tr>
<td>Username that initiated the last requisition</td>
<td>There will be requisitions and proxies. Every time a file is drawn out of storage will form a requisition. Subsequent file movements between users will then be proxies linked to the original first request requisition. Once the file is returned the requisition is closed and future file requests will repeat the cycle in the form new requisitions and linked proxies.</td>
</tr>
<tr>
<td>Last Proxied Unique Number</td>
<td></td>
</tr>
<tr>
<td>Date Proxied to Current Location</td>
<td></td>
</tr>
</tbody>
</table>
4.2 Proxy Movement Report

This is a report showing the full historical movement of files between proxy locations. The report should accept parameters for the following fields with blank parameters resulting in no filter being applied:

<table>
<thead>
<tr>
<th>Field</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Number From</td>
<td></td>
</tr>
<tr>
<td>File Number To</td>
<td></td>
</tr>
<tr>
<td>Proxy Movement Occurred in Date From</td>
<td>This will allow us to run the report only for the files where there was a location change since previous run</td>
</tr>
<tr>
<td>Proxy Movement Occurred in Date To</td>
<td></td>
</tr>
<tr>
<td>Proxy Location From</td>
<td></td>
</tr>
<tr>
<td>Proxy Location To</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Location</td>
<td>Where is the file currently?</td>
</tr>
<tr>
<td>File Number</td>
<td>Physical File Number</td>
</tr>
<tr>
<td>Branch</td>
<td>Off Site Storage Branch</td>
</tr>
<tr>
<td>Branch Name</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Internal Department Linked to File where applicable</td>
</tr>
<tr>
<td>Department Name</td>
<td></td>
</tr>
<tr>
<td>File Type Code</td>
<td>Medical, Compensation, PH File etc.</td>
</tr>
<tr>
<td>File Type Name</td>
<td></td>
</tr>
<tr>
<td>Bureau Number</td>
<td>Our Reference Number</td>
</tr>
<tr>
<td>ID Number</td>
<td></td>
</tr>
<tr>
<td>Passport Number</td>
<td></td>
</tr>
<tr>
<td>Full Names</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Date Last Requisitioned</td>
<td>There will be requisitions and proxies. Every time a file is drawn out of storage will form a requisition. Subsequent file movements between users will then be proxies linked to the original first request requisition. Once the file is returned the requisition is closed and future file requests will repeat the cycle in the form new requisitions and linked proxies.</td>
</tr>
<tr>
<td>Last Requisition Number</td>
<td></td>
</tr>
<tr>
<td>Username that initiated the last requisition</td>
<td></td>
</tr>
<tr>
<td>Proxy Location</td>
<td></td>
</tr>
<tr>
<td>Proxy Unique Number</td>
<td></td>
</tr>
<tr>
<td>Date Proxied</td>
<td></td>
</tr>
</tbody>
</table>
The Director General: *NAME OF DEPARTMENT

I/we hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post. Please ensure information is validate as per required bank screens.

I/we understand that bank details provided should be exactly as per the records held by the bank.

I/we understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied.

<table>
<thead>
<tr>
<th>Company / Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Name</td>
</tr>
<tr>
<td>Trading Name</td>
</tr>
<tr>
<td>Tax Number</td>
</tr>
<tr>
<td>VAT Number</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Initials:</td>
</tr>
<tr>
<td>First Name:</td>
</tr>
<tr>
<td>Surname:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Address</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Supplier information</td>
</tr>
<tr>
<td>Update Supplier information</td>
</tr>
<tr>
<td>Supplier Type:</td>
</tr>
<tr>
<td>Individual</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Trust</td>
</tr>
<tr>
<td>Other (Specify)</td>
</tr>
<tr>
<td>Partnership</td>
</tr>
<tr>
<td>Department Number</td>
</tr>
</tbody>
</table>

*HEAD OFFICE ONLY*
Supplier Account Details

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

<table>
<thead>
<tr>
<th>Account Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Branch Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Branch Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Type</th>
</tr>
</thead>
</table>
| Cheque Account
| Savings Account
| Transmission Account
| Bond Account
| Other (Please Specify) |

<table>
<thead>
<tr>
<th>ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passport Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*CC Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

*Please include CC/CK where applicable

<table>
<thead>
<tr>
<th>Practise Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

It is hereby confirmed that this details have been verified against the following screens

**ABSA-CIF screen**

**FNB-Hogans system on the CIS4**

**STD Bank-Look-up-screen**

**Nedbank- Banking Platform under the Client Details Tab**

### Contact Details

<table>
<thead>
<tr>
<th>Business Area Code Telephone Number Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Area Code Telephone Number Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fax Area Code Telephone Number Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cell Area Code Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Email Address

<table>
<thead>
<tr>
<th>Contact Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**PLEASE RETURN TO THE RELEVANT REGIONAL OFFICE THAT SUPPLIED THE FORM OR THE FOLLOWING ADDRESS:**

<table>
<thead>
<tr>
<th>Supplier Signature</th>
<th>Regional Office Sender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td>Print Name</td>
</tr>
</tbody>
</table>

Rank

<table>
<thead>
<tr>
<th>Date (dd/mm/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

NB: All relevant fields must be completed