

REQUEST FOR QUOTE (RFQ)

Publication of vacant positions at the CETA

RFQ No: 003-2014/2015

Advert date: 03 July 2014

Closing Date: 10 July 2014 at 11:00 AM

RFQ background

The Construction Education and Training Authority is looking for a service provider to provide the services of Publication of Vacant Positions on Sunday Times, Workplace, New Age and Mail Guardian. It is against this background that reputable service providers are invited to submit their quotations.

THE FOLLOWING MINIMUM REQUIREMENTS WILL APPLY:

1. Original South African Revenue Services (SARS) valid Tax Clearance Certificate
2. Copy of Company Registration documents.
3. Completed and signed SBD forms 4; 6.1; 7.2; 8 and 9 and National Treasury Conditions of contract (initialed).
4. Quotations will be evaluated on PPPFA 80/20 points system.
5. Price(s) quoted must be valid for at least sixty (60) days from the date of your offer and be according to the specifications.
6. Price(s) quoted must be firm and inclusive of VAT (If VAT registered)
7. Exclusion of required items will cause a disqualification,
8. All quotes must be prepared according to the scope of work.

Please note that Service Providers not registered on the CETA database will be required to register prior to being appointed.

SPECIFICATIONS

Please see the attached Terms of Reference

EVALUATION CRITERIA

Price and Preference Evaluation

Price = 80

Preference Points = 20

The final proposal will be evaluated on the basis of the new PPPFA 80/20 points system as presented in the preferential procurement regulations 2011. For this purpose the SBD 6.1 form should be completed and submitted together with your quotation. The 80/20 points system will be applied as follows:

Price Assessment	80 Points
Preferential Elements	20 Points
B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

GENERAL

The quotation must be submitted before the closing date and time, in a sealed envelope, duly endorsed: **Publication of vacant positions at the CETA – RFQ NO. 003-2014/2015**. The name and address of the service provider must be written outside the envelope.

The quotation must be deposited in the Tender Box at the CETA's Reception, at the following address:

Unit 5

Midrand Business Park

563 Old Pretoria Main Road

Midrand

1685

Please note the following:

- No quotations will be accepted after the closing date.
- CETA is not obliged to appoint the cheapest quotation and reserves the right not to accept any submission and to re-advertise if it so wishes. Service providers will be evaluated and adjudicated according to the 80/20 point system, based on the Preferential Procurement Policy Framework Act 5 of 2005 and the PFMA, Act 1 of 1999 as well as the Broad-Based Black Economic Empowerment Act, Act 53 of 2003.
- It is the supplier's responsibility to ensure that all documents are received by the CETA before the closing date and time.

Enquiries: All enquiries must be emailed to **Lucky Maluleke** at **matsambuml@gmail.com**

CONSTRUCTION EDUCATION AND TRAINING AUTHORITY

RFQ No: 003-2014/2015

PUBLICATION OF VACANT POSITIONS AT THE CETA

Issued by:
Construction Education and Training Authority: Supply Chain Department Unit 5 Midrand Business Park 563 Old Pretoria Main Road Midrand 1685 Mr Lucky Maluleke (Supply Chain Management Officer) Tel: (011 265 5900) matsambuml@gmail.com

Full Name of Bidding/Tendering Entity: _____

Contact Person: _____

Tel Number: _____

Total Bid Amount (incl. VAT): R _____

Advert Date: **03 July 2014**

Closing Date and Time: **10 July 2014 @ 11h00**

Bidder's Authorised Signatory:

Initials and Surname: _____

Signature: _____

COMPULSORY DOCUMENTS

Please note that failure to submit the following documents and/or proof will lead to immediate disqualification:

1. Original valid tax clearance certificate
2. Copies of company registration documents
3. Completed and signed:
 - SBD 4
 - SBD 6.1
 - SBD 7.2
 - SBD 8
 - SBD 9
 - General Conditions of Contract (GCC) – with every page initialled

OTHER REQUIRED DOCUMENTS

Please note that failure to attach the following documents will result in the forfeiture of preference points:

- EMEs:

B-BBEE Certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by the South African National Accreditation System (SANAS) or a Registered Auditor. Registered Auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

- Bidders other than EMEs:

Original and valid B-BBEE status level verification certificate, or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

Please double-check that you have attached all the above documents before submitting your Bid.

BID DOCUMENTS CHECK LIST:

The contents of the RFQ document must be as follows, and numbered as per the numbering below, with each schedule punched, placed in a file and separated from the next schedule with a file divider.

Please complete the checklist below to verify your submission of the relevant documents:

Schedules	Description	Submitted – Indicate YES or NO
Schedule 1	Original Valid Tax Clearance Certificate	
Schedule 2	Copies of Company Registration Documents	
Schedule 3	B-BBEE Verification Certificate	
Schedule 4	Cancelled Cheque or letter from the bank confirming banking details.	
Schedule 5	Pricing Schedule / Quotation	

TERMS OF REFERENCE

PUBLICATION OF VACANT POSITIONS AT THE CETA

INTRODUCTION

The Construction Education and Training Authority (CETA) is a Schedule 3A Public Entity established in terms of the Skills Development Act, No.97 of 1998. It exists primarily to facilitate training and skills development in the construction sector within the context of the National Qualifications Framework (NQF).

A. Publication of vacant positions at the CETA

The appointed service provider will be expected to provide the following:

SPECIFICATIONS:

ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Request for advertisement of the following posts on the Sunday Times, Work place, New Age, Mail Guardian as per the attached job specifications (Page 9-36): <ul style="list-style-type: none"> • Officer: WC (Applicants to indicate WC001) • Core Business Executive • Specialist: LPQD • Specialist : Planning and Reporting • Specialist : Human Resources • Specialist: ICT • Provincial Administrator : EC(ECEA002)+FS(FSA003) • Board Secretary • Com and PR Officer • SCM officer • Project Accountant • Officer: Monitoring and Evaluation 			
The positions must be published on the following dates: <ul style="list-style-type: none"> • Work Place – 9 July 2014 • New Age – 9 July 2014 • Sunday Times – 13 July 2014 • Mail Guardian – 11 July 			
N.B : Closing Date of the Posts : 24 July 2014			
Delivery Charges if Any			
Vat			
Total Including Vat			

EVALUATION CRITERIA

Criterion 1 – Price and Preference Evaluation

Bidders will be evaluated in terms of Price and Preference points (B-BBEE status level of contributor). As per the table below, price is evaluated over 80 points and preference points over 20:

Price Assessment	80 Points
Preferential Elements	20 Points
B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

JOB SPECIFICATIONS TO BE PUBLISHED



The Construction Education and Training Authority (CETA) exists in terms of the Skills Development Act and is a Schedule 3A public entity in terms of the Public Finance Management Act. Its mandate includes:

- Developing and implementing a sector skills plan
- Promoting learning programmes
- Registering learning programme agreements
- Serving as an Education and Training Quality Authority
- Collecting and disbursing skills development levies
- Liaising with the National Skills Authority
- Reporting to the Director-General of the Department of Higher Education and Training on its activities

The CETA would like to appoint the following personnel for its Provincial Offices on fixed-term contracts up to 31 March 2016, renewable at its discretion:

Provincial Officer for Western Cape
Reporting to the Provincial Coordinator
Based at Provincial Offices
All-inclusive salary package negotiable
REF NO: WC001

Minimum Requirements for the Position

- A three-year qualification, preferably in a skills development field
- At least three years' experience in skills development or related endeavour
- Demonstrable knowledge of SETA core business
- Training as an assessor and/or moderator
- Training and/or experience in the construction industry will be an added advantage

Job Description

The Provincial Officer is required to support stakeholders towards fulfilling their obligations in respect of the core business of the CETA.

Duties and Responsibilities

- Overall implementation of the CETA's Provincial Office's activities
- Contribution to the development and regular review of Provincial Office policies and procedures in alignment with the organisation's policies and procedures
- Assisting with organisational risk management from a Provincial Office point of view
- Supporting stakeholders towards compliance with the CETA's policies; processes and procedures; rules and regulations; and legislation pertaining to the organisation
- Capacity building in the CETA's processes for Provincial stakeholders
- Developing, maintaining and updating databases of Provincial stakeholders
- Convening relevant Provincial stakeholder meetings
- Taking minutes in Provincial stakeholder meetings
- Assisting with the maintenance of proper records
- Conducting, upon delegation, verifications, monitoring and evaluation
- Assisting the Projects Unit with the implementation of Provincial projects
- Performing, through the Provincial Coordinator, core business functions as delegated by relevant line specialists
- Contributing to CETA compliance with the relevant policy, legislative, regulatory and reporting environment pertaining to it
- Contributing to Provincial Office reporting on its deliverables and processes

THE CLOSING DATE FOR ALL APPLICATIONS IS THURSDAY 24 JULY 2014

For enquiries please phone Mrs Kelebogile Mohotji or Mr Robert Thibela at 011 265 5900 between 08h00 and 16h30 weekdays

The CETA reserves the right not to make the appointment. If you do not hear from the CETA within one month from the closing date, please consider your application unsuccessful

All applications must be emailed to recruitment@ceta.co.za



The Construction Education and Training Authority (CETA) exists in terms of the Skills Development Act and is categorised as a Schedule 3A public entity in terms of the Public Finance Management Act (PFMA). Its mandate includes:

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- Promoting learning programmes
- Registering learning programme agreements
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- Liaising with the National Skills Authority
- Reporting to the Director-General of the Department of Higher Education and Training on its activities

The CETA would like to appoint a Core Business Executive on a fixed-term contract up to 31 March 2016, renewable at its discretion.

Core Business Executive
Reporting to the Chief Executive Officer
Based at Head Office in Gauteng
All-inclusive salary package negotiable

Minimum Requirements for the Position

- A three-year university degree or equivalent qualification
- At least five years' proven experience in the skills development arena
- At least five years' proven experience in relation to the work of SETAs
- At least three years' demonstrable experience in a leadership capacity
- Above average understanding of all the core business elements of a SETA
- Above average understanding of skills development legislation
- Above average understanding of the PFMA
- Understanding of corporate management
- Training and/or experience in project management will count in the applicant's favour

Job Description

The Core Business Executive provides strategic leadership and is accountable for the successful planning and implementation of the CETA's core business responsibilities, including skills planning and research; education and training quality assurance; project management; monitoring and evaluation; and reporting.

Duties and Responsibilities

Duties and responsibilities pertaining to the position include:

- Providing strategic guidance towards the development of the Business Plan of the Core Business Department
- Overseeing the management of the performance of the Core Business Department
- Overseeing the development of and adherence to the CETA's core business policies, processes and procedures
- Overseeing the development of appropriate core business systems for the CETA
- Leading and/or overseeing the development of the CETA's Sector Skills Plan (SSP)
- Developing the CETA's Strategic Plan
- Overseeing high quality and reliable research in relevant aspects of the CETA's core business
- Ensuring quality control by monitoring, evaluating and auditing training as well as training providers accredited by the CETA
- Overseeing the development and responsible management of the budget of the Core Business Department
- Ensuring relevant alignment and integration of activities within the Core Business Department
- Overseeing high-level meetings, workshops, conferences and related functions pertaining to the core business of the CETA
- Overseeing the development and implementation of relevant training interventions for the CETA's core business practitioners
- Ensuring the sound management of information pertaining to the CETA's core business
- Representing the CETA in and/or making inputs into high-level structures and forums both inside and outside the organisation
- Overseeing CETA compliance with the prescriptions of relevant regulatory bodies and policies in relation to core business

- Ensuring the management of all core business-related risks
- Ensuring support for stakeholders towards compliance with the CETA's policies; processes and procedures; rules and regulations; and relevant legislation
- Ensuring the Core Business Department's compliance with all other aspects of the CETA's work
- Overseeing the CETA's relations with its core business stakeholders
- Overseeing the CETA's compliance with relevant policy, legislative, regulatory and reporting obligations applicable to its core business

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- Liaising with the National Skills Authority
- Reporting to the Director-General of the Department of Higher Education and Training on its activities

The CETA would like to appoint a Learning Pathways and Quality Development Specialist on a fixed-term contract up to 31 March 2016, renewable at its discretion:

SPECIALIST: LEARNING PATHWAYS AND QUALITY DEVELOPMENT

Reporting to the Core Business Manager

Based at Head Office in Gauteng

All-inclusive salary package negotiable

Minimum Requirements for the Position

- A three-year university degree or equivalent qualification, preferably in education, training and development or related field
- A postgraduate qualification, or evidence of study towards one, would be an added advantage
- At least three years' experience in learning pathways and quality development or a related area, preferably in a SETA
- At least two years' demonstrable experience in a supervisory capacity
- Above average understanding of SETA business
- Understanding of the PFMA
- Understanding of corporate management
- Above average understanding of the South African skills development environment
- Training as an assessor and/or moderator will be an added advantage
- Training and/or experience in the construction industry will count in the applicant's favour

Job Description

The Specialist: Learning Pathways and Quality Development at the CETA heads and manages the Learning Pathways and Quality Development Unit. The position entails the development and registration of qualifications and learning pathways; the accreditation of training providers; the approval of workplaces; the registration of relevant human capital to support the implementation of quality training; and the certification of learners in the construction sector

Duties and Responsibilities

Duties and responsibilities pertaining to the position include:

- Develop the Learning Pathways and Quality Development Unit's business plan
- Ensure the development and responsible management of the Unit's budget
- Develop and review policies, processes and procedures pertaining to learning pathways and quality development
- Ensure the development of the Unit's meetings' agendas
- Ensure minute-taking in the Unit's meetings
- Ensure relevant high quality and reliable research
- Ensure the development of relevant curricular frameworks; unit standards; qualifications and learning pathways to address scarce and critical skills in the construction sector
- Support the development of learning materials
- Ensure the development of relevant criteria and requirements for providers, programmes and personnel related to the provision of training
- Ensure the provision of relevant information and support to providers
- Ensure the verification and accreditation of qualifying training providers for CETA qualifications
- Ensure training material and programme approval for the accreditation of qualifying training providers
- Ensure the fulfilment of relevant requirements for scope extension for qualifying providers
- Ensure the verification and approval of qualifying workplaces
- Ensure the training, certification and registration of assessors and moderators for the implementation of learning pathways by employers and/or training providers

- Ensure the registration of relevant agreements pertaining to the various learning pathways
- Promote the CETA and training programmes in the construction sector
- Facilitate MOUs and cooperation agreements with other quality assurance bodies
- Quality-assure relevant data uploading by both providers and the CETA
- Ensure the certification of learners in accordance with applicable laws and policies

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- Reporting to the Director-General of the Department of Higher Education and Training on its activities

The CETA would like to appoint the following Corporate Services personnel on fixed-term contracts up to 31 March 2016, renewable at its discretion:

Specialist: Skills Planning and Reporting
Reporting to the Core Business Manager
All-inclusive salary package negotiable

Minimum Requirements for the Position

- An appropriate three (3) year qualification in education, training and development or related field
- At least five years' experience in skills planning and reporting or a related area, preferably in a SETA environment
- At least two years' demonstrable experience in a supervisory capacity
- Above average understanding of SETA business
- Understanding of the PFMA
- Understanding of corporate management
- Above average understanding of the South African skills development environment

Duties and Responsibilities

- Develop the Skills Planning and Reporting Unit's business plan
- Ensure the development and responsible management of the Unit's budget
- Develop and review policies, processes and procedures pertaining to the skills planning and reporting function of the CETA
- Ensure the development of the Unit's meetings' agendas
- Ensure minute-taking in the Unit's meetings
- Ensure development of relevant requirements and criteria; and high quality and reliable templates and tools; for the skills planning and reporting of the CETA's core business activities both internally and externally
- Ensure the provision of relevant information and support to all stakeholders and CETA staff members to ensure their compliance with the CETA's planning and reporting requirements
- Ensure development of the Management and Information Systems (MIS)
- Ensure development of the relevant process flows for all the activities in the Unit
- Ensure development of high quality and reliable research
- Ensure and contribute to the training of company's SDFs as well as CETA SDFs
- Ensure and contribute to the training on the development of Workplace Skills Plans (WSPs)
- Ensure and contribute to the training on the development of Annual Training Reports (ATRs)
- Ensure and contribute to the evaluation and approval of WSPs and ATRs
- Ensure the development of the Sector Skills Plan (SSP)
- Ensure the development of a construction sector career guide
- Ensure the development and maintenance of a database of employment opportunities in the construction sector
- Ensure and contribute to the processing of mandatory grant applications
- Ensure and contribute to the processing of inter-SETA transfers
- Provide advisory services to the Learning Pathways and Quality Development Unit
- Provide advisory services to the Project Management Unit
- Ensure Internal training on reporting requirements
- Ensure quarterly reporting to the Department of Higher Education and Training
- Report to the Auditor General on the performance of the Unit
- Provide support for the establishment of DQPs
- Provide relevant information and support to the employers
- Report to statutory bodies on the statutory obligations of the CETA

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The CETA would like to appoint the following Corporate Services personnel on fixed-term contracts up to 31 March 2016, renewable at its discretion:

Human Resources Specialist
Reporting to the Corporate Services Manager
Based at Head Office in Gauteng
All-inclusive salary package negotiable

Minimum Requirements of the Position

- A three-year university degree, or equivalent, in Human Resources Management or related field
- At least five years' experience in human resources management
- Experience in the management and ongoing development of systems and procedures associated with human resources management functions
- Above average understanding of South African labour relations legislation

Job Description

The Human Resources (HR) Specialist manages the CETA's HR Unit, including its staff, and all functions pertaining to human resources in the organisation.

Duties and Responsibilities

- Development and regular review of policies and procedures pertaining to human resource management
- Development of the human resources strategy of the organisation
- Development of the Human Resources Unit's budget
- Provision of advice on human resources processes
- Management of the organisation's industrial relations function
- Management of the organisation's staff events
- Development and maintenance of a human resources management system for the organisation
- Development and management of relevant human resource-related databases within the organisation
- Ensuring compliance with CETA policies and procedures relating to human resources
- Management of the HR Unit's staff
- Overseeing organisational staff recruitment and induction
- Ensuring the implementation of performance management and training and development interventions in the organisation
- Implementation of occupational health and safety as well as employee wellness initiatives in the organisation
- Management of CETA staff attendance, leave, remuneration, benefits and related aspects
- Management of the CETA's disciplinary processes
- Ensuring CETA compliance with HR-related policy, legislative, regulatory and reporting requirements

THE CLOSING DATE FOR ALL APPLICATIONS IS THURSDAY 24 JULY 2014

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The CETA reserves the right not to make any or all of the appointments. If you do not hear from the CETA within one month from the closing date, consider your application unsuccessful.

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The CETA would like to appoint the following Corporate Services personnel on fixed-term contracts up to 31 March 2016, renewable at its discretion:

<p style="text-align: center;">Specialist: Information and Communication Technology (ICT) Reporting to the Corporate Services Manager All-inclusive salary package negotiable</p>
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Minimum Requirements for the Position

- An appropriate three (3) year qualification in Information and Communication Technology
- Experience with Windows server and desktop technologies, including SQL server, MS Exchange, Active Directory, MS Office, etc.
- At least five (5) years' experience in IT Security, IT sourcing, applications, enterprise architecture and data management
- At least five years' experience in the implementation and support of information and communication technology operations

Job Description

The ICT Specialist is responsible for the setting up, management, monitoring and maintenance of the information and communication technology functions of the CETA, including computer systems and networks.

Duties and Responsibilities

- Plan, organise, direct, control and evaluate the operations of information systems and Electronic Data Processing (EDP)
- Development, implementation and monitoring of approved IT policies and procedures
- Installation, configuration, monitoring and maintenance of computer hardware and software operating systems, networks and applications
- Provision of advice and support on the procurement of appropriate IT infrastructure and applications, systems and networks, changes thereto as well as their rollout
- Gathering and analysing the changing requirements of users and developing effective and feasible ways for their satisfaction
- Development and implementation of a Disaster Recovery Plan for the CETA's ICT systems and other resources
- Diagnosis and correction of hardware/software faults
- Assistance with network design and support
- Management and monitoring of firewall and access control technologies
- Troubleshooting in respect of hardware, software and the network operating system
- Controlling the maintenance of current and accurate inventory of information technology hardware, software and resources
- Management of ICT unit personnel and contracted service providers
- Ensure compliant disposal of obsolete computer equipment

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The CETA would like to appoint the following personnel for its Provincial Offices on fixed-term contracts up to 31 March 2016, renewable at its discretion:

Provincial Administrator
One (1) for Eastern Cape (REFNO: ECA002) and One (1) for Free State (REF NO: FSA003) Provincial Nodes
Reporting to the Provincial Officer
Based at Provincial Offices
All-inclusive salary package negotiable

Minimum Requirements for the Position

- Grade 12 Certificate and a post-school qualification in a skills development-related field, Management/Administration or related discipline
- At least two years' experience in a skills development environment or administration
- Demonstrable knowledge of SETA core business will count in the applicant's favour
- Training as an assessor and/or moderator will be an added advantage
- Training and/or experience in the construction industry will be an added advantage

Job Description

The Provincial Administrator of the CETA provides administrative support for the organisation's Provincial Office

Duties and Responsibilities

In terms of duties and responsibilities the Provincial Administrator must:

- Handle correspondence and enquiries relating to the Provincial Office
- Maintain the Provincial Office's records and files
- Produce the Provincial Office's reports
- Handle invitations and logistics of Provincial Office meetings
- Assist with the preparation of and minute-taking in the Provincial Office's meetings
- Assist in the Provincial stakeholders' database development and maintenance
- Work hand in hand with the Corporate Services Department on administrative issues pertaining to the Provincial Office
- Organise workshops and other events and functions of the Provincial Office
- Provide administrative support for the implementation of the CETA's core business as well as corporate processes and procedures by the Provincial Office
- Support, under the direction of the Provincial Officer, the Projects Unit on administrative aspects of project implementation in the Province
- Contribute to the development and regular review of Provincial Office policies and procedures in alignment with the organisation's policies and procedures
- Assist with organisational risk management from a Provincial Office point of view
- Support stakeholders towards compliance with the CETA's policies; processes and procedures; rules and regulations; and legislation pertaining to the organisation
- Help with the development, maintenance and updating of databases of Provincial stakeholders
- Assist with the maintenance of proper records

- Provide administrative support for verifications, monitoring and evaluation as well as the implementation of projects
- Contribute to CETA compliance with the relevant policy, legislative, regulatory and reporting environment pertaining to it
- Contribute to Provincial Office reporting on its deliverables and processes
- Perform all functions as delegated by the Provincial Officer from time to time

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- Liaising with the National Skills Authority
- Reporting to the Director-General of the Department of Higher Education and Training on its activities

The CETA would like to make the following appointment on fixed-term contract up to 31 March 2016, renewable at its discretion:

<p style="text-align: center;">Board Secretary Reporting to the CEO All-inclusive salary package negotiable</p>
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Minimum Requirements for the Position

- A three (3) year degree or equivalent qualification in a legal, communication or related field
- At least three (3) years' experience as a Board Secretary, Committee Clerk or related function
- Above average knowledge of corporate governance
- SETA experience will be an advantage

Job Description

The position of Board Secretary at the CETA entails the provision of general secretariat services to the Board

Duties and Responsibilities

- Conduct relevant research and advise the Board on corporate governance
- Provide general secretariat services to the Board and all its Committees
- Ensure proper logistics for Board Members and Board activities
- Prepare qualitative agendas and minutes for the Board and its Committees
- Maintain relevant records of Board decisions
- Ensure the distribution of action lists in relation to Board decisions
- Track the implementation of Board decisions
- Maintain a record of Board Members' interests
- Advise the Board and its Committees on general compliance with relevant legislation, policies and regulations
- Keep a record of all policies approved by the Board in the CETA's policy manual
- Manage the secretariat of the organisation
- Develop, maintain and monitor a corporate calendar for the Unit.

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The Construction Education and Training Authority (CETA) exists in terms of the Skills Development Act and is categorised as a Schedule 3A public entity in terms of the Public Finance Management Act (PFMA). Its mandate includes:

- Developing and implementing a sector skills plan
- Promoting learning programmes
- Registering learning programme agreements
- Serving as an Education and Training Quality Authority
- Collecting and disbursing skills development levies
- Liaising with the National Skills Authority
- Reporting to the Director-General of the Department of Higher Education and Training on its activities

The CETA would like to appoint the following Corporate Services personnel on fixed-term contracts up to 31 March 2016, renewable at its discretion:

Communication and Public Relations Officer
Reporting to the Communication and Public Relations Specialist
Based at Head Office in Gauteng
All-inclusive salary package negotiable

Minimum Requirements of the Position

- An appropriate qualification in Communication, Public Relations or related field
- Excellent writing, verbal communication, analytical, presentation and computer skills
- At least three years' experience in two or more of the following or related: media liaison; event management; marketing; communication and stakeholder relationship management
- Knowledge of the South African skills development environment broadly and the SETA landscape and operations specifically
- Above average understanding of the construction sector

- Understanding of the South African media

Job Description

The Communications Officer is responsible for the coordination and implementation of the CETA's internal and external communication as well as public relations.

Duties and Responsibilities

- Contribution to the development and regular review of policies and procedures pertaining to the CETA's communication and public relations function
- Contribution to the development of the communication and public relations strategy of the organisation
- Contribution to the development of the Communication and Public Relations Unit's budget
- Implementation of communication and public relations plans and processes of the organisation
- Implementation of stakeholder relations management strategies
- Management of the organisation's functions and events
- Development of relevant communication and stakeholder databases for the organisation
- Ensuring compliance with the organisation's policies and procedures relating to communication and public relations
- Coordination of media liaison, including the development of a media database, contacts and relationships
- Production of information for both internal and external consumption
- Uploading of relevant information on the intranet and/or the website
- Development, editing and publication of CETA newsletters, brochures and other publications
- Contribution to the training of CETA Management and staff in communication and public relations

THE CLOSING DATE FOR ALL APPLICATIONS IS THURSDAY 24 JULY 2014

For enquiries please phone Mrs Kelebogile Mohotji or Mr Robert Thibela at 011 265 5900 between 08h00 and 16h30 weekdays

The CETA reserves the right not to make any or all of the appointments. If you do not hear from the CETA within one month from the closing date, consider your application unsuccessful.

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- Collecting and disbursing skills development levies
- Liaising with the National Skills Authority
- Reporting to the Director-General of the Department of Higher Education and Training on its activities

The CETA would like to make the following appointment on fixed-term contract up to 31 March 2016, renewable at its discretion:

Supply Chain Management Officer
Reporting to the Supply Chain Management Specialist
All-inclusive salary package negotiable

Minimum Requirements for the Position

- A three (3) year degree/diploma in Supply Chain Management or any relevant qualification
- Accounting, commerce an advantage
- At least three (5) years' experience in Supply Chain Management

Job Description

The position of Supply Chain Management Officer at the CETA entails procurement of all goods and services on behalf of the organization.

Duties and Responsibilities

- Contribution to the development of the Unit's Business Plan
- Contribution to the operationalisation and the implementation of the Unit's Business Plan
- Contribution to the development and responsible management of the Unit's budget
- Preparation of agendas for the Unit's meetings
- Minute-taking in the Unit's meetings
- Contribution to reporting to Executive Management on the activities of the Unit
- Development of monthly and weekly planning reports
- Contribution to the development of the CETA's Strategic Plan
- Contribution to the development of the Management and Information System (MIS)
- Contribution to the development of relevant process flows for all activities of the Unit
- Contribution to the development and review of policies, processes and procedures pertaining to project management
- Properly execute supply processes and policies with strict compliance to the PFMA in all Procurement processes of the CETA
- Prepare Requisition Memo's and Purchase Orders for approval
- Integrate and execute operational strategies with vendor, inventory, materials and procurement management
- Advising internal Clients and Management on SCM processes in relation to their requests
- Review specifications
- Administer purchase Requisitions from the end user
- Request Quotations from suppliers
- Evaluate quotations

- Ensuring delivery with relevant Unit
- Process invoices from SCM perspective
- Facilitate training of project managers, SCM internal staff and other departmental staff in implementation and ongoing use of SCM Procedures and Processes.
- Reporting to statutory bodies on the statutory obligations of the CETA

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The Construction Education and Training Authority (CETA) exists in terms of the Skills Development Act and is categorised as a Schedule 3A public entity in terms of the Public Finance Management Act (PFMA). Its mandate includes:

- Developing and implementing a sector skills plan
- Promoting learning programmes
- Registering learning programme agreements
- Serving as an Education and Training Quality Authority
- Collecting and disbursing skills development levies
- Liaising with the National Skills Authority
- Reporting to the Director-General of the Department of Higher Education and Training on its activities

The CETA would like to appoint the following Corporate Services personnel on fixed-term contracts up to 31 March 2016, renewable at its discretion:

Projects Accountant: Projects Accounting Unit
Reporting to the Finance Manager
All-inclusive package negotiable

Minimum Requirements for the Position

- A degree or equivalent qualification in Accounting, Financial Management or related discipline
- At least five years' experience in financial management, general accounting, projects accounting or related function

Job Description

The position of Projects Accountant at the CETA entails project-related financial management and compliance analysis, advice, support, oversight and implementation, taking into account the unique nature of a SETA

Duties and Responsibilities

Duties and responsibilities pertaining to the position include:

- Reconciling levies received to levy downloads
- Accurately recording levies received in the accounting system
- Reconciling information captured in the MIS against the accounting system
- Maintaining a schedule of employers who have submitted WSPs & ATRs
- Ensuring the accuracy of information pertaining to mandatory grants
- Preparing drawdown reports
- Preparing projects' financial reports to donors
- Reconciling monies received against proof of payment
- Preparing mandatory payment files
- Recording mandatory payments in the accounting system
- Developing discretionary grant budgets for requests for project proposals
- Overseeing the overall financial management of discretionary grants
- Managing the financial processing of discretionary grant invoices and payments
- Ensuring the accuracy of projects-related claims and payments against project plans and delivery
- Managing the performance of surprise financial audits or verifications of CETA-funded projects on a sample basis
- Ensuring the development, maintenance and update of the financial aspects of the Projects Commitment Register
- Ensuring the maintenance of relevant data
- Contributing to the audit process
- Developing relevant procedure manuals and process flows
- Preparing relevant monthly and quarterly reports
- Preparing relevant commitment notes to the AFS
- Performing all functions as delegated by the Finance Manager from time to time

THE CLOSING DATE FOR ALL APPLICATIONS IS THURSDAY 24 JULY 2014

For enquiries please phone Mrs Kelebogile Mohotji or Mr Robert Thibela at 011 265 5900 between 08h00 and 16h30 weekdays

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INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CETA

RFQ NUMBER: **003-2014/2015**

CLOSING DATE: **10 July 2014**

CLOSING TIME: **11:00**

DESCRIPTION: PUBLICATION OF VACANT POSITIONS AT THE CETA

VALIDITY PERIOD: 60 Days from closing date

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

DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*):

Unit 5
Midrand Business Park
563 Old Pretoria Main Road
Midrand
1685

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

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

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 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);

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.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management Unit

Contact Person: Lucky Maluleke

Tel: 011 265 5900

Fax: 011 265 5924/5

E-mail matsambuml@gmail.com

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.

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 an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/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, member):
.....
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:.....
 - 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 attach proof of such authority to the bid document? YES / NO

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

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

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

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

2.8.1 If so, furnish particulars:

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

2.9 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.

Full Name	Identity Number	Personal Income Tax Reference Number	State Number/Personal Number	Employee Number

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 SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

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 R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R1 000 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
1.3.1.1 PRICE80.....
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION20.....
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. 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

2..1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

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

2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic

Empowerment Act;

- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** Error! Bookmark not defined. means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.

- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (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:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?%

(ii) the name of the sub-contractor?.....

(iii) the B-BBEE status level of the sub-contractor?

(iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm :

9.2 VAT registration number :

9.3 Company registration number

:

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDER(S)

DATE:.....

ADDRESS:.....

.....
.....

CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder’s past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

WITNESSES	
1
2

DATE

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES
PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

A

WITNESSES

1
....
2

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.

Item	Question	Yes	No
4.1	<p>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?</p> <p>(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 audi alteram partem rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

This Standard Bidding Document (SBD) must form part of all bids¹ invited.

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(RFQ Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:
(Name of Bidder)

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

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

Signature

Date

.....

.....

Position

Name of Bidder

GENERAL CONDITIONS OF CONTRACT

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT July 2010

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 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 anything 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.
- 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 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 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 wilful 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

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.