

GEORGE MUNICIPALITY



BID DOCUMENT NUMBER: DPD024 OF 2024

**TENDER FOR THE RENDERING OF SOCIAL MEDIA, WEBSITE AND DIGITAL
MARKETING SUPPORT SERVICES TO GEORGE MUNICIPALITY FOR A
PERIOD OF THREE (3) YEARS**

ENQUIRIES: MS. SHARON HOUSE
YORK STREET
GEORGE
(044) 801 9295

ISSUED BY:
THE CITY COUNCIL
MUNICIPALITY OF GEORGE
P O BOX 19
GEORGE
6530

SUMMARY FOR TENDER OPENING PURPOSES

NAME OF BIDDER:

SUPPLIER DATABASE NO.: MAAA

| | |
|---------------------------------|---|
| TOTAL FOR RATES (INCLUDING VAT) | R |
|---------------------------------|---|

PREFERENCES CLAIMED FOR:

| | |
|-------------------------------------|--|
| B-BBEE Status Level of Contributor: | |
|-------------------------------------|--|

| | |
|----------------------------|--|
| Preference Points Claimed: | |
|----------------------------|--|

B-BBEE certificates submitted with the tender document MUST be VALID ORIGINAL B-BBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES

TENDER CLOSES AT 12H00 ON TUESDAY, 10 SEPTEMBER 2024

INDEX

| DESCRIPTION | PAGE NUMBERS |
|---|--------------|
| Tenderer Contact Details | 3 |
| Advertisement | 4-5 |
| Invitation to Bid | 6 |
| Details of Tenderer | 7 |
| Details of Tendering Entity's Bank | 8 |
| Resolution taken by the Board of Directors / Members / Partners | 9 |
| Resolution taken by the Board of Directors of a Consortium or Joint Venture | 10-11 |
| Joint Venture Information / Agreement | 12 |
| Schedule of Proposed Sub-Contractors | 13 |
| Tender Specifications | 14-27 |
| Pricing Schedule | 28 |
| Past Experience | 29 |
| The Tender Offer and Acceptance | 30-32 |
| MBD1 – Tax Compliance Information | 33-34 |
| MBD4 – Declaration of Interest | 35-38 |
| MBD6.1 – Preference Points Claim form | 39-45 |
| MBD8 – Declaration of Bidder's Past Supply Chain Management Practices | 46-48 |
| MBD9 – Certificate of Independent Bid Determination | 49-51 |
| Certificate for Municipal Services | 52 |
| General Conditions of Contract | 53-64 |

BIDDER CONTACT DETAILS

This information shall be used for any correspondence or contact with the bidder.

Please indicate whether you want to receive any correspondence via e-mail or send to your postal address by registered mail.

| | | |
|--------------------------------|---|---|
| Name of Bidding Company: | | Mark choice of correspondence with X |
| Postal Address: | Postal Code: | |
| E-mail Address: | | |
| Telephone Number: | | |
| Cellular Number: | | |
| Facsimile Number: | | |

GEORGE MUNICIPALITY / GEORGE MUNISIPALITEIT **TENDER NUMBER / NOMMER: DPD024/2024**

Tenders are hereby invited for the **Rendering of Social Media, Website and Digital Marketing support services to George Municipality for a period of three (3) years.**

Completed tenders in a sealed envelope, clearly marked:

Tender No. DPD024/2024 must be placed in the tender box at the George Municipality on the First Floor, Directorate: Financial Services, Supply Chain Management, Civic Centre, York Street, George by no later than **12:00 on Tuesday, 10 September 2024**. Tenders will be opened on the same day in the Committee Room at 12:05. Late or unmarked tenders will not be considered. No posted tenders or tenders per fax or e-mail will be accepted.

A compulsory briefing session will be held on Monday, 19 August 2024 at 11:00 via MS Teams. Tenderers must register per e-mail at Mr. Marc Jacobs with email address: mcjacobs@george.gov.za before 10:00 on Friday, 16 August 2024 in order to receive an invite for the compulsory information session.

If tenderers do not register for attendance before 10:00 on Friday, 16 August 2024 with Mr. Marc Jacobs; tenderers will not be able to attend the compulsory information session, which will invalidate your tender.

Non-attendance of the compulsory briefing session will disqualify your tender.

Tender documents are available at a non refundable deposit of R284-05 each from the Supply Chain Management Unit, First Floor, Civic Centre, York Street, George.

Tender documents are available on the George Municipality's website: www.george.gov.za, free of charge.

Tenders will be evaluated and awarded as follows:

Stage 1: Functionality

Only tenders scoring a minimum of 160 out of 200 points in stage 1 will be further considered for evaluation in stage 2.

Stage 2: Price, B-BEE Status and Specific Goals

Tenders will be evaluated and adjudication in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) Regulations 2022; the George Municipality's Supply Chain Management Policy as well as the George Municipality's Preferential Procurement Policy, where 80 points will be scored for price and 20 points for B-BBEE status and Specific Goals.

For more information, contact Ms Sharon House at (044)

Tenders word hiermee ingewag vir die **Lewering van Sosiale Media, Webtuiste en Digitale Bemarking ondersteuningsdienste aan George Munisipaliteit vir 'n tydperk van drie (3) jaar.**

Voltooide tenders in 'n verseelde koevert, duidelik gemerk:

Tender Nr. DPD024/2024 moet voor **Dinsdag, 10 September 2024** om **12:00** in die tender bus by die George Munisipaliteit op die Eerste Vloer, Direkoraat: Finansiële Dienste, Voorsieningskanaal Bestuurseenheid, Burgersentrum, Yorkstraat, George geplaas word. Tenders sal om 12:05 dieselfde dag in die Komiteekamer oopgemaak word. Laat of ongemerkte tenders sal nie oorweeg word nie. Geen tenders per pos, faks of e-pos sal aanvaar word nie.

'n Verpligte inligtingsessie sal op Maandag, 19 Augustus 2024 om 11:00 via MS Teams gehou word. Tendersaars moet teen Vrydag, 16 Augustus 2024 voor 10:00 per e-pos registreer by Mnr. Marc Jacobs by e-pos adres: mcjacobs@george.gov.za om 'n uitnodiging na die verpligte inligtingsessie te ontvang.

Indien tendersaars nie voor 10:00 op Vrydag, 16 Augustus 2024 vir bywoning by Mnr. Marc Jacobs geregistreer het nie; sal tendersaars nie die verpligte inligtingsessie kan bywoon nie, en sal u tender ongeldig wees.

Indien die verpligte inligtingsvergadering nie bygewoon word nie, sal u tender gediskwalifiseer word.

Tender dokumente is verkrygbaar teen 'n R284-05 nie-terugbetaalbare deposito elk by die Voorsieningskanaalbestuur Eenheid op die Eerste Vloer, Burgersentrum, Yorkstraat, George.

Tender dokumente is gratis op die George Munisipaliteit se webblad beskikbaar: www.george.gov.za.

Tenders sal as volg ge-evalueer en toegeken word:

Fase 1: Funksionaliteit

Slegs tendersaars wat 'n minimum van 160 uit 200 punte behaal in fase 1, sal verder vir evaluering in fase 2 oorweeg word.

Fase 2: Prys, B-BBEE Status en Spesifieke Doelwitte

Tenders sal ge-evalueer en toegeken word in terme van die Wet op die Raamwerk vir Voorkeurverkrygingsbeleid (Wet 5 van 2000) Regulasies 2022; die George Munisipaliteit se Voorsieningskanaalbestuursbeleid sowel die George Munisipaliteit se Voorkeurverkrygingsbeleid, waar 80 punte ten opsigte van die prys en 20 punte ten opsigte van B-BBEE status en Spesifieke Doelwitte toegeken sal word.

Vir verdere inligting, kontak Me Sharon House by (044)

801 9295.

The Municipality reserves the right to withdraw any invitation to tender and/or to readvertise or to reject any tender or to accept a part of it. The Municipality is not bound to accept the lowest or any tender.

A TCS PIN for bidders' tax compliance information must be submitted with the tender document.

It will be required from the successful bidder to register on the Central Supplier Database (CSD).

**MR D ADONIS
ACTING MUNICIPAL MANAGER
GEORGE MUNICIPALITY
GEORGE
6530**

801 9295.

Die Munisipaliteit behou die reg voor om enige versoek vir 'n tender terug te trek en/of te her-adverteer of enige tender te verwerp of gedeeltelik te aanvaar. Die Munisipaliteit is nie daartoe gebind om die laagste of enige tender te aanvaar nie.

'n "TCS PIN" vir tenderaars se belasting nakoming inligting moet ingesluit wees by die tender dokument.

Dit sal van die suksesvolle tenderaar verwag word om op die Sentrale Verskaffersdatabasis (SVD) te registreer.

**MNR D ADONIS
WAARNEMENDE MUNISIPALE BESTUURDER
GEORGE MUNISIPALITEIT
GEORGE
6530**

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE RENDERING OF SOCIAL MEDIA, WEBSITE AND DIGITAL MARKETING SUPPORT SERVICES TO GEORGE MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS

BID NUMBER: DPD024/2024

CLOSING DATE: 10 SEPTEMBER

CLOSING TIME: 12:00

BID DOCUMENTS MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT:

Supply Chain Management Unit
The Civic Centre (1st Floor)
York Street
GEORGE

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

The bid box is open from 07:45 until 16:30, 5 days a week. Bids must be submitted on the Official Forms (NOT TO BE RE-TYPED).

B-BBEE certificates submitted with the tender documents MUST be a VALID ORIGINAL B-BBEE CERTIFICATE or VALID CERTIFIED COPY OF THE B-BBEE CERTIFICATE.

In the case of a Trust, Consortium or Joint Venture, they 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.

This Bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.

This Bid will be evaluated and adjudicated according to the following criteria:

1. Relevant specifications;
2. Value for money;
3. Capacity to execute the contract;
4. PPPFA Regulations 2022.

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, PROVINCIAL GOVERNMENT OR MUNICIPALITY.

DETAILS OF TENDERER

| | |
|---|---|
| Name of firm / entity / enterprise | |
| Trading as (if different from above) | |
| Postal address | Postal Code _____ |
| Physical address | |
| Contact Details of the Person Signing the Tender: | Name: _____ Telephone: (____) _____ Fax: (____) _____ Cellular Number: _____ E-mail address: _____ |
| Contact Details of the Senior Manager Responsible for Overseeing Contract Performance: | Name: _____ Telephone: (____) _____ Fax: (____) _____ Cellular Number: _____ E-mail address: _____ |
| Contact Details of Person Responsible for Accounts / Invoices: | Name: _____ Telephone: (____) _____ Fax: (____) _____ Cellular Number: _____ E-mail address: _____ |

DETAILS OF TENDERING ENTITY'S BANK

I/We hereby authorize the Employer/Client to approach all or any of the following bank/s for the purposes of obtaining a financial reference:

| DESCRIPTION OF BANK DETAIL | BANK DETAILS APPLICABLE TO TENDERER'S HEAD OFFICE |
|-----------------------------------|--|
| Name of bank | |
| Branch name | |
| Branch code | |
| Name of Account Holder | |
| Account number | |
| Type of Account | |

Signature of Tenderer: _____

Date: _____

THE RESOLUTION TAKEN BY THE BOARD OF DIRECTORS / MEMBERS / PARTNERS

RESOLUTION of a meeting of the Board of Directors / Members / Partners of

NAME OF TENDERER

Held at _____ on _____
(Place) (Date)

RESOLVED THAT:

1. The enterprise submits a Tender to the George Municipality in respect of the following:

**TENDER NUMBER: DPD024/2024
TENDER FOR THE RENDERING OF SOCIAL MEDIA, WEBSITE AND
DIGITAL MARKETING SUPPORT SERVICES TO GEORGE MUNICIPALITY
FOR A PERIOD OF THREE (3) YEARS**

2. Mr/Mrs/Ms _____

In his/her capacity as _____

and who will sign as follows: _____
(SPECIMAN SIGNATURE)

be, and is hereby, authorized to sign the Tender and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any contract, and or all documentation resulting from the award of the Tender to the enterprise mentioned above.

Note: The resolution **must be signed by all the directors or members / partners** of the bidding enterprise. Should the space provided below not be sufficient for all the directors to sign, please provide a separate sheet in the same format below.

| | Name | Capacity | Signature |
|---|------|----------|-----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

THE RESOLUTION TAKEN BY THE BOARD OF DIRECTORS OF A CONSORTIUM OR JOINT VENTURE

RESOLUTION of a meeting of the Board of Directors / Members / Partners of

NAME OF TENDERER

Held at _____ on _____
(Place) (Date)

RESOLVED THAT:

1. The enterprise submits a Tender to the George Municipality in respect of the following:

**TENDER NUMBER: DPD024/2024
TENDER FOR THE RENDERING OF SOCIAL MEDIA, WEBSITE AND
DIGITAL MARKETING SUPPORT SERVICES TO GEORGE MUNICIPALITY
FOR A PERIOD OF THREE (3) YEARS**

(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium / Joint Venture):

and

and

2. Mr/Mrs/Ms _____

In his/her capacity as _____

and who will sign as follows: _____
(SPECIMAN SIGNATURE)

be, and is hereby, authorized to sign the Tender and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any contract, and or all documentation resulting from the award of the Tender to the **Consortium / Joint Venture** enterprise mentioned above.

3. The enterprise in the form of a consortium or joint venture accept jointly and several liability with parties under item 1 above for the fulfillment of the obligations of the joint venture deriving from, and in any way connected with the contract to be entered into with the George Municipality in respect of the project described above under item 1.
4. The **Consortium / Joint Venture** enterprise chooses as its domicilium citandi et executandi for all purposes arising from this joint venture agreement and contract with the George Municipality in respect of the project under item 1:

(Physical Address)

Note: The resolution **must be signed by all the directors or members / partners** of the bidding enterprise. Should the space provided below not be sufficient for all the directors to sign, please provide a separate sheet in the same format below.

| | Name | Capacity | Signature |
|----|------|----------|-----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

JOINT VENTURE

Only to be completed if applicable

| | |
|---|---|
| Name of Joint Venture: | |
| Names of Each Enterprise: | |
| (1) Name and Address of Enterprise: | |
| (2) Name and Address of Enterprise: | |
| (3) Name and Address of Enterprise: | |
| Has an original valid Tax Clearance Certificate been submitted for each enterprise? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| CIDB Registration Number(s), if any: | |

Submit your Joint Venture Agreement together with this annexure. If no Joint Venture Agreement is submitted, your tender will be disqualified.

SIGNED ON BEHALF OF JOINT VENTURE _____

SCHEDULE OF SUB-CONTRACTORS

The Bidder shall list below the sub-contractors he/she proposes to employ for part(s) of the works/goods/services.

If any or all of the sub-contractor/s listed hereunder are not approved subsequent to acceptance of the Tender, it shall in no way invalidate the Tender or the Contract, and the Tendered unit rates for the respective items of work shall remain final and binding even if a sub-contractor/s not listed below is approved by the Employer.

| Sub-Contractor's Name | Work Activities to be undertaken by the Sub-contractor/s | Work Recently Executed by Sub-contractor/s |
|------------------------------|---|---|
| | | |

TENDER SPECIFICATIONS

1. BACKGROUND

Sections of George Municipality require the services of a highly professional and experienced digital marketing agency to manage digital activities including social media pages, websites, and other platforms, as and when required. The municipality has a corporate brand for George Municipality, as well as a customer facing destination tourism brand, namely George, Wilderness and Uniondale Tourism.

Municipal Geographical Footprint:

George Municipality is focused on the municipal footprint which covers 28 wards. The following map depicts the geographical footprint of the George municipal area:



The George Municipality and George, Wilderness and Uniondale Tourism brand manuals will be provided to the appointed service provider, along with photos, videos, and other content assets. The marketing positionings for George, Wilderness and Uniondale will also be shared from a tourism perspective.

Municipal Brand Objectives:

The municipal corporate communications are resident-facing, and platforms are primarily for municipal information sharing and feedback. They are strongly communications and PR based.

Tourism Brand Objectives:

The Tourism office aims to drive economic development in the City of George through travel and tourism activities, whereby income, jobs, ownership, and wealth opportunities are supported, by marketing George as an attractive destination to visit. The section aims to inspire travellers to choose George as their holiday destination of choice, inspire the tourism trade to sell the offerings of George, for event and conference organisers to choose George as their host city, for the film industry to shoot their productions in George, and to encourage business and event travellers to stay a little longer to enjoy the region.

2. CONTACT INFORMATION

The tender has been compiled primarily for use by the Tourism section but allows for usage by other municipal sections as and when required.

Contract Leader:

Tourism Brand:

Contact: Sharon House
Title: Senior Tourism Officer
Directorate: Human Settlements, Planning and Development
Email: shouse@george.gov.za
Telephone: 044 801 9295 | Cell phone: 084 627 3669

Other Users:

Municipal Brand:

Contact: Chantel Edwards
Title: Manager Communications & IGR
Directorate: Office of the Municipal Manager
Email: cedwards@george.gov.za
Telephone: 044 801 9160 | Cell phone: 082 3502420

Staff from various municipal sections may make use of the tender as and when required. All George Municipality corporate brand designs must be signed off by the relevant section and then the Communications Manager as the final approver, according to the municipal CI.

Each department or section making use of the service provider will complete a monthly evaluation report providing feedback to Supply Chain Management on the performance and service of the supplier.

3. CONTRACT DURATION

The service provider will be appointed on tender for a period of 3 years.

4. OBJECTIVES OF APPOINTMENT

Professional development and management of digital communications and marketing platforms:

- Social Media Strategy and Management
- Website Services
- Digital Advertising and Communications
- Digital Software, Services, and Integrations

5. SCOPE OF WORK

The following outlines the scope of work required:

5.1 SOCIAL MEDIA

Upon appointment, the relevant section will engage on the currently available content and brand assets, and other need-to-know information:

5.1.1 **George Municipality Communications Section**

There are no immediate plans to outsource the municipal social media channels for Facebook, LinkedIn etc. *However, this tender makes it possible should the unforeseen need arise.*

5.1.2 **Tourism Section**

5.1.2.1 Purpose of the Destination on Social Media:

The aim of the social media pages is:

- Primarily to get potential travellers in the right target markets to be inspired and visit George, including Business to Consumer (B2C) and Business to Business (B2B).
- Support George Municipality restaurants, activities, accommodation, and events by creating awareness with locals of their offerings, specials, and deals.

Therefore, quality content hitting the right messaging must be prioritised, and then promoted to the target audiences.

5.1.2.2 Social Media Strategy Requirements

The appointed agency will be required to write a social media strategy for the applicable section for approval, providing research on social media, best channels to utilise according to target markets, content types and generation, posting frequencies, style, software, rules related to advertising bookings and any and all applicable research, with recommended key performance indicators and outcomes, associated actions and required budgets, according to the objectives and budget set by the section. The strategy will include the assessment of different social media platforms. At a minimum the strategy must include:

- Define section objectives on social media, as follows:
 - B2C:
 - Reach domestic and international target markets showing travel intent signals for South Africa with inspirational content as they plan and book their trip (destination awareness and positioning). Market research will be provided by the Tourism section, but the supplier may need to do more in-depth research.
 - Reaching niche target markets such as surfers, golfers, trail enthusiasts (destination awareness).
 - Reaching locals and those in the destination with timely information to support local businesses – deals, specials, and events.
 - Educating locals on what is available in their destination and leveraging them as ambassadors to family and friends.
 - B2B:
 - Promoting the positionings and offerings of George to travel sales professionals and tour builders, tour operators,

travel agencies etc by influencing them positively to learn about George's offerings and including George in their Garden Route/ South African itineraries.

- Research and PESTLE
 - Understanding the different target audiences, demographics, ages, influences on travel and present research on appropriate channels (different platforms attract different audiences).
 - Use social media listening to understand what target markets are saying about the destination and identify and monitor trends.
 - Research on effectiveness of different tactics - for example data on the use of influencers in reaching and converting target markets, using competitions etc.
 - Social media audit on what is working and not working on historical data for the current pages.
 - Leveraging technology personalisation and AI.
- Define the tone, language, how to handle negativity etc.
- Define how the destination will handle advertising and platform income generating opportunity features like Meta Stars etc.
- Competitor Analysis
- SWOT Analysis
- Define the SMART recommended key performance indications, recommendations and specific actions that will be undertaken, where specific goals are defined and make sense in relation to the research.
 - Organic versus paid strategies including planning for niches like golf, trail running etc.
 - Content types, content formats ((including languages, demographics), placements and frequencies;
 - Addressing timeliness: best times to publish, best time to engage when audience is online;
 - Growing Followers;
 - Managing audience engagement;
 - Whether to use and encourage UGC;
 - Any additional social media software required.
- Tracking
 - What metrics will be tracked and reported on monthly which determine the performance against the objectives.
 - A monthly report must be provided with key metrics from the applicable channels and Google Analytics using Urchin Traffic Monitor(UTM) and conversion funnels created by the appointed agency.
 - Measurements to track against competing destinations.
- Monthly Reporting
 - Define what will be reported on monthly:
 - Metrics to determine performance against goals;

- Competitors;
- Performance enhancement: per channel what is working, what is not working, lessons or hypotheses.

5.1.2.3 Background

The Tourism section of George Municipality has an existing tender for the management of the destination brand and has pages for George, Wilderness and Uniondale on Facebook and Instagram, as well as a YouTube channel. Management of these pages will therefore commence upon award of this tender.

Initially the appointed agency will need to provide a seamless transition on the current channels from the existing tenderer, but it is intended that during the 2024/25 financial year, a well-researched and thought-out social media strategy will be written, which will then be implemented once it is approved. The strategy will address new platforms, that are dependent on future budget availability. The section aims to use YouTube in a greater way, and may extend to other platforms like WhatsApp, LinkedIn and TikTok etc. The supplier should think about social media in its entirety and holistically – all the features it offers its users - and not focus on only delivering a set number of posts and replying to comments. Due to the continuously evolving nature of social media, it is expected that when new platform features are available, they should be utilised and leveraged fully. The objectives of the brand may require more adverts to run, rather than actual posts, for example. The existing Facebook and Instagram pages will be merged into one page per platform.

George Tourism:

- <https://www.facebook.com/tourismgeorge>
- https://www.instagram.com/georgetourism_official

Wilderness Tourism:

- <https://www.facebook.com/wildernesstourism>
- <https://www.instagram.com/wildernesstourism>

Uniondale Tourism:

- <https://www.facebook.com/uniondaleinfo>
- <https://www.instagram.com/uniondaletourism>

YouTube:

- <https://www.youtube.com/channel/UClx6AN4nkNiR21EfaZpIJJw>

The bidder should view these pages to understand what the destination already has, and how they can improve upon it.

The section also operates a WhatsApp for Business account to communicate with local stakeholders via a group. There are no immediate plans for a service provider to take over this function, but should the need arise or the strategy address this, it may be required.

WhatsApp for Business:

- The number being used is the Wilderness office telephone number: +27 44 877 0045.

Social Media Hashtags (new):

#georgesouthafrica #GeorgeNaturally #cityofgeorge #wildernesssouthafrica
#uniondalesouthafrica #gardenroute

5.1.2.4 Services Required

The service provider will manage and be responsible for each appointed page and platform in its entirety, including but not limited to all new content generation, advertising and targeting, commenting and engagement, and anything else required:

- The supplier will be responsible for generating new and relevant content in the applicable brand, for example videos, graphics and photos taken at various sites. The content types and formats must be highly suitable for the platform, based on marketing best practices per platform. It is anticipated that most content for the Tourism section would be video first, optimised for mobile viewing. The supplier should be comfortable visiting local sites and experiences to generate video and other content.
- Where longer form digital content is required, the supplier should generate and load content on the website (for example blogs) which can be linked to in the social media content. For example, a 3-day itinerary exploring George (longer form content on blog, with short video reel and story published to socials). Therefore, the agency is expected to setup content on the Tourism website required for applicable social media content delivery, as well as all UTM and conversion funnels etc for Google Analytics for tracking and measurement. The agency should not think about the channels in isolation.
- The supplier will need to engage with local businesses, tourism experiences, and event organisers to obtain relevant information. The supplier is expected to communicate in a professional manner as a representative acting on behalf of the municipality and ensure that a positive relationship is always promoted. All content assets shared by Tourism stakeholders should be sent to the Tourism section, to store on their electronic records system for future marketing collaborations.
- The supplier should expect to cover certain events live, generating on-demand content to be published same-day, which may at times take place over weekends, on public holidays and during out-of-office hours.
- Where influencers and other content generators are appointed, the agency is expected to manage and monitor them in their entirety. All associated costs to pay and host the influencer will be reimbursed by the municipality as per the official order issued before the time. No mark-up is permissible on booking and hosting expenses; therefore, invoices will be requested for all billable expenses.
- The municipality allocates third-party social media posts to the Tourism section from time to time, which the supplier will need to supply as a part of their monthly fee – roughly 4 to 6 times per annum.
- The municipality has paid tariffs for publishing content on its Tourism platforms, which the public can book should they meet the criteria. For example, a George-based event could book several advertisements on the Tourism platforms. The appointed agency will be responsible for implementing the scheduling of the tariff bookings in conjunction with the Tourism office and ensuring the execution of what has been booked and paid for on the relevant platforms, as a part of their monthly service. The agency should provide an advertising sheet at least once per annum with the relevant metrics for potential advertisers to view.

5.1.2.5 Paid Advertising Spend

A post-boosting and advert budget will be agreed to annually, based on the planning for the months and year. For example, in the lead-up to a month with a lot of long weekends and public holidays, it is expected that there will be content promoting a visit to George targeted to the domestic market, which will run in the top booking window (Tourism section will provide the booking window from live data insights). And during the long weekend or holiday, posts will be running promoting restaurants, events, and activities accessible over that time to locals and those travelling in the area. Content focussed adverts could also run to domestic travellers, using events as a hook to travel to the area, besides for holidays and long weekends.

5.1.2.6 Audience Targeting

The supplier must be an expert on audience targeting, to ensure the right audiences are following the pages, and content published is reaching the right audiences. The Tourism office will assist with target market, seasonality, booking windows, and other relevant targeting info but the supplier should also dig into social media and website metrics where appropriate.

5.1.2.7 Implementation

As per 5.1.2.2, the supplier is required to provide a strategy. Until such time as a strategy has been approved, in addition to the above information, the following deliverables below must be met by the monthly management fee:

Target: Grow followers in the correct target markets by **100%** year-on-year.

Once-off, first month:

1. Assessment of existing pages and updates to all page information.
2. Complete official verification of all the pages.
3. Establish a WhatsApp button for all the pages linked to the Zoho CRM.

Daily:

4. Respond to all comments, queries, and messages daily.
5. Complete daily invitations to people who reacted to and commented on our Meta content to follow our Pages, to the maximum limit per 24 hours.

Weekly:

6. Publish stories posted every Thursday/ Friday showcasing the events and deals for the upcoming weekend.
7. Regular posts/ reels featuring reasons to visit George, as well as inspirational destination vistas and scenes. These should be promoted to maximise the content creation efforts. At least one reel should be published per week.

See reel content from Life of Betts, Thobi Rose, Camps Bay Girl, etc.

Examples include:

- Some of the best trails for hiking (amazing video content of Vensterberg, National Park for example)
- Our top 3 favourite MTB routes (Prince Alfred Pass, other popular spots)
- George's beaches and features
- Top seaside stays (target holidays/ long weekends)
- The best family holiday (target school holidays)

- 3-day long weekend couple getaway sample itinerary (target long weekends)
- Large-scale events (may be niche specific)
- Best places to stay for business travellers

Only required in some months:

1. Supply a social media post for Algoa FM in the applicable month (4 to 6 times per year).
2. Schedule any approved paid municipal tariff bookings.
3. Once every two months, run a competition promoted to domestic target audiences, to win a weekend getaway to George. The purpose is twofold – grow followers, and create awareness about George’s positionings and offerings, creating linkages to George as an attractive destination to holiday in.

5.1.2.8 Reporting

A monthly report is required that looks at metrics against targets. The report should also assist the service provider in reviewing and assessing what’s working and what isn’t, to make improvements and tweaks as trends change. The social media strategy will outline the key metrics to track, but until it has been established, the following must be reported on in the approved format:

- Number of followers against year-to-date target.
- Number of followers against competitors
- Number of followers by location
- Monthly reach
- Engagements
- Sentiment
- Results of promoted content
- Content published for the month
- The report should include a performance enhancement segment, where the agency analyses and uses the monthly metrics to review and suggest improvements to continually optimise performance.
-

5.2 WEBSITE SERVICES

5.2.1 Website Development

Website development will be required by various sections:

5.2.1.1 General Assessment of an Existing Website:

Perform an assessment of the website according to Google Web Developer tools, PageSpeed Insights and User Interface (UI) and User experience (UX) best practices. Analyse Google Analytics to gain insights into devices, error pages and other meaningful data. Submit:

- a report outlining the results and fixes required.
- suggested website architecture (all pages) and flow between the pages.
- the design look and feel or suggested WordPress templates.
- project plan with timelines for implementation.
- close out report with reports from Google, indicating success of implementations.

5.2.1.2 General Development

Any website development work for any section must strictly adhere to the following:

- SEO optimisation.

- Incredible Uland UX design, with user testing.
- Interesting, useful, original, and relevant content.
- All copyright, privacy, advertising, and legal compliances.
- Plugins may only be utilised which integrate with the municipal app.
- A high level of security.
- Fast loading time according to Google.
- Incorporate personalisation, AI, and other modern technologies.
- Mobile optimised: Responsive design isn't an option anymore; mobile optimisation is a MUST. However, our website must also be focused on delivering a 'thumb-friendly' experience. See an example of thumb-friendly areas of a phone screen:



1Figure 1 Thumb-friendly areas of a phone screen (Lara, 2021)

- Google website assessment tools and Google Analytics must be used throughout the development process to determine if the desired result has been achieved and where it has not, for the web developer to continue to make tweaks until the desired result has been met.

5.2.2 Monthly Website Maintenance

The following must be fulfilled under monthly maintenance, where this service is procured by the relevant section:

1. Updates to all plugins as and when required.
2. Renewal of paid plugins when required.
Please note that no markup may be added by the service provider to plugins.
3. Renewal of hosting and domains when required:
The service provider is responsible for the renewal of all domains, and email and website hosting. Website and email hosting must be assessed and procured based on the size and needs of each website, and particularly for the website, must ensure a quick loading time according to the latest Google website standards.
4. Minor fixes related to updates and plugins.
5. Website backups, and a restore if required.
6. General website, hosting, and domain queries and resolutions.
7. Monthly Google Analytics reporting on agreed metrics.
8. Website security certificate and Secure Sockets Layer (SSL) included when required.
9. All relevant security measures and controls to secure the website.

10. Answering tariff-related queries.

11. Emergency Support

The service provider must agree to provide immediate emergency support to recover and secure the website/s should the website/s be hacked, no matter the day or time.

5.2.3 Content Marketing and Search Engine Optimisation (SEO)

The service provider may be required to assist with ongoing content generation such as copywriting and publishing blogs, events, and other information. The service provider may need to implement additional actions to enhance SEO.

5.2.4 Section Specific Requirements

The design look and feel, and the goals of the municipal corporate brand and the Tourism destination brand are vastly different. The service provider will need to approach each project with an understanding of the different audiences and objectives. For example, the Tourism destination website must inspire potential travellers to visit the area, and the website is a major tool to compete against other top cities and areas across South Africa. It will have a massive content and visual design focus on both mobile and desktop, and loading time, as well as SEO, and user time spent on the website will be top priority. The municipal brand is primarily information sharing for locals and is less visual, but must be fast, render well on mobile, and have good UI and UX so that residents can easily access the information they are looking for. It may be important to assess Google Analytics internal website search terms to see what content must be generated and to have a Frequently Asked Questions (FAQ)/ Knowledgebase section, as well as 'Did you find what you were looking for?' assessments.

5.2.4.1 Municipal Website

There is currently a tender in place for the George Municipal website but when it lapses this tender may be utilised.

5.2.4.2 Tourism Website

The Tourism section immediately requires web development services upon the tender appointment of the website visitgeorge.co.za. The development will be done in a phased approach, with a project plan per annum, according to the section's budget.

5.3 DIGITAL ADVERTISING AND COMMUNICATIONS

5.3.1 Digital Advertising

The relevant section may require targeted advertising to run on digital platforms – for example, running paid YouTube adverts to a targeted audience, and remarketing to users on the website and via other social media platforms. Therefore, the agency should be comfortable and experienced in Google and Meta Advertising. Where the agency is required to undertake paid advertising, the agency rate per hour will be utilised to cover the service fees for advertising content generation, campaign research, setup, implementation, and everything else required. The advertising spend is a separate amount from the agency rate. The agency will pay all advertising fees on the applicable platform according to the agreed amount on the municipal order issued.

5.3.2 Newsletters

The Municipality issues a newsletter every second month with the accounts email, and the Tourism section issues two monthly newsletters to local tourism stakeholders.

There are no immediate plans to outsource this service, but the agency rate may be utilised to quote based on a brief, should it be required in the future.

5.3.3 Ad Hoc

From time to time the supplier may be required to supply a section with digital advertising support (planning, content, copywriting, media, etc) for third-party platforms. For example, event organisers post destination content on their social media pages, but the municipality must generate relevant content for them to publish.

5.4 DIGITAL SOFTWARE, SERVICES, AND INTEGRATIONS

It is important that municipal communications and marketing systems are integrated. The service provider must ensure and provide Application Programming Interface (API) integration to other George Municipal services/systems/vendors, for example Collaborator, My Smart City, and ESRI where applicable.

5.4.1 Software Procurements and Renewals

The service provider may be responsible for procuring and renewing the applicable digital marketing and communications software licenses annually.

5.4.2 Zoho One

The Tourism section makes use of Zoho One to handle various digital functions such as handling Visitor Information Centre tickets, sending bulk email campaigns, processing, recording, and storing member contacts and business information, generating dynamic surveys, live chat on the website and more. Integrations are sometimes required between the platform and the website and other software services. The service provider may also need to assist in developing or setting up modules and delivering or procuring training, based on the brief and needs of the section. There are no immediate plans to utilise this.

5.4.3 Other

The agency rate may also be utilised to quote for any work related to digital advertising, communications, social media, website, and marketing activities.

6. TIME MANAGEMENT

Proofs need to be submitted well in advance to meet the deadlines indicated, and project plans with deadlines may be required for bigger projects. The work allocated may fluctuate between of intense work periods and less work. Overtime will be required to meet deadlines when the occasion arises.

7. MEDIA OWNERSHIP

George Municipality will own the copyright to all work produced. Any artwork, images, videos, electronic files, or other physical or electronic media (including preparatory, intermediate, and final work) produced, shall be the property of George Municipality and must be provided upon request.

It is important that when video content is generated, that the raw footage is stored and shared in a central location for the municipality to access. The Tourism section periodically receives requests for raw footage, and through this contract will build up a database of footage that may be repurposed.

8. TERMS OF CONTRACT TERMINATION

Should work submitted not meet the brief or be up to a high standard and professional publishing quality, or should targets consistently not be met, this will form the grounds for termination of the contract. It is important that the service provider is up to the task:

- Exceptional in building websites with all the digital marketing tricks of the trade.
- Exceptional website and social media design skills with a strong understanding of brand management.
- Exceptional content creation.
- Experience in serving optimised digital advertisements and meeting targets.
- Qualified, experienced, and capable staff, with a proven track record.

The municipality expects high quality, with target-meeting from the get-go, and encourages highly capable service providers to apply.

9. METHODS OF COMMUNICATION

Communications will take place over the usual channels such as email, We Transfer, Dropbox and telephone, but communications will also be required over WhatsApp.

10. PRE-QUALIFICATION

The following list below **must be supplied by the bidder for evaluation.**

Professional, creative, and technical capacity is required to perform the tasks assigned. The evaluators of bids received are assessing if they think your business is up to the task, and are testing your ability to build exceptional websites, deliver amazing social media pages and more.

- 10.1 Website Portfolio: Provide at least 3 examples of websites which are live, built by your company, and explain what the client brief was and how you met it.
- 10.2 Social Media Portfolio: Provide a link to at least 2 social media pages that you currently manage on behalf of another business, as well as the strategy that is applied to those pages. Provide the Facebook insights report for the last year.
- 10.3 Google AND Meta Advertising Experience: Submit evidence of at least one of each Google AND Meta advertising campaign run over the last year using video or display advertising (not purely search ads) showing the campaign and results. Indicate what the **brief and targets** were, and how you achieved them, supported by the Meta and Google Advertising campaign report.
- 10.4 Meeting the Brief: Give an outline of what type of digital campaign you would select to inspire UK audiences showing travel intent signals to choose George as a holiday destination. Your answer should be detailed and include the campaign objective, type, geographical targeting, and other relevant custom targeting, interests, and detailed demographics, as well as the type of creative that would need to be generated (i.e. portrait video, display banners) and why.

11. EVALUATION OF PRE-QUALIFICATION EVIDENCE

The compulsory submissions will be assessed using the following criteria:

| EVALUATION CRITERIA | WEIGHTING FACTORS |
|--|-------------------|
| Website Portfolio | 50 |
| Social Media Portfolio | 50 |
| Google and Meta Advertising Experience | 50 |
| Meeting the Brief | 50 |
| TOTAL SCORE | 200 |

The minimum score to qualify for further evaluation is 80% (160 points out of 200).

The following rubric will be used to assess the submissions:

| SCORING RUBRIC | | |
|------------------------|-----------|--|
| EVALUATION CRITERIA | MAX SCORE | SCORE DESCRIPTION |
| Website Portfolio | 50 | At least 3 examples of live websites were provided. The bidder explained what the client brief was and seemed to meet it successfully. The websites, at surface level, appear to be well built – they were easy to navigate on both desktop and mobile, have a good look and design, the style matches the brand represented, the copywriting is appropriate and free from error, the content assets are of a good quality, and all elements are balanced well. The website loads at a good speed. |
| | 35 | At least 3 examples of live websites have been provided, and the bidder explained what the client brief was and seemed to meet it. The websites are generally at an acceptable level, but I think that there are a fair number of improvements that could be made to get them to a better level. |
| | 25 | At least 3 examples of live websites have been provided, but in my opinion the brief has not been met, or one or more of the websites are not at an acceptable level. |
| | 0 | The required evidence was not submitted. |
| Social Media Portfolio | 50 | At least 2 social media pages have been provided. It appears that the strategy has been implemented successfully with the bidder reaching 90% of the goals. The quality of the content on the page is very good. The profile picture, cover images, page description and posts are at an excellent level, with interesting and relevant content that represents the brand well. |
| | 35 | At least 2 social media pages have been provided. It appears that the strategy has been implemented successfully with the bidder reaching 70% of the goals. The quality of the content on the page is very good. The profile picture, cover images, page description and posts are at a good level, with interesting and relevant content that represents the brand satisfactorily. |
| | 20 | At least 2 social media pages have been provided. It appears that the strategy has not been implemented successfully with the bidder reaching less than 70% of the goals, or my impression of the content or quality of the pages is that it is not very good or at the level we would expect. |
| | 0 | The required evidence was not submitted. |

| SCORING RUBRIC | | |
|--|-----------|--|
| EVALUATION CRITERA | MAX SCORE | SCORE DESCRIPTION |
| Google and Meta Advertising Experience | 50 | At least one Google and one Meta advertising campaign evidence was submitted which ran over the last year, using video or display advertising (not purely search ads) and the campaign and results were indicated, along with the brief and targets. It appears that the brief and targets were successfully met, with the bidder reaching 90% of the goals. |
| | 35 | All evidence was submitted. It appears that the brief and targets were successfully met, with the bidder reaching 70% of the goals. I think a better performance, content style or quality could have been achieved but it was generally acceptable. |
| | 20 | All evidence is submitted, but the quality, content, style, or results are not good. It appears that the brief and targets were not successfully met, with the bidder reaching less than 70% of the goals. This evidence does not convince me that they will be able to meet the brief and targets at a high level. |
| | 0 | The required evidence was not submitted. |
| Meeting the Brief | 50 | The supplier provided a comprehensive answer as to how they would meet the brief and I am confident that their campaign suggestion would work, as it would target people showing travel intent signals for South Africa in the UK and the creative types are applicable, whereby potential travellers will be inspired. |
| | 35 | The answer was generally acceptable, but I am not entirely convinced either by their targeting parameters or by their content type selections that this is the best approach. Alternatively, they should have provided more information to help me fully grasp their plan. |
| | 25 | The supplier's answer does not convince me that they can meet the brief. Either their explanation is too general or does not show a practical understanding of targeting on the platforms specified, or the campaign type is not as suitable. |
| | 0 | The required evidence was not submitted. |

12. COMPULSORY CLARIFICATION MEETING

A compulsory meeting will take place online to discuss any questions that may arise. At this meeting, bidders can request the brand manuals if they feel that they require the manuals to quote effectively. The details of the compulsory meeting should be obtained in the tender advert. **Any bidders who fail to attend the compulsory meeting will be disqualified.**

PRICING SCHEDULE

NB: Please ensure each line item in the pricing column is completed. Incomplete lines will lead to the supplier being disqualified.

| DESCRIPTION | RATE (VAT INCLUDED) |
|---|---------------------|
| Agency Rate Per Hour | R |
| Social Media Monthly Management (fee per page): | R |
| Meta (Facebook and Instagram) | R |
| TOTAL FOR RATES (VAT INCLUDED) | R |

| DESCRIPTION | TOTAL PERCENTAGE |
|-------------------------|------------------|
| Handling Fee Percentage | % |

Note:

Until such time as the social media strategy is approved, a Social Media Monthly Management fee will be applicable, as per the responsibilities outlined, and at the Specifications, point 5.1.2.7. Once the strategy is approved, the agency rate will be used to affect a new quotation according to the recommended actions for each year.

PAST EXPERIENCE

This schedule is compulsory to complete!

Bidders must furnish hereunder details of similar works / services, which they have satisfactorily completed in the past. The information shall include a description of the Works / Services, the Contract value and name of Employer.

| Employer | Nature of Work | Value of Work | Duration and Completion Date | Employer Contact Number |
|----------|----------------|---------------|------------------------------|-------------------------|
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 Date

 Signature of Tenderer

THE TENDER OFFER

I/We Mr/Mrs/Messrs _____
duly assigned to represent the service provider for the purpose of this tender, hereby tender to supply all or any of the goods and/or render all or any of the services described in the attached documents to the George Municipality on terms and conditions stipulated in this tender and in accordance with the specifications stipulated in the tender documents (which shall be taken as part of, and incorporated into this tender) **at the rates reflected in the Pricing Schedule.**

I/we agree that this offer shall remain valid for a period of 90 days commencing from the closing date and time of this tender.

I/we further agree that:

This tender and its acceptance shall be subject to the terms and conditions contained in the George Municipality's Supply Chain Management Policy;

If I/we withdraw my/our tender within the period for which I/we have agreed that the tender shall remain open for acceptance, or fail to fulfill the contract when called upon to do so, the George Municipality may, without prejudice to its other rights, agree to the withdrawal of my/our tender or cancel the contract that may have been entered into between me/us and the George Municipality and I/we will then pay to the George Municipality any additional expense incurred by the George Municipality having either to accept any less favorable tender or, if fresh tenders have to be invited, the additional expenditure incurred by the invitation by the invitation of fresh tenders and by the subsequent acceptance of any less favorable tender; the George Municipality shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other tender or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfillment of this or any other tender or contract and pending the ascertainment of the amount of such additional expenditure or retain such moneys, guarantee or deposit as security for any loss the George Municipality may sustain by reason of my/our default;

If my/our tender is accepted the acceptance may be communicated to me/us by letter or order by certified mail or registered mail. Such posting shall be deemed to be proper service of such notice with effect from the date of posting/dispatch of such notice;

The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our tender and that I/we choose domicilium citandi et executandi in the Republic of South Africa, where any and all legal notices may be served at (full street address on this place):

Physical Address: _____

I/we furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our tender; that the price(s) and rate(s) tendered cover all the work/item(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our own risk.

I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfillment of this contract.

I/we agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me/us as a result of such action.

I/we declare that I/we have participation / no participation in the submission of any other offer for the supplies/services described in the attached documents. If in the affirmative, state name(s) of tenders involved.

Name: _____

Signature: _____

Date: _____

This form must be completed and signed to be considered provisionally responsive.

ACCEPTANCE

By signing this part of the form of offer and acceptance, the employer identified below accepts the supplier's offer. In consideration thereof, the employer shall pay the supplier the amount due in accordance with the conditions identified in the tender data. Acceptance of the supplier's offer shall form an agreement between the employer and the supplier upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the supplier receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the supplier within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Name: **DR K HAARHOFF**

Signature: _____

Capacity: **ACTING DIRECTOR: HUMAN SETTLEMENTS, PLANNING AND DEVELOPMENT**

Date: _____

For the Employer: **GEORGE MUNICIPALITY
CIVIC CENTRE
YORK STREET
GEORGE**

TAX COMPLIANCE INFORMATION

PART A

| | | | | | |
|---|---|--|----|--|--|
| Tax Compliance Status | TCS Pin: | | or | CSD No: | |
| B-BBEE Status Level Verification Certificate [Tick Applicable Box] | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | B-BBEE Status Level Sworn Affidavit | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FORM EMES & QSEs) 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? | <input type="checkbox"/> Yes <input type="checkbox"/> No [If Yes, Enclose Proof] | | | Are You A Foreign Based Supplier For The Goods / Services / Works Offered? | <input type="checkbox"/> Yes <input type="checkbox"/> No [If Yes, Answer Part 2.] |
| Signature of Bidder | | | | Date | |

PART B TERMS AND CONDITIONS FOR BIDDING

| | | |
|--|-----|----|
| 1. TAX COMPLIANCE REQUIREMENTS | | |
| 1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. | | |
| 1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. | | |
| 1.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA . | | |
| 1.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B2. | | |
| 1.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. | | |
| 1.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. | | |
| 1.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. | | |
| 2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS [Tick Applicable Box] | | |
| 2.1 Is the entity a resident of the Republic of South Africa (RSA)? | YES | NO |
| 2.2 Does the entity have a branch in the RSA? | YES | NO |
| 2.3 Does the entity have a permanent establishment in the RSA? | YES | NO |
| 2.4 Does the entity have any source of income in the RSA? | YES | NO |
| 2.5 Is the entity liable in the RSA for any form of taxation? | YES | NO |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE. | | |

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

Signature of Bidder:

Capacity Under Which This Bid Is Signed:

Date:

DECLARATION OF INTEREST

| | | |
|-------|--|-----------------|
| 1. | No bid will be accepted from persons in the service of the state*. | |
| 2. | Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority. | |
| 3. | In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. | |
| 3.1 | Full Name of bidder or his / her representative: | |
| 3.2 | Identity number: | |
| 3.3 | Position occupied in the Company (director, trustee, shareholder ²): | |
| 3.4 | Company Registration Number: | |
| 3.5 | Tax Reference Number: | |
| 3.6 | VAT Registration Number: | |
| 3.7 | The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below. | |
| 3.8 | Are you presently in the service of the state?* | YES / NO |
| 3.8.1 | If yes, 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: | |

| | | |
|------------------------|---|------------------------|
| <p>3.9 3.9.1</p> | <p>Have you been in the service of the state for the past twelve months? If so, furnish particulars.</p> | <p>YES / NO</p> |
| <p>3.10 3.10.1</p> | <p>Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? If yes, furnish the following particulars: Name of person: 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:</p> | <p>YES / NO</p> |
| <p>3.11 3.11.1</p> | <p>Are you aware of any relationship (family, friend, other) between the bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid? If yes, furnish the following particulars: Name of person: 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:</p> | <p>YES / NO</p> |
| <p>3.12 3.12.1</p> | <p>Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state? If yes, furnish the following particulars:</p> | <p>YES / NO</p> |

| | | |
|---------------------------|---|------------------------|
| | <p>Name of person / director / trustee / shareholder / member: </p> <p>Name of state institution at which you or the person connected to the bidder is employed: </p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p> <p>.....</p> | |
| <p>3.13</p> <p>3.13.1</p> | <p>Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?</p> <p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member: </p> <p>Name of state institution at which you or the person connected to the bidder is employed: </p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p> <p>.....</p> | <p>YES / NO</p> |
| <p>3.14</p> <p>3.14.1</p> | <p>Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?</p> <p>If yes, furnish particulars: </p> <p>.....</p> | <p>YES / NO</p> |

| 4. Full details of directors / trustees / members / shareholders: | | | |
|---|--|---|--|
| THE FOLLOWING INFORMATION IS COMPULSORY TO COMPLETE: | | | |
| Full Name | Identity Number | Individual Tax Number for each Director | State Employee Number (where applicable) |
| | | | |
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| 5. | The contract will be automatically cancelled if there is a conflict of interest which is not disclosed by the bidder. | | |

Protection of Personal Information Act, 2013 (Act no.4 of 2013) (POPIA)

All parties agree that they will comply with Protection of Personal Information Act, 2013 (Act no.4 of 2013) (POPIA) and process all the information and/or personal data in respect of the goods and/or services being rendered in accordance with the said act and only for the purpose of providing the goods and/or services set out in the agreement to provide such goods and/or services.

The contract between the municipality and the service provider must ensure compliance with the Protection of Personal Information Act, 2013 (Act no.4 of 2013) (POPIA), in that the service provider establishes and maintains security measures to safeguard personal information being processed on behalf of the municipality. The service provider must notify the municipality immediately in an event where there are reasonable grounds to believe personal information has been accessed by an unauthorised person.

The contract with a service provider must ensure confidentiality of personal information processed on behalf of the municipality. A supply contract with a service provider must include standard clauses outlining joint responsibility in terms of the protection of personal information.

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

¹MSCM Regulations: "in the service of the state" means to be -

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the National Assembly or the National Council of Provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official or any Municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial entity; or
- (f) an employee of Parliament or a provincial legislature.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercise control over the company.

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price;
 - (b) BBBEE; and
 - (c) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

| | POINTS |
|--|------------|
| PRICE | 80 |
| BBBEE | 10 |
| SPECIFIC GOALS | 10 |
| Total points for PRICE and SPECIFIC GOALS | 100 |

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \mathbf{P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)}
 \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \mathbf{P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)}
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR BBBEE AND SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.1.1 Points awarded for B-BBEE Level of Contributor

In terms of the Specific Goals as per the George Municipality Preferential Procurement Policy, preference points must be awarded to a tenderer for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of Points for Preference (80/20) | Number of Points for Preference (90/10) |
|---|--|--|
| 1 | 10 | 5 |
| 2 | 9 | 4.5 |
| 3 | 7 | 3 |
| 4 | 6 | 2.5 |
| 5 | 4 | 2 |
| 6 | 3 | 1.5 |
| 7 | 2 | 1 |
| 8 | 1 | 0.5 |
| Non-compliant contributor | 0 | 0 |

Bidder MUST submit a valid BBBEE certificate, failure to attach no points will be awarded for BBBEE points.

4.1.2 Points awarded for Specific Goals

In terms of the Specific Goals as per the George Municipality Preferential Procurement Policy, preference points must be awarded to a Tenderer for Locality in accordance with the table below:

| Locality of Tenderer’s Office | Number of points (80/20 system) | Number of points (90/10 system) |
|---|--|--|
| Within the boundaries of George Municipality | 10 | 5 |
| Within the boundaries of the Garden Route District Municipality | 6 | 3 |
| Within the borders of the Western Cape | 4 | 2 |

| | | |
|---|---|---|
| Outside the borders of the Western Cape | 2 | 1 |
|---|---|---|

Bidder’s MUST submit proof of address (e. g. municipal account, rental/lease agreement, or affidavit) not older than three (3) months. Failure to attach proof will result in no points awarded for Specific Goals.

George Municipality will reserve the right to use any and all available information at its disposal, including conducting site visits and inspections to verify a bidder’s claim of having a local office within the George Municipal area.

The principle of substance over legal form, as defined in the Standards of Generally Recognised Accounting Practice (GRAP), will be applied in such assessments. (This means that even though a bidder may present a rental agreement, the claim of having a local office will be assessed in its actual substance and not by only accepting the legal documentation.)

The purpose of the locality points is to promote local economic development within the George Municipal area and any bidder attempting to circumvent the substance of this initiative through any means, including by means of fronting, will be reported to the National Treasury for blacklisting on the Central Supplier Database (CSD).

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

5. BID DECLARATION

Tenderers who claim points in respect of BBBEE must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 4.1 AND 4.1.1

| |
|--|
| 5.1. Contribution to BBBEE: =(maximum of 10 points) |
|--|

(Points claimed in respect of paragraph 5.1 must be in accordance with the table reflected in paragraph 4.1.1 and **must be substantiated by relevant**

proof of B-BBEE status level of contributor.)

LOCALITY OF TENDERERS OFFICE CLAIMED IN TERMS OF PARAGRAPHS 4.1 AND 4.1.2

| |
|---|
| 5.2. Contribution to specific Goals: =(maximum of 10 points) |
|---|

(Points claimed in respect of paragraph 5.2 must be in accordance with the table reflected in paragraph 4.1.2 and **must be substantiated by relevant proof of address of a company office.**)

DECLARATION WITH REGARD TO COMPANY/FIRM

5.3. Name of company/firm.....

5.4. Company registration number:

5.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 5.1 and 5.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and

- directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

| | |
|--------------------------------------|-------|
| SIGNATURE(S) OF TENDERER(S) | |
| SURNAME AND NAME: | |
| DATE: | |
| ADDRESS: | |

SWORN AFFIDAVIT – BBEE EXEMPTED MICRO ENTERPRISE

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

| | |
|--------------------------------|--|
| Full name & Surname | |
| Identity number | |

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

| | |
|----------------------------|--|
| Enterprise Name | |
| Trading Name | |
| Registration Number | |
| Enterprise Address | |

3. I hereby declare under oath that:
 - The enterprise is _____ % black owned;
 - The enterprise is _____ % black woman owned;
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

| | | |
|---------------------------|---|--|
| 100% black owned | Level One (135% B-BBEE procurement recognition) | |
| More than 51% black owned | Level Two (125% B-BBEE procurement recognition) | |
| Less than 51% black owned | Level Four (100% B-BBEE procurement recognition) | |

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 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 as a company or person 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 National Treasury after the <i>audi alteram partem</i> 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 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page. | 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 of law outside 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: | | |
| Item | Question | Yes | No |
| 4.4 | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars: | | |
| 4.5 | Was any contract between the bidder and the municipality / municipal entity or any other 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"/> |
| 4.5.1 | 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

.....

Position

.....

Date

.....

Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) 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 Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD 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 (MBD9) 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:

_____ (Bid Number and Description)

in response to the invitation for the bid made by:

GEORGE MUNICIPALITY

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.

MBD9

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.
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 |

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.

CERTIFICATE FOR MUNICIPAL SERVICES (COMPULSORY TO COMPLETE)

Information required in terms of the Supply Chain Management Regulations, Regulation 28 (1) (c).

| |
|-----------------------------------|
| Tender Number: DPD024/2024 |
| Name of the Bidder: _____ |

DETAILS OF THE BIDDER/S: Owner / Proprietor / Director(s) / Partner(s), etc:

| Physical Business address of the Bidder | Municipal Account Number(s) |
|---|-----------------------------|
| | |
| | |
| | |

If there is not enough space for all the names, please attach the additional details to the Tender document.

| Name of Director / Member / Partner | Identity Number | Physical residential address of Director / Member / Partner | Municipal Account number(s) |
|-------------------------------------|-----------------|--|-----------------------------|
| | | | |
| | | | |
| | | | |

I, _____, the undersigned,

(full name in block letters)

certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.

Signature

THUS DONE AND SIGNED for and on behalf of the Bidder / Contractor

at _____ on the _____ day of _____ 2024

PLEASE NOTE:

MUNICIPAL ACCOUNTS FOR ALL PROPERTIES OWNED BY BIDDER/S MUST BE ATTACHED TO THE TENDER DOCUMENT!

Even if the requested information is not applicable to the Bidder, the table above should be endorsed **NOT APPLICABLE** with a reason and **THIS DECLARATION MUST STILL BE COMPLETED AND SIGNED**. In the event of leasing, a lease agreement **MUST** be attached to the tender document.

GEORGE MUNICIPALITY PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

TABLE OF CLAUSES

| | |
|-----|--|
| 1. | Definitions |
| 2. | Application |
| 3. | General |
| 4. | Standards |
| 5. | Use of contract documents and information inspection |
| 6. | Patent rights |
| 7. | Performance security |
| 8. | Inspections, tests and analysis |
| 9. | Packing |
| 10. | Delivery and documents |
| 11. | Insurance |
| 12. | Transportation |
| 13. | Incidental services |
| 14. | Spare parts |
| 15. | Warranty |
| 16. | Payment |
| 17. | Prices |
| 18. | Variation orders |
| 19. | Assignment |
| 20. | Subcontracts |
| 21. | Delays in the supplier's performance |
| 22. | Penalties |
| 23. | Termination for default |
| 24. | Anti-Dumping and countervailing duties and rights |
| 25. | Force Majeure |
| 26. | Termination for insolvency |
| 27. | Settlement of disputes |
| 28. | Limitation of liability |
| 29. | Governing language |
| 30. | Applicable law |
| 31. | Notices |
| 32. | Taxes and duties |
| 33. | Transfer of contracts |
| 34. | Amendment of contracts |
| 35. | Prohibition of restrictive practices |

General Conditions of Contract

1. **Definitions:**
1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods 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 goods 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 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 "Tort" means in breach of contract.
- 1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28 "Written" or "in writing" means hand-written 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 (excluding professional services related to the building and construction industry), 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 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

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 provider 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 provider'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 provider 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.

6.2 When a supplier developed documentation / projects for the municipality or municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality or municipal entity.

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 provider 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.

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 goods to be produced or services to be rendered should at any stage be subject to inspections, test and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
- 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 goods 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 goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Goods 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 goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods 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 goods which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods 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, and in any subsequent instructions ordered by the purchaser.
10. Delivery and documents:
 - 10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the supplier in accordance with the terms specified in the contract.

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.
12. Transportation:
 - 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.
13. Incidental services:
 - 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:
 - (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 provider for similar services.
14. Spare parts:
 - 14.1 As specified, 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.
- 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 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, 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.
- 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.

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 provider in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. Variation orders:

- 18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

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 these 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 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 goods are required, or the supplier's services are not readily available.

21.4 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 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties:

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

23. Termination for default:

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

- (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 judgement 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 supplier as having no objection and proceed with the restriction.
- 23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, 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 purchaser 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 Counter-Vailing 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 supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier 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 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 to the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of liability:

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

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

29. Governing language:

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

30. Applicable law:

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

31. Notices:

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties:

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts:

- 33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser.

34. Amendment of contracts:

- 34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the

contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. Prohibition of restrictive practices:

- 35.1 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.
- 35.2 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 are contemplated in section 59 of the Competition Act No 89 of 1998.
- 35.3 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.