



National Student Financial Aid Scheme

## Request for Quotation

### **Appointment of a Records Management Specialist Service Provider for a period of five (5) months**

|               |                |               |             |
|---------------|----------------|---------------|-------------|
| Date issued   | 14 August 2026 | RFQ number:   | RFQ034/2026 |
| Closing Date: | 20 August 2026 | Closing Time: | 11:00AM     |

## INVITATION TO BID (SBD1)

|                                                                                                                                                                       |                                                                                                        |               |                                                                            |                                                                                                      |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL STUDENT FINANCIAL AID SCHEME (NSFAS)</b>                                                            |                                                                                                        |               |                                                                            |                                                                                                      |         |
| BID NUMBER:                                                                                                                                                           | RFQ034/2026                                                                                            | CLOSING DATE: | 20 August 2026                                                             | CLOSING TIME:                                                                                        | 11:00AM |
| DESCRIPTION                                                                                                                                                           | <b>Appointment of a Records Management Specialist Service Provider for a period of five (5) months</b> |               |                                                                            |                                                                                                      |         |
| <b>BID RESPONSE DOCUMENTS MUST BE EMAILED TO THE FOLLOWING EMAIL ADDRESS:</b>                                                                                         |                                                                                                        |               |                                                                            |                                                                                                      |         |
| scm@nsfas.org.za                                                                                                                                                      |                                                                                                        |               |                                                                            |                                                                                                      |         |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                 |                                                                                                        |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                             |                                                                                                      |         |
| CONTACT PERSON                                                                                                                                                        | SCM                                                                                                    |               | CONTACT PERSON                                                             | SCM                                                                                                  |         |
| TELEPHONE NUMBER                                                                                                                                                      | 021 763 3200                                                                                           |               | TELEPHONE NUMBER                                                           | 021 763 3200                                                                                         |         |
| FACSIMILE NUMBER                                                                                                                                                      | N/A                                                                                                    |               | FACSIMILE NUMBER                                                           | N/A                                                                                                  |         |
| E-MAIL ADDRESS                                                                                                                                                        | SCM@NSFAS.ORG.ZA                                                                                       |               | E-MAIL ADDRESS                                                             | SCM@NSFAS.ORG.ZA                                                                                     |         |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                           |                                                                                                        |               |                                                                            |                                                                                                      |         |
| NAME OF BIDDER                                                                                                                                                        |                                                                                                        |               |                                                                            |                                                                                                      |         |
| POSTAL ADDRESS                                                                                                                                                        |                                                                                                        |               |                                                                            |                                                                                                      |         |
| STREET ADDRESS                                                                                                                                                        |                                                                                                        |               |                                                                            |                                                                                                      |         |
| TELEPHONE NUMBER                                                                                                                                                      | CODE                                                                                                   |               | NUMBER                                                                     |                                                                                                      |         |
| CELLPHONE NUMBER                                                                                                                                                      |                                                                                                        |               |                                                                            |                                                                                                      |         |
| FACSIMILE NUMBER                                                                                                                                                      | CODE                                                                                                   |               | NUMBER                                                                     |                                                                                                      |         |
| E-MAIL ADDRESS                                                                                                                                                        |                                                                                                        |               |                                                                            |                                                                                                      |         |
| VAT REGISTRATION NUMBER                                                                                                                                               |                                                                                                        |               |                                                                            |                                                                                                      |         |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                            | TAX COMPLIANCE SYSTEM PIN:                                                                             |               | OR                                                                         | CENTRAL SUPPLIER DATABASE No:                                                                        | MAAA    |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE                                                                                                                          | TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No                       |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                        | [TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No                    |         |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |                                                                                                        |               |                                                                            |                                                                                                      |         |
| 1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]                     |               | 2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |         |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                     |                                                                                                        |               |                                                                            |                                                                                                      |         |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                       |                                                                                                        |               |                                                                            | <input type="checkbox"/> YES <input type="checkbox"/> NO                                             |         |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                             |                                                                                                        |               |                                                                            | <input type="checkbox"/> YES <input type="checkbox"/> NO                                             |         |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                            |                                                                                                        |               |                                                                            | <input type="checkbox"/> YES <input type="checkbox"/> NO                                             |         |

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

## TERMS AND CONDITIONS FOR BIDDING

|                                       |                                                                                                                                                                                                                     |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>             |                                                                                                                                                                                                                     |
| 1.1.                                  | BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                             |
| 1.2.                                  | <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>                                                                             |
| 1.3.                                  | <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                                                                   |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b> |                                                                                                                                                                                                                     |
| 2.1                                   | BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.                                                                                                                                                          |
| 2.2                                   | BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.                                       |
| 2.3                                   | APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .                                                            |
| 2.4                                   | BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.                                                                                                                                            |
| 2.5                                   | IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.                                                                      |
| 2.6                                   | WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.                                                                                   |
| 2.7                                   | NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE." |

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

SIGNATURE OF BIDDER: .....

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

DATE:

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## **1. Purpose**

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- 1.1** The purpose of this RFQ is to request the appointment of a qualified and experienced Records Management Specialist Service Provider for a period of five (5) months to ensure effective, compliant and secure management of its records.

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## **2. Background**

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- 2.1** In fulfilling its legislative mandate, NSFAS generates and manages significant volumes of physical and electronic records that are critical for operational efficiency, accountability, audit readiness, and regulatory compliance.
- 2.2** NSFAS currently does not have capacity, specialized skills, or technological infrastructure required to fully perform comprehensive records management services.

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## **3. Functional specification/ scope of work**

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The successful service provider will be required to provide end-to-end record management services, including but not limited to the following:

### **3.1 Electronic Management**

- 3.1.1** Management of electronic records, including secure storage, indexing, classification, and efficient retrieval of documents.
- 3.1.2** Implementation of record lifecycle management in line with legislative requirements.

### **3.2 Digitisation and Back-Scanning Services**

- 3.2.1** Provision of consultancy services, skilled labour, and equipment for back-scanning of physical records.
- 3.2.2** Quality assurance, indexing, and metadata management for digitized records.

### **3.3 Migration of Records**

- 3.3.1 Migration of existing records from the current service provider's system to the new records management platform
- 3.3.2 Assurance of data integrity, continuity, and minimal operational disruption during migration

### **3.4 Hosting and Storage Solutions**

- 3.4.1 Secure hosting of electronic records through cloud-based and/or approved internal storage solutions
- 3.4.2 Implementation of appropriate access controls, disaster recovery, and business continuity measures

### **3.5 Physical records Management**

- 3.5.1 Development and implementation of a location, capturing, and retrieval strategy for onsite physical records storage
- 3.5.1 Management of physical records in accordance with approved retention schedules

### **3.6 Maintenance and Support**

- 3.6.1 Provision of ongoing system maintenance, technical support, and upgrades
- 3.6.2 User support and incident management related to records access and retrieval

### **3.7 Legislative and Regulatory Compliance**

- 3.7.1 The service provider must ensure that all services rendered comply with applicable legislation, policies, and governance frameworks, including but not limited to:
  - National Student Financial Aid Scheme Act, 1999 (Act No.56 of 1999)
  - Promotion of Access to Information Act (PAIA)
  - National Archives and Records Services of South Africa Act
  - Promotion of Administrative Justice Act(PAJA)
  - Public Finance Management Act (PFMA)
  - Protection of Personal Information Act (POPIA)

- Electronic communications and Transactions Act (ECTA)

The bidder must demonstrate knowledge of and experience in applying these legislative requirements within a public sector environment.

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## **4. Technical Specification**

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### **4.1 Electronic Records Management System (ERMS)**

The service provider shall provide a comprehensive Electronic Records Management System (ERMS) to replace the existing service provider system. The system must enable the creation, scanning, capturing, storage, indexing, management, and retrieval of physical and electronic records in formats such as PDF and other commonly used digital formats.

The ERMS must ensure confidentiality, integrity, availability, and compliance with applicable legislative and regulatory requirements. Records must be easily accessible to authorised users while maintaining strict access controls.

#### **4.1.1 Functional Requirements**

The system must, at a minimum, provide the following functionality:

- Track all documentation across the organization
- Support scanning, filing, and tracking of all documents
- Provide archiving functionality in accordance with approved retention schedules
- Include a comprehensive search and retrieval capability
- Integrate with NSFAS's approved file plan, policies, and procedure manuals

#### **4.1.2 Security, Access, and Control Requirements**

The system must support configurable security and access controls to protect records throughout their lifecycle, including:

- Role-based access and security controls
- Full audit trail functionality for all record actions
- Preservation of record integrity, including prevention of unauthorised editing

- Records disposal functionality
- Support for approved disposal authorities
- Disposal application workflow
- Secure and auditable destruction processes

#### 4.1.3 Capturing Requirements

The system must be capable of capturing records regardless of their technical characteristics and registering them as digital records.

- **Record Types:** Support the capturing of multiple record types as defined and configured by the system administrator
- **Record Movement:** Allow authorised users or system administrators to reassign records between folders

#### 4.1.4 Classification Requirements

The system must:

- Allow records to be classified in accordance with the NSFAS Records Classification Scheme as approved by the National Archives and Records Service of South Africa (NARSSA)
- Comply with the Minimum Information Security Standards (MISS)

#### 4.1.5 Folder Management Requirements

The system must support robust folder management functionality, including:

- Creation of digital folders at the lowest levels of the approved records classification scheme
- Allocation of every folder to an approved records category
- No limitation on the number of folders per category or within the system
- Automatic generation of sequential numeric or alphanumeric references in line with the NSFAS approved file plan, or support for primary and secondary key indexing
- Prevention of editing, deletion, or destruction of folders, records, and metadata, except where authorised by the system administrator

#### 4.1.6 Searching and Retrieval Requirements

The system must support advanced searching and retrieval of records and folders using multiple criteria, with on-screen display of results.

- **Search:** User-defined search parameters to locate, access, retrieve, and view records and folders
- **Retrieval:** Retrieval based on all implemented naming and classification principles, including physical records stored onsite and offsite, supported by a defined location and retrieval strategy
- **Printing:** Ability to print all captured record types without reliance on screen captures
- **Metadata:** Use of metadata to describe records and enable automated records management processes

#### 4.1.7 Technical System Requirements

The system must meet the following technical requirements:

- User-friendly interface
- Accessible from any computer connected to the NSFAS network, subject to user access rights
- Ability to integrate with other NSFAS systems
- Stable and flexible architecture capable of adapting to changing business requirements
- Acceptable system response times under normal operating conditions
- Scalability to accommodate future organisational growth
- High availability and operational reliability to meet business needs
- Support for online security controls for sensitive digital records
- User authentication via user ID and password, with password encryption managed within MS SQL
- Daily automated data backups conducted after business hours

#### 4.1.8 Migration Requirements

The service provider must ensure seamless migration of data from the current service provider system to the new system, ensuring continuity and data integrity.

- All existing data must be migrated and fully usable within the new system

- The system must accept data from other systems in commonly used formats
- Validation of all migrated data must be conducted and documented
- Upon contract termination, all data must be transferable and usable in another system

#### **4.1.9 Reporting and Workflow**

The system must support report extraction, including but not limited to:

- File composition reports
- Location reports
- System activity reports
- Archive reports
- Destruction registers

The system must also provide automated workflow functionality to support file requests, file returns, inter-filing (file updates), random location functionality, and document scanning.

#### **4.2 Physical Records Management**

The service provider shall provide comprehensive physical records management services, including:

- Transfer of approximately 20,000 boxes currently stored offsite (nationwide) to the new service provider's offsite storage facilities within sixty (60) days of appointment
- Development and implementation of a tracking and retrieval system for all onsite physical records
- Provision of all required filing materials, including boxes, pockets, files, barcodes, and stationery
- Retrieval of documents from offsite storage within twenty-four (24) hours
- Collection of documents from NSFAS premises within twenty-four (24) hours
- Full system synchronisation between onsite and offsite records, including location tracking
- Provision of file labelling software for alphabetical tabs

#### **4.3 Consultancy Services and Labour**

The service provider shall provide skilled personnel and facilities to support document management activities, including:

- Collection, sorting, scanning, indexing, and uploading of records, including nationwide collections from TVET colleges and universities
- Reconciliation of physical documents received against scanned and indexed records
- Data capturing of manual records as required by NSFAS
- Administrative support for the organisation, management, identification, and recovery of missing documents
- Availability of offsite scanning and data capturing facilities

#### **4.4 Required Deliverables**

The service provider shall deliver, at a minimum:

- Migration of physical and electronic records from the current service provider
- Establishment of an onsite filing facility
- Demonstration of automated workflows for file requests, returns, inter-filing, random location, and scanning
- Fully implemented ERMS within sixty (60) working days of appointment
- Provision of all filing materials and stationery
- Completion of record scanning within three (3) months of appointment
- Provision of hosting services for electronic records within thirty (30) working days of appointment
- Ongoing support and maintenance for the duration of the contract
- Training of staff within fourteen (14) days of deployment and within seven (7) days following major system changes
- File labelling software for alphabetical tabs
- Consultancy services and labour as defined in section 3.3

#### **4.5 Skills and Experience Requirements**

The bidder must demonstrate:

- Successful implementation of at least three (3) electronic records management system projects
- Submission of three (3) signed reference letters on official letterheads from previous clients

The proposed project team must include:

- A Project Manager / Team Leader with a minimum of five (5) years' experience in electronic records management

#### 4.6 Submission Requirements

The bidder's proposal must include:

- Demonstrated understanding of the scope of work
- Detailed methodology for executing the scope
- Comprehensive project plan, including data migration timelines
- Team structure with defined roles and responsibilities
- Evidence of relevant experience and completed projects
- Three (3) signed and contactable reference letters
- Description of physical and electronic storage capacity

#### 4.7 Intellectual Property and Confidentiality

All products, deliverables, and data generated under this contract shall remain the exclusive property of NSFAS. All information received from NSFAS or its stakeholders shall be treated as confidential and may not be disclosed, used, or distributed without prior written approval from NSFAS.

- The successful bidder will be required to sign a Non-Disclosure Agreement

### 5. Evaluation Method

5.1 The table below summarizes the steps that NSFAS will follow to evaluate bidders' proposals.

| Phase                             | Description                                                                            |
|-----------------------------------|----------------------------------------------------------------------------------------|
| Phase 1: Administrative Screening | The bidding proposal will be screened for compliance with administrative requirements. |

|                                            |                                                                                                                 |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Phase 2: Mandatory requirements evaluation | All bids must comply with mandatory requirements. Failure will result in disqualification.                      |
| Phase 3: Price and Specific Goals          | The 80/20 preference point system will be applied.                                                              |
| Phase 4: Objective Criteria                | Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act |

## 5.2 Phase 1: Administrative Screening

- The bidding proposal will be screened for compliance with administrative requirements as indicated below. Bidders are required to submit the administrative documents.

| Item No. | Administrative Requirements                                                                            | Check/Compliance                            |
|----------|--------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 1        | SCM - SBD 1 - Invitation to Bid                                                                        | Completed and signed                        |
| 2        | Tax Compliance Status                                                                                  | SARS Pin                                    |
| 3        | National Treasury Central Supplier Database (CSD)                                                      | CSD registration number and full CSD report |
| 4        | SCM – Pricing Schedule                                                                                 | Completed and signed                        |
| 5        | SCM – SBD 4 - Declaration of Interest                                                                  | Completed and signed                        |
| 6        | SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 | Completed and signed.                       |

|   |                                                                                                                          |                                                           |
|---|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 7 | Letter from Bank confirming banking details (not older than 3 months from date of closing date of tender)                | Letter from the bank submitted                            |
| 8 | Signed company resolution to submit tender ( <i>If multiple directors or person signing the bid is not a director</i> ). | Signed letter by delegated authority (proof of authority) |

### 5.3 Phase 2: Mandatory requirements evaluation

- It is recommended that the following table must be completed by the bidder by answering YES OR NO and attach proof.
- Only bidders who achieve a “Yes” for all mandatory requirements will proceed for evaluation on Phase 3.

| No. | Requirement                                                                                                                                                                                                                                                                                   | Required Proof                                                                                                                                                                                                                              | Comply (Yes/No) |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1   | <p><b><u>Company track record</u></b></p> <p>The bidder must have a minimum of three (3) years of experience in providing document management services (including scanning, indexing, archiving and digital storage).</p>                                                                     | <p>Submit <b>three (3) formal reference letters</b> from clients for project of a similar scope and complexity.</p> <p>Each letter must be on client’s official letterhead, be signed and dated by the client (not older than 5 years).</p> |                 |
| 2   | <p><b><u>National Footprint</u></b></p> <p>The bidder must possess an operational, physical office presence in all nine (9) provinces of the Republic of South Africa: Western Cape, Northern Cape, Free state, Limpopo, North West, Eastern Cape, KwaZulu Natal, Gauteng and Mpumalanga.</p> | <p>Submit a Provincial Footprint Schedule listing the full physical address and telephone number for each provincial office.</p>                                                                                                            |                 |
| 3   | <p><b><u>Quality Management</u></b></p> <p>The bidder must maintain internationally recognised standards for operational quality control</p>                                                                                                                                                  | <p>Submit a valid copy of <b>ISO 9001</b> certificate.</p> <p>The certificate must be issue in the legal name of the bidding entity.</p>                                                                                                    |                 |

## 5.4 Phase 3: Price and Specific Goals

- 5.4..1 Only bid proposals that meet Phase one (1) and Phase two (2), will be evaluated for this phase of evaluation.
- 5.4..2 All RFQ proposals received that achieves the RFQ requirements will be evaluated further in terms of the 80/20 Price and Specific Goals. A maximum of 80 points will be allocated for Price, and a maximum of 20 points will be allocated for Specific Goals.
- 5.4..3 Bidders must complete the SBD6.1 form in full and provide the requisite evidence to claim the allocated points for the specific goals.
- 5.4..4 **Calculation of points for price** - The Preferential Procurement Policy Framework Act (PPPFA) prescribes that the lowest acceptable bid will score 80 points (for tenders under R50m) or 90 points (for tenders above R50m) for price. Suppliers that quoted higher prices will score lower points for price on a pro-rata basis. Where functionality is set as criteria, only bid proposals that meets functionality requirements will be considered for evaluation on price and specific goals preference points.
- 5.4..5 The following formula for Price and Specific Goals will apply in the evaluation process:

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

**P<sub>s</sub>** = Points scored for comparative price of proposal under consideration

**P<sub>t</sub>** = Comparative price of bid under consideration

**P<sub>min</sub>** = Comparative price of lowest acceptable proposal

## 5.4..6 Calculating of points for Specific Goals.

- 5.4..7 Points will be awarded to a supplier for specific goals. Bidders are required to submit the original and valid proof for preference points claimed or certified copies thereof; to substantiate their preference points claims. SBD 6.1 must also be duly completed, signed, and submitted alongside the bid to claim preference points. Failure to do so will result in Specific Goals preference points being forfeited.

5.1.1. Points will be awarded to a supplier for specific goals in accordance with the table below

|           |                                                        |                              |
|-----------|--------------------------------------------------------|------------------------------|
| <b>A.</b> | <b>PRICE</b>                                           | <b>80</b>                    |
| <b>B.</b> | <b>Specific Goal</b>                                   | <b>Number of points (20)</b> |
|           | The entity must be 100% black owned                    | 10                           |
|           | The entity must be a minimum of 40% black female owned | 10                           |

## 5.5 Phase 4: Objective Criteria

5.5..1 In terms of Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act, the following are the objective criteria and NSFAS will apply the criteria to avoid risk based on the following instances:

- 5.5..1.1 Bidder submitted abnormally low bid. This apply when the bidder submit significant low bid compared to the marketing offering obtained by NSFAS during market analysis;
- 5.5..1.2 The NSFAS have proof of bidder's poor project and contract management on previous or existing project(s) with NSFAS and other current and previous Client(s);
- 5.5..1.3 NSFAS become in the position of past and current fraudulent, criminal or any unethical act by the bidder during bidding process;
- 5.5..1.4 There is significant risk of fruitless and wasteful expenditure to NSFAS should bid awarded to the bidder;
- 5.5..1.5 There is significant risk of Irregular expenditure to NSFAS should bid awarded to the bidder;
- 5.5..1.6 NFSAS has identified risks of bidder's potential or existing company insolvency and potential existence challenges such as deregistration process with statutory and professional bodies as well as key health and safety compliance legislations.
- 5.5..1.7 Any other risks deemed legal and procedural justifiable may expose NSFAS to any financial, legislative or operational risks.

## 6. Contract Period

The contract will be for five (5) months

## 7. Pricing Schedule

- 7.1** The pricing must be inclusive of all costs including disbursements (travel, accommodation etc) where applicable. The bidder is encouraged to complete the pricing schedule and not attach a schedule in a format different to the one below.

The below pricing template must be completed by the bidder, as it will be used for price evaluation purposes, based on the simulated volumes therein. The pricing covers the significant areas of the scope of work, and upon appointment NSFAS will issue purchase orders to the successful service provider based on the actual quantity required and service requirements, which may include other related and similar services.

| Pricing Schedule |                                                         |                    |                                                        |                       |
|------------------|---------------------------------------------------------|--------------------|--------------------------------------------------------|-----------------------|
| NO               | Description                                             | SIMULATED QUANTITY | RATES PER HOUR EXCL VAT / PER BOX / PER UNIT VAT EXCL. | TOTAL PRICE EXCL. VAT |
| 1                | Document Collection (per box)                           | 1,000              |                                                        |                       |
| 2                | Scanning and upload of documents (per box)              | 1,000              |                                                        |                       |
| 3                | Document storage (per box)                              | 1,000              |                                                        |                       |
| 4                | Document retrieval (per box)                            | 1,000              |                                                        |                       |
| 5                | Document back-up services (per box)                     | 1,000              |                                                        |                       |
| 6                | Document capturing and imaging (per box)                | 1,000              |                                                        |                       |
| 7                | Software licenses (all required licensing for 10 users) | 10                 |                                                        |                       |

| Fixed Costs |                                                                       |  |  |   |
|-------------|-----------------------------------------------------------------------|--|--|---|
|             | Hosting services for electronic records                               |  |  |   |
|             | Support and maintenance                                               |  |  |   |
|             | Training cost                                                         |  |  |   |
|             | Migration of approximately 20,000 boxes from current service provider |  |  |   |
|             | Migration of electronic data from current service provider            |  |  |   |
|             | Software (including installation, set up and configuration)           |  |  |   |
|             | Project management fee                                                |  |  |   |
|             | Total Simulated cost excl. VAT                                        |  |  | R |
|             | VAT @ 15%                                                             |  |  | R |
|             | Total Simulated cost incl. VAT                                        |  |  | R |

## 8. Submission

- 8.1** Bidders are required to submit their proposals together with documents required in section 3, 4 and 5 of these documents and any other documents that may be needed to evaluate the proposals.

## 9. Validity period

- 9.1** Any RFQ submitted shall remain valid, irrevocable, and open for written acceptance by NSFAS for a period of 120 days. A RFQ submitted shall further be deemed to remain valid after the expiry of the above-mentioned 120-day period until formal acceptance by NSFAS, unless NSFAS is notified in writing by the bidder of anything to the contrary (including any further conditions the RFQ may introduce. Any further conditions that the bidder may introduce will be considered at the sole discretion of NSFAS.

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## **10. Clarification**

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- 10.1** Any clarification required by a bidder regarding the meaning or interpretation of the Request for Quotation or any other aspect concerning the request for quotation, are to be requested in writing by email from scm@nsfas.org.za. The request for quotation number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.
- 10.2** To ensure transparency and for record purposes, all correspondence between NSFAS's Supply Chain Management (SCM) officials and bidders, will only be done via the official NSFAS SCM email address: scm@nsfas.org.za.
- 10.3** Bidder are reminded that NSFAS SCM officials will never contact bidders telephonically or by other method other than through the official SCM email address listed above.
- 10.4** During the evaluation of the bids, additional information may be requested in writing from bidders, for clarity. Replies to such requests must be submitted, within the prescribed timeframe as determined by NSFAS. Failure to comply, may lead to your bid being disregarded.

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## **11. Reason for Rejection**

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- 11.1** NSFAS will reject a quotation for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 11.2** NSFAS will disregard the bid of any bidder if that bidder, or any of its directors or employees:

- Has abused the Supply Chain Management system of NSFAS.
- Is listed on the National Treasury list of restricted suppliers or tender defaulters.
- Has committed proven fraud or any other improper conduct in relation to such system; or
- Has failed to perform on any previous contract and the proof exists.

**11.3** Any effort or attempt by a bidder to influence the award decision in any matter will result in the rejection of the bid.

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## **12. Disclaimer**

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**12.1** NSFAS will apply their Supply Chain Management Policy and where Policy is silent, will apply National Treasury Regulations. All costs incurred in drafting the proposal are those of the service provider.

**12.2** Where reference has been made to a brand/trademark, an equivalent may be proposed by the bidder.

**12.3** By providing a proposal to NSFAS, the service providers accept the following:

**12.4** NSFAS will issue a purchase order to the appointed service provider. NSFAS will not pay (and not be held liable) the service provider any amounts over and above the purchase order value and will not pay the service provider for any work performed outside the original bid specification document that was issued and advertised by NSFAS. Should you receive any instruction from NSFAS that does not come from the SCM unit to perform any work outside of the original bid specification, NSFAS will not be held liable for this payment.

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## **13. Fraud and corruption**

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**13.1** All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable. The National Student Financial Aid Scheme is committed to conducting business ethically and is constantly introducing proactive measures to ensure that we identify and appropriately respond to any unlawful and unethical business practices. All NSFAS tenders are

subject to certain audit processes and limited due diligence checks with the intend to identify any possible unlawful or unethical practices.

### **Reporting of any unlawful or unethical incidents to NSFAS**

- 13.2** Should any bidder, potential or current supplier of NSFAS or any other third party:
- receive any irregular contact or correspondence from anyone presenting themselves as an employee or representative of NSFAS
  - receive any contact or correspondence from anyone soliciting any bribe of any form
  - become aware of any irregular or illegal conduct by any party who has a relationship with NSFAS or any NSFAS official
- 13.3** You are requested to immediately report it to NSFAS's Governance, Risk and Compliance (GRC) Department. All information provided to the NSFAS GRC department will be treated with utmost confidentiality and in terms of the Protected Disclosures Act, Act 26 of 2000.
- 13.4** For any unlawful or unethical incidents, please email: [forensics@nsfas.org.za](mailto:forensics@nsfas.org.za)
- 13.5** All SCM related queries and submissions of RFQ proposals must be submitted to [scm@nsfas.org.za](mailto:scm@nsfas.org.za)
- 13.6** NSFAS will not accept any RFQ submission if not submitted to [scm@nsfas.org.za](mailto:scm@nsfas.org.za)

### **Reporting of any unlawful or unethical incidents to the South African Police**

- 13.7** Bidders, current or potential NSFAS suppliers or any other third party who become aware of any unlawful and unethical conduct are encouraged to report the matter to the South African Police. NSFAS request that details of such reports made to the SAP be shared with NSFAS official listed above to enable consolidation of possible related investigations.

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## **14. NSFAS rights**

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- 14.1** The following rights are reserved:

- NSFAS reserves the right to appoint more than one (1) service provider.
- NSFAS reserves the right to reject a bid if the bidder has submitted a proposal that is not according to the specifications/terms of reference.
- NSFAS reserves the right to reject a bid if the standard bidding document (s) have not been submitted or not completed in full.
- NSFAS reserves the right to not award the bid if the bid price is not market related.
- NSFAS further reserves the right to engage with the short-listed bidders for price negotiation and a site inspection where necessary.
- NSFAS reserves the right to invite the shortlisted for a presentation as part of the bid process.
- NSFAS reserves the right to not select the lowest price and/or lowest price only, provided that justifiable objective criteria are applied during the awarding process. These advertised objective criteria include the following:
  - 14.1..1 Timelines for delivery of the solution whereby the solution is required urgently.
  - 14.1..2 Part and parcel of risk mitigation to not be solely dependent on one (1) supplier.
  - 14.1..3 Capacity and/or presence/reach considerations of the supplier.
- NSFAS reserves the right to not award the tender to the shortlisted bidder should any risk arise from any NSFAS due diligence assessment performed and/or any underperformance was identified in a previous and/or current contract held with the bidder and/or any risk arising from the completed standard bidding form number four (4).
- NSFAS reserves the right to award the contract in whole or in parts.
- NSFAS reserves to cancel this RFQ advertisement at any time during the advertisement period.

## 15. Closing date

- 15.1** The bid proposal must be submitted by no later than **20 August 2026 at 11h00** and MUST BE EMAILED TO **SCM@NSFAS.ORG.ZA**. No hand delivered copies will be accepted. The proposals must not be submitted

to any individual at NSFAS but must be emailed to [scm@nsfas.org.za](mailto:scm@nsfas.org.za). If the RFQ proposal is received via email after 11h00 on the closing date, it will not be accepted.

## SBD4- BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

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

|  |  |  |
|--|--|--|
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|  |  |  |
|  |  |  |
|  |  |  |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

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

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

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.**  
**I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

## SBD6- PREFERENCE POINTS CLAIM FORM

### 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

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; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

|                                           | POINTS |
|-------------------------------------------|--------|
| PRICE                                     | 80     |
| SPECIFIC GOALS                            | 20     |
| 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 PREFERENCE POINT SYSTEM

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

**80/20**

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

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

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

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

| The specific goals allocated points in terms of this tender | Evidence to be submitted by the tenderer in order to claim the allocated points | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| The entity must be 100% black owned.                        | Valid BBB-EE certificate or valid sworn affidavit.                              | 10 points.                                                                           |                                                                              |
| The entity must be a minimum of 40% black female owned.     | Valid BBB-EE certificate or valid sworn affidavit.                              | 10 points.                                                                           |                                                                              |
|                                                             |                                                                                 |                                                                                      |                                                                              |
|                                                             |                                                                                 |                                                                                      |                                                                              |
|                                                             |                                                                                 |                                                                                      |                                                                              |

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. **TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct.
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
  - iii) In the event of a contract being awarded because of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering process.
    - (b) recover costs, losses, or damages it has incurred or suffered because of that person's conduct.
    - (c) cancel the contract and claim any damages which it has suffered because 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:** .....

.....

.....

.....

## GENERAL CONDITIONS OF CONTRACT (GCC)

### NOTES

The purpose of this document is to:

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

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

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

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## **General Conditions of Contract**

### **1. Definitions**

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

its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

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

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3 General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

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

## **5. Use of contract documents and information; inspection.**

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so, required by the purchaser.

- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so, required by the purchaser.

## **6. Patent rights**

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## **7. Performance security**

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

## **8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the supplier's cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **10. Delivery and documents**

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

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental services**

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

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

#### **14. Spare parts**

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

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

## **16. Payment**

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

## **17. Prices**

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

## **18. Contract amendments**

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

## **19. Assignment**

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

## **20. Subcontracts**

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

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

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without 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 judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of

the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

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

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

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

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

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

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

## **25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. Termination for insolvency**

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

## **27. Settlement of Disputes**

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

## **28. Limitation of liability**

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

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. Governing language**

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

## **30. Applicable Law**

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

## **31. Notices**

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

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

## **32. Taxes and duties**

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

- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

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

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

### **34. Prohibition of Restrictive Practices**

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.