

**BID NO 15/FY/21**

**PROVISION OF HELICOPTER AIRLIFTING/SLINGING SERVICES FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS**

<b>ADVERTISEMENT DATE:</b>	<b>08 MARCH 2021</b>
<b>CLOSING DATE:</b>	<b>30 MARCH 2021</b>
<b>CLOSING TIME:</b>	<b>11h00am</b>
<b>BIDDER NAME:</b>	
<b>CSD NUMBER:</b>	
<b>TOTAL BID PRICE FOR THREE (3) YEARS</b>	
<b>TOTAL BID PRICE FOR OPTIONAL 2 YEARS</b>	



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## BID COMPLETENESS CHECKLIST

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
<b>GENERAL SCM REQUIREMENTS</b>	
Advert	
Invitation to bid	
Signed General Conditions of Contract	
Copy of CSD registration Report	
SBD 3.3 (Pricing Schedule)	
Declaration of Interest (SBD 4)	
Preference Claim Form (SBD 6.1)	
Declaration of Bidders past Supply Chain Management Practices ( SBD 8)	
Certificate of Independent Bid Determination (SBD 9)	
Joint Venture Declaration Form	
Authority to sign bid documents	
Company details	
Previous Experience	
<b>STAGE 1 - PRE-REQUISITES INFORMATION (evaluation purposes)</b>	
Make use of a pilot with a minimum of 2000 total hours in the type of aircraft to be used for the airlifting. Copies of the last 5 pages of the pilots logbook as well as a letter on the company letterhead summarising the total flight hours logged must be submitted as proof)	
Make use of a pilot with a minimum of 300 hours of airlifting/sliding experience (vertical reference long line work). Copies of the last 5 pages of the pilots logbook as well as a letter on the company letterhead summarising the flight hours logged must be submitted as proof)	
Have A valid Air Operating Certificate (AOC) issued by the South African Civil Aviation Authority (SACAA). This must be issued in the name of the bidding company.	
Provide Operations Specification issued by the South African Civil Aviation Authority (SACAA) with General Air Service Class III, Aircraft Category H2 and a G10 and G15 endorsement for Types of Air Services.	
A copy of the pilot's commercial pilot's license with game rating and valid sling load rating.	
A copy of valid load test certificate for all slinging/hoisting equipment to be used.	
Provide proof that the helicopter supplied under the contract shall be fully insured against loss and damage incidental to manufacture or acquisition, transportation and storage.	
Provide proof that passenger liability insurance is provided for, that insurance reference is given and that coverage must include dangerous flying work.	
Provide proof of registration for support vehicles along with photographic evidence of the actual vehicle.	
<b>STAGE 2- FUNCTIONALITY INFORMATION (evaluation purposes)</b>	
Transformation of the industry plan	
Bidders Business Experience	



MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Company previous airlifting/ slinging experience	
Pilots Previous Slinging Experience	
<b>Sign off the Bid Checklist</b>	

**CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its CSD Report and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this bid. Should the Respondent be awarded the contract [**the Agreement**] and fail to present ECPTA with such renewals as and when they become due, ECPTA shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which ECPTA may have for damages against the Respondent.

**By signing these bid documents, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with all the conditions governing this bid, including those contained in any printed form stated to form part hereof, and ECPTA will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or otherwise.**

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF RESPONDENT’S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_



ADVERT-BID NO. 15/FY/21

**PROVISION OF HELICOPTER AIRLIFTING/SLINGING SERVICES FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS**

Bid documents outlining detailed specifications will be made available on the 08<sup>th</sup> of March 2021. The documents can be downloadable from the ECPTA website: <https://www.visiteasterncape.co.za/corporate/procurements/request-for-tender/> or visit the Eastern Cape Provincial Treasury website: [www.ectreasury.gov.za](http://www.ectreasury.gov.za)

Completed bid documents accompanied by all necessary documents are to be placed in a sealed envelope with the bid name and number (as given above) clearly written in an envelope. All bids must be **deposited in the Tender Box**, at the offices of the **Eastern Cape Parks and Tourism Agency at 17-25 Oxford Street, Corner Oxford & Fleet Street, East London, 5201**, by not later than **11h00 on the 30<sup>th</sup> of March 2021**, at which time the bids will be opened in public.

*For all enquiries regarding the bid document please, contact Mr. Mcebisi Sandi at [Mcebisi.Sandi@ecpta.co.za](mailto:Mcebisi.Sandi@ecpta.co.za), Tel: 043 492 0693. All technical enquiries please contact Mr. Gavin Shaw at [Gavin.Shaw@ecpta.co.za](mailto:Gavin.Shaw@ecpta.co.za), Tel: 079 496 7893*



## **EVALUATION CRITERIA**

**BIDS WILL BE EVALUATED IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA), ACT NO 5 of 2000 AND ITS REGULATIONS AS FOLLOWS:**

A three (3) stage evaluation process will be employed. In Stage 1 all bids received will be evaluated for pre-requisites. Only service providers who meet all the criteria for pre-requisites will proceed to Stage 2 where bids will be assessed for functionality. Bidders must obtain a minimum score of 80 points out of 100 on functionality in order to be assessed on Stage 3 for Price and B-BBEE Status Level utilizing 80/20 preference point system in accordance with the Preferential Procurement Policy Framework Act (Act No. 5) and the Preferential Procurement Regulations of 2017.

### **STAGE 1: PRE – REQUISITES**

Bidders must comply with all the pre-requisites of the bid as detailed in the bid document.

**NB: Failure to meet any of the prerequisites will lead to disqualification of the bid.**

### **STAGE 2: FUNCTIONALITY**

Functionality will be assessed against the criteria and weightings specified in the Table below. Bidders must obtain a minimum of 80 points and above in order to be considered for evaluation in Stage 3 (Price & B-BBEE)

<b>CRITERIA</b>	<b>WEIGHTING</b>
Transformation of The Industry Plan	25
Bidders Business Experience	25
Company Previous Airlifting/ Slinging Experience	25
Pilots Previous Slinging Experience	25
<b>TOTAL</b>	<b>100</b>



### **STAGE 3: PRICE & B-BBEE**

Bids will be scored against Price and B-BBEE contribution level. Points for Price and B-BBEE status will be calculated as described in the Preferential Procurement Regulations of 2017 and in the attached Preferential Points Claim Form. The attached Preferential Points Claim Form (SBD 6.1) must be completed if points are to be claimed for B-BEE contributions and a B-BBEE compliance certificate submitted to substantiate this claim. If a B-BBEE Compliance Certificate is not provided these points will be forfeited.

<b>CRITERIA</b>	<b>POINT SYSTEM</b>
Price (Subtotal 80 out of the 100)	80
B-BBEE Status Level of Contribution	20
<b>TOTAL</b>	<b>100</b>

### **BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

In addition to the conditions stipulated in other sections of the bid documents, potential bidders should be especially aware of the following terms and conditions:

- The ECPTA's supply chain management policy will apply.
- The ECPTA does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Bids which are late, incomplete, unsigned, or submitted by facsimile or electronically will not be accepted.
- ECPTA will not be held responsible for any costs incurred by the service provider in the preparation and submission of the bid.
- Only bidders that have met the bid prerequisites detailed in Section 3 of this document will be considered during the adjudication process.
- The ECPTA Bid Adjudication Committee and the Supply Chain Management Unit may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid documents.
- Bids submitted are to hold good for a period of 120 days.
- The successful bidder will be required to enter into a Service Level Agreement with ECPTA.
- ECPTA reserves the right to terminate the contract if not satisfied with the work produced by the service provider.
- ECPTA reserves the right to limit or restrict the hours utilized to less than that specified in these bid documents.



- Should the service provider not be able to avail a helicopter and pilot at time of operation, the ECPTA reserves the right to procure services from another operator.
- Bidders must specify the helicopters home base.
- Bids must indicate up front that ECPTA will only pay for ferry time flown within the boundaries of the Eastern Cape Province for any work done. Ferry time flow outside of the province will be at the expense of the bidder and should be factored into the hourly rate.





SBD 1

## INVITATION TO BID

PART A  
INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	15/FY/21	CLOSING DATE:	30 March 2021	CLOSING TIME:	11h00am
DESCRIPTION	PROVISION OF HELICOPTER AIRLIFTING/SLINGING SERVICES FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
17-25 Oxford Street, Crn. Oxford and Fleet Street, East London					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr Mcebisi Sandi		CONTACT PERSON	Mr Gavin Shaw	
TELEPHONE NUMBER	043 492 0685		TELEPHONE NUMBER	079 496 7893	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:Mcebisi.sandi@ecpta.co.za">Mcebisi.sandi@ecpta.co.za</a>		E-MAIL ADDRESS	<a href="mailto:Gavin.Shaw@ecpta.co.za">Gavin.Shaw@ecpta.co.za</a>	
<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] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					



IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES  NO

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

YES  NO

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

YES  NO

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



## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS 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: .....



## **GENERAL CONDITION OF THE BID**

### **1. INTERPRETATION**

The word "Bidder" in these conditions shall mean and include any firm or any company or body incorporated or unincorporated.

The word "ECPTA" in these conditions shall mean the Eastern Cape Parks & Tourism Agency.

### **2. EXTENT OF BID**

This contract is for – **PROVISION OF HELICOPTER AIRLIFTING/SLINGING SERVICES FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS**

### **3. CONTRACT TO BE BINDING**

The formal acceptance of this Bid by the ECPTA will constitute a contract binding on both parties.

### **4. MODE OF BID**

All forms, annexure, addendums and specifications shall be signed and returned with the Bid document as a whole. ***The lowest or any Bid will not necessarily be accepted.***

The ECPTA wishes to deal on a prime contractual basis with the successful Bidder being responsible and accountable for all aspects of the entire solution or service offered.

### **5. QUALITY**

Should the specifications and / or descriptions not address any aspects of quality as specified, clarity should be provided to the ECPTA prior to the submission of a Bid.

### **6. INSURANCE CLAIMS, ETC.**

The ECPTA shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

The company shall insure his / her / their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfilment of this contract and shall indemnify the ECPTA against all risks or claims which may arise.



It will be required from all bidders to submit proof of insurance or any other valid form of indemnification to ECPTA for scrutiny.

## **7. SIGNING OF DOCUMENTS**

Bidders are required to return the complete set of documents duly signed.

## **8. PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE**

All Bids must remain valid for a period of 120 days from the closing date as stipulated in the Bid document.

### **8.1 PENALTY PROVISION**

Should the successful Bidder:

- [a] Withdraw the Bid during the afore-mentioned period of validity; or
- [b] Advise the ECPTA of his / her / their inability to fulfil the contract; or
- [c] Fail or refuse to fulfil the contract; or
- [d] Fail or refuse to sign the agreement or provide any surety if required to do so;

Then, the Bidder will be held responsible for and is obligated to pay to the ECPTA:

- [a] All expenses incurred by the ECPTA to advertise for or invite and deliberate upon new Bids, should this be necessary.
- [b] The difference between the original accepted Bid price and:
  - [i] A less favourable (for the ECPTA) Bid price accepted as an alternative by the ECPTA from the Bids originally submitted; or
  - [ii] A new Bid price.

## **9. VALUE ADDED TAX**

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.

VAT must be included in the Bid price, but must be shown separately.



**10. PRICE ESCALATION**

Price escalation over the 5-year period of the bid to be provided

**11. AUTHORITY TO SIGN BID DOCUMENTS**

In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the ECPTA at the time of submission of the Bid that the Bid has been signed by persons properly authorized thereto by resolution of the directors or under the articles of the entity.

**12. SAMPLES**

N/A

**13. DURATION OF THE BID**

It is envisaged that the successful Bidder will be appointed once the bid administration process is finalized and will be required to begin work on the assignment immediately upon appointment.

**14. DELIVERY PERIODS**

Delivery periods, where indicated must be adhered to. Notwithstanding the termination date of the assignment the bidder will be required to submit progress reports to the ECPTA, the contract form and frequency and dates thereof to be stipulated and agreed upon by the parties upon the awarding of the Bid.

**15. CLOSING DATE / SUBMITTING OF BIDS**

Bids must be submitted in sealed envelopes clearly marked “**BID NO.: 15/FY/21 - PROVISION OF HELICOPTER AIRLIFTING/SLINGING SERVICES FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS.** Bids must be deposited in the bid box, 17-25 Oxford Street, East London, not later than 11:00 a.m. on the 30<sup>th</sup> of March 2021. Thereafter bids will be opened in public in the same premises.

***Bids which are not submitted in a properly sealed and marked envelope and/or deposited in the relevant bid box on or before the closing date and time will not be considered. Faxed or e-mailed Bids will not be considered.***



## **16. BID ENQUIRIES**

Enquiries should be directed to the Supply Chain Management Unit. The following officials can be contacted: Mr. Mcebisi Sandi during normal office hours viz. 08:00 – 16:00 Mondays to Fridays. E-mail: [Mcebisi.Sandi@ecpta.co.za](mailto:Mcebisi.Sandi@ecpta.co.za)

## **17. INSURANCE AND INDEMNITY**

ECPTA shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

The service provider will be required to carry adequate insurance and produce evidence that he/she is adequately covered by public liability insurance

## **18 VALIDITY PERIOD**

Proposals are to be held valid and binding for 120 days from the closing date of submissions (calculated from, but not including, the due date).

## **19 PAYMENT**

Payment will be made on completion of each deliverables and as agreed with the service provider within 30 days of receipt of the invoice. (15 days for EME's)

## **20 CONTROL OF THE CONTRACT**

For the purposes of this contract ECPTA has appointed the Bid Committee for the adjudication, award and management of the bid.

## **21 AGREEMENT**

The successful bidder undertakes to be bound by all terms and conditions contained in this bid document. The successful bidder further agrees as follows:

If any of the terms of this tender are not met, ECPTA reserves the right to cancel the agreement.

The successful bidder will be required to enter into a formal lease agreement with ECPTA. Prior to the commencement of lease, agreement will have to be reached with ECPTA on appropriate methodologies for each item of work.



**TERMS OF REFERENCE**  
**PROVISION OF HELICOPTER AIRLIFTING/SLINGING SERVICES FOR A PERIOD**  
**OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD**  
**OF TWO (2) YEARS**  
**Bid 15/FY/21**

**1. Background**

The Eastern Cape Parks and Tourism Agency (ECPTA), established and mandated in terms of the Eastern Cape Parks and Tourism Agency Act (2 of 2010), is responsible for the management of the Eastern Cape Provincial Parks. In order to achieve its management objectives the Agency is seeking to appoint a service provider who can provide a suitable helicopter for the airlifting/slinging of buffalo for the period 2021-2023. These services are required for buffalo airlifting/slinging in three (3) of the Agency’s Provincial Parks i.e. Great Fish River Nature Reserve, Baviaanskloof World Heritage Site and Mpofo Nature Reserve. There may be need for slinging work outside of the stipulated reserves above.

**2. Scope of Work**

The successful service provider will be expected to provide a total of approximately 180 hours of flying time in a suitably powered helicopter over the 3-year duration of the contract. These hours are estimated and by no means assured. It is anticipated that between 40-90 buffalo will be caught per annum. This time is to be divided up as described in Table 1 below:

**Table 1: Breakdown of the helicopter airlifting/slinging services required over 3 years.**

<b>Year</b>	<b>Activity</b>	<b>Hours</b>
2021	Airlifting/slinging of buffalo in Great Fish River Nature Reserve	30
	Airlifting/slinging of buffalo in Baviaanskloof World Heritage Site	15
	Airlifting/slinging of buffalo in Mpofo Nature Reserve	10
	Operational emergencies within the Province of EC	5
	<b>Total for 2021</b>	<b>60</b>
2022	Airlifting/slinging of buffalo in Great Fish River Nature Reserve	30
	Airlifting/slinging of buffalo in Baviaanskloof World Heritage Site	15
	Airlifting/slinging of buffalo in Mpofo Nature Reserve	10





	Operational emergencies within the Province of EC	5
	<b>Total for 2022</b>	<b>60</b>
2023	Airlifting/slinging of buffalo in Great Fish River Nature Reserve	30
	Airlifting/slinging of buffalo in Baviaanskloof World Heritage Site	15
	Airlifting/slinging of buffalo in Mpofu Nature Reserve	10
	Operational emergencies within the Province of EC	5
	<b>Total for 2023</b>	<b>60</b>

The hours estimated above are an estimated threshold and actual hours flown may fluctuate based on annual requirements. The quoted rate will, however, remain constant.

Bidders are expected to provide a reliable, well maintained and suitably powered helicopter that:

- Can lift buffalo that range in size from sub-adults to adults. It is anticipated that a maximum load of 1100 kg will need to be lifted.
- Is equipped with ankle harness and other hoisting equipment for lifting the buffalo and all equipment needs to be of a standard and design that is acceptable to ECPTA.
- All hoisting equipment to have valid and up-to-date load test certificates.
- Can work in a range of conditions i.e. factors of altitude and air density to be considered when working in Baviaanskloof World Heritage Site.
- Is equipped with an operational communication system inclusive of a ground to air radio and must provide good direct internal communication between the pilot, ground crew and any passenger.

Bidders are expected to:

- Provide a suitably qualified pilot for the duration of the contract.
- Be responsible for the helicopter maintenance.
- Be responsible for own fuel and for the logistics of getting fuel to refuelling sites. Fuel to be delivered to site in sealed 200l drums or an appropriate bowser.
- Be capable and suitably equipped to deliver fuel to remote areas with bad access roads. Vehicles to be utilised for the transporting of fuel must be specified in Section 17 of this document and it is expected that all bidders should at least have access to a 4x4 vehicle with a robust trailer or cart-bowser.
- Ensure that they always have at least one day's fuel in reserve during longer term operations.



ECPTA will:

- Provide basic accommodation for the pilot and up to two assistants (if required) during capture operations.

### 3. Competencies and prerequisites

The helicopter must be piloted by a suitably qualified and experienced pilot who has good airlifting/slinging experience. Bidders are expected to:

- Make use of a pilot with a minimum of 2000 total hours in the type of aircraft to be used for the airlifting. Copies of the last 5 pages of the pilots logbook as well as a letter on the company letterhead summarising the total flight hours logged must be submitted as proof)
- Make use of a pilot with a minimum of 300 hours of airlifting/slinging experience (vertical reference long line work). Copies of the last 5 pages of the pilots logbook as well as a letter on the company letterhead summarising the flight hours logged must be submitted as proof)
- Have A valid Air Operating Certificate (AOC) issued by the South African Civil Aviation Authority (SACAA). This must be issued in the name of the bidding company.
- Provide Operations Specification issued by the South African Civil Aviation Authority (SACAA) with General Air Service Class III, Aircraft Category H2 and a G10 and G15 endorsement for Types of Air Services.
- A copy of the pilot's commercial pilot's license with game rating and valid sling load rating.
- A copy of valid load test certificate for all slinging/hoisting equipment to be used.
- Provide proof that the helicopter supplied under the contract shall be fully insured against loss and damage incidental to manufacture or acquisition, transportation and storage.
- Provide proof that passenger liability insurance is provided for, that insurance reference is given and that coverage must include dangerous flying work.
- Provide proof of registration for support vehicles along with photographic evidence of the actual vehicle.
- A proposal on how they will contribute to the transformation of the sector over the duration of the contract. (This may include partnerships, bursaries, and or mentorship to HDI, etc.)
- Provide a basic a COVID-19 mitigation plan for the operational period

**NB!!** Failure to attach any of the above documents will result in disqualification

ECPTA would prefer to work with a single pilot for the entire contract but in the event of the nominated pilot not being able to complete this work they may only be replaced by a pilot with similar experience, provided this is approved by the ECPTA project leader.



#### **4. Time Frames**

The bulk of the work specified in section 2 is scheduled to take place during April – July of each year. The exact dates of the operation will however, be established in consultation with the successful service provider.

Wherever possible ECPTA will book dates in advance and strive to select mutually agreeable dates with the service provider.

#### **5. Ferry Time**

The home base of the helicopter to be utilized must be specified. ECPTA will cover all ferry costs between the designated home base and the area of work. Any ferry time flown outside of the province will not be covered by ECPTA and should be factored into the pricing when bidding.

#### **6. Bid Pricing**

Bidders must complete the attached Pricing schedule and all quoted prices must include VAT.

Bidders are expected to quote for a dry rate (i.e. excluding fuel costs) for the 2021, 2022 and 2023 calendar years. The total hourly rate payable will then be calculated as follows:

Total Hourly Rate = Quoted Dry Rate/hour + (Jet A-1 Price per litre at the time of the work being done x average fuel consumption in litres of the helicopter used per hour).

Where:

- The quoted dry rate/ hour is the rate quoted in the bid documents for a particular calendar year.
- The Jet A-1 price per litre is the pump price of Jet A-1 at point of purchase as indicated on invoices provided by the bidder as proof of rate.

#### **7. Payment**

All payments will be made within 30 days of receipt of an invoice and amounts due will be calculated as follows:

Amount Due = Hours flown x the total hourly rate (as calculated in section 6 above).

Pilots are expected to maintain a detailed record showing date, hours flown, aircraft used and whether these hours were ferry time or working time. These records must be submitted along with any invoices.



## **8. Insurance**

The successful service provider must ensure and provide proof of the following:

- That the helicopter supplied under the contract shall be fully insured against loss and damage incidental to manufacture or acquisition, transportation and storage.
- That passenger liability insurance is provided, that insurance reference is given and that coverage must include dangerous flying work.

## **9. Bid Submissions**

Bids must be submitted on the original bid documents. The bid documents must remain intact and no portion may be detached or re-arranged. All the information required must be provided and where necessary the appropriate forms completed and signed in black ink. Where supplementary information is required it should be attached or inserted in the specified place.



## EVALUATION CRITERIA

### **BIDS WILL BE EVALUATED IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA), ACT NO 5 of 2000 AND ITS REGULATIONS AS FOLLOWS:**

A three (3) stage evaluation process will be employed. In Stage 1 all bids received will be evaluated for pre-requisites. Only service providers who meet all the criteria for pre-requisites will proceed to Stage 2 where bids will be assessed for functionality. Bidders must obtain a minimum score of 80 points out of 100 on functionality in order to be assessed on Stage 3 for Price and B-BBEE Status Level utilizing 80/20 preference point system in accordance with the Preferential Procurement Policy Framework Act (Act No. 5) and the Preferential Procurement Regulations of 2017.

#### **STAGE 1: PREREQUISITES**

The helicopter must be piloted by a suitably qualified and experienced pilot who has good airlifting/slinging experience. Bidders are expected to:

- Make use of a pilot with a minimum of 2000 total hours in the type of aircraft to be used for the airlifting. Copies of the last 5 pages of the pilots logbook as well as a letter on the company letterhead summarising the total flight hours logged must be submitted as proof)
- Make use of a pilot with a minimum of 300 hours of airlifting/slinging experience (vertical reference long line work). Copies of the last 5 pages of the pilots logbook as well as a letter on the company letterhead summarising the flight hours logged must be submitted as proof)
- Have A valid Air Operating Certificate (AOC) issued by the South African Civil Aviation Authority (SACAA). This must be issued in the name of the bidding company.
- Provide Operations Specification issued by the South African Civil Aviation Authority (SACAA) with General Air Service Class III, Aircraft Category H2 and a G10 and G15 endorsement for Types of Air Services.
- A copy of the pilot's commercial pilot's license with game rating and valid sling load rating.
- A copy of valid load test certificate for all slinging/hoisting equipment to be used.
- Provide proof that the helicopter supplied under the contract shall be fully insured against loss and damage incidental to manufacture or acquisition, transportation and storage.
- Provide proof that passenger liability insurance is provided for, that insurance reference is given and that coverage must include dangerous flying work.
- Provide proof of registration for support vehicles along with photographic evidence of the actual vehicle.

**NB!!** Failure to attach any of these documents will result in disqualification



## Stage 2 – FUNCTIONALITY

Functionality will be assessed against the criteria and weightings specified in Table 2 below. Bidders must obtain a minimum of 80 points and above in order to be considered for evaluation in Stage 3 (Price & B-BBEE)

$$\text{Functionality Score} = \frac{\text{Total score of bid under consideration}}{\text{Maximum possible score}} \times 100$$

**Table 2: Criteria, weightings and scoring guidelines for the evaluation of functionality.**

Criteria	Weighting	Guidelines for Scoring
<p><b>Transformation of the industry plan</b> (Bidders must submit a detailed plan outlining how the company intends to contribute to transformation of the sector during the lifespan of the contract) eg;</p> <ul style="list-style-type: none"> <li>- Training &amp; Skills Development for PDI's</li> <li>- Job creation</li> <li>- Small business promotion</li> <li>- Social Responsibility program.</li> </ul>	25	<ul style="list-style-type: none"> <li>• <b>Training &amp; Skills Development for PDI's = 10 points</b> Bidders must describe the training programmes and higher education courses that the beneficiaries will attend, if awarded the contract, including the institution and the benefits and/or outcomes of the training &amp; skills development. Respondents must demonstrate the benefit of the training and/or higher education to the game transformation industry.</li> <li>• <b>Job Creation = 5 points</b> Bidders must describe the types of skilled and semi-skilled jobs that will be created and how these positions contribute to transformation of game aviation industry. Please indicate the number of previously disadvantaged individuals (PDI) to be employed as per the Employment Equity. Organogram outlining the proposed PDI composition by end of contract period.</li> <li>• <b>Small Business Promotion = 5 points</b> Bidders must describe in detail the areas of procurement spend that comprise the estimated value to be spent on SMME's (previously disadvantaged in particular). Similarly, respondents must detail the business and/or functions that will be subcontracted. In addition respondents must provide the list of the subcontractors (actual and/or potential) that will be utilized for the business and/or functions described, and clearly stipulate/indicate of the subcontracting companies are Black Owned, Black Women Owned, Black Youth Owned and Black Disabled Owned.</li> <li>• <b>Social Responsibility Program = 5 points</b> Bidders must describe in detail the Social Responsibility Program (any work in the sector that benefits PDI's directly – this can also be unrelated</li> </ul>



			<p>to the core business) that will be undertaken should the bidder be awarded the project.</p> <p><b>NB:</b></p> <ul style="list-style-type: none"> <li>• All proposals will form part of the SLA and will be monitored during the contract implementation.</li> <li>• Penalties for non-conformance to submitted proposal will be imposed.</li> </ul>
<p>Bidders Business Experience</p> <p>(how many years has this business been operational within the aviation industry)</p>	25	<p>The service provider must demonstrate BUSINESS operational experience.</p> <ul style="list-style-type: none"> <li>• 5 years or more = 25points</li> <li>• 4 years' experience = 20 points</li> <li>• 3 years' experience = 15 points</li> <li>• 2 years' experience = 10 points</li> <li>• 1 year experience = 5 points</li> </ul> <p>Bidders must submit proof of experience in <b>ANY</b> of the following documents:</p> <ul style="list-style-type: none"> <li>➤ Written testimonials,</li> <li>➤ Service Level Agreements or</li> <li>➤ Reference letters from their previous or current clients.</li> </ul> <p><b>NB: Failure to submit proof of experience in the prescribed format will result in zero points awarded.</b></p>	
<p>Company previous airlifting/ slinging experience</p> <p>(how many years has the company been providing airlifting/slinging services)</p>	25	<p>The service provider must demonstrate experience in airlifting/slinging services.</p> <ul style="list-style-type: none"> <li>• 5 years or more = 25 points</li> <li>• 4 years' experience = 20 points</li> <li>• 3 years' experience = 15 points</li> <li>• 2 years' experience = 10 points</li> <li>• 1 year experience = 5 points</li> </ul> <p>Bidders must submit proof of experience in <b>ANY</b> of the following documents:</p> <ul style="list-style-type: none"> <li>➤ Written testimonials,</li> <li>➤ Service Level Agreements or</li> <li>➤ Reference letters from their previous or current clients.</li> </ul>	



		<b>NB: Failure to submit proof of experience in the prescribed format will result in zero points awarded.</b>
Pilots Previous Slinging Experience	25	<p>Bidders must submit a copy of the Pilot's logbook in order to claim points for pilot experience:</p> <ul style="list-style-type: none"> <li>• 400 and more = 25 points</li> <li>• 350-400 hours = 20 points</li> <li>• 300-350 hours = 10 points</li> <li>• Less than 300 hours = zero points</li> </ul>

**Bidders must obtain a minimum of 80 points and above in order to be considered for evaluation in Stage 3 (Price & B-BBEE)**

### **STAGE 3 – PRICE & B-BBEE**

Bids will be scored against Price and B-BBEE contribution level. Points for Price and B-BBEE status will be calculated as described in the Preferential Procurement Regulations of 2017 and in the attached Preferential Points Claim Form. The attached Preferential Points Claim Form (SBD 6.1) must be completed if points are to be claimed for B-BEE contributions and a B-BBEE compliance certificate submitted to substantiate this claim. If a B-BBEE Compliance Certificate is not provided these points will be forfeited.

#### **TABLE**

<b>Criteria</b>	<b>Points Available</b>
Bid Price	80
B-BBEE Contribution Level	20
<b>Total</b>	<b>100</b>





## **Bid Conditions**

In addition to the conditions stipulated in other sections of the bid documents, potential bidders should be especially aware of the following terms and conditions:

- The ECPTA's supply chain management policy will apply.
- The ECPTA does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Bids which are late, incomplete, unsigned, or submitted by facsimile or electronically will not be accepted.
- ECPTA will not be held responsible for any costs incurred by the service provider in the preparation and submission of the bid.
- Only bidders that have met the bid prerequisites detailed in Section 3 of this document will be considered during the adjudication process.
- The ECPTA Bid Adjudication Committee and the Supply Chain Management Unit may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid documents.
- Bids submitted are to hold good for a period of 120 days.
- The successful bidder will be required to enter into a Service Level Agreement with ECPTA.
- ECPTA reserves the right to terminate the contract if not satisfied with the work produced by the service provider.
- ECPTA reserves the right to limit or restrict the hours utilized to less than that specified in these bid documents.
- Should the service provider not be able to avail a helicopter and pilot at time of operation, the ECPTA reserves the right to procure services from another operator.
- Bidders must specify the helicopters home base.
- Bids must indicate up front that ECPTA will only pay for ferry time flown within the boundaries of the Eastern Cape Province for any work done. Ferry time flown outside of the province will be at the expense of the bidder and should be factored into the hourly rate.



## GENERAL CONDITIONS OF CONTRACT

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## GENERAL CONDITIONS OF CONTRACT

### 1. Definitions

The following terms shall be interpreted as indicated:

**“Closing time”** means the date and hour specified in the bidding documents for the receipt of bids.

**“Chief Executive Officer”** means the CEO of ECPTA or her/his duly authorized representative;

**“Contract”** means the written agreement entered into between the purchaser and the provider, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**“Contract price”** means the price payable by the provider under the contract for the full and proper performance of his contractual obligations.

**“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.

**“Countervailing duties”** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

**“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.

**“Day”** means calendar day.

**“Delivery”** means delivery in compliance of the conditions of the contract or order.

**“Delivery ex stock”** means immediate delivery directly from stock actually on hand.

**“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



provider bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

**“Dumping”** occurs when a private enterprise abroad markets 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.

**“ECPTA”** means Eastern Cape Parks & Tourism Agency.

**“Force majeure”** means an event beyond the control of the provider and not involving the provider’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.

**“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.

**“GCC”** means the General Conditions of Contract.

**“Goods”** means all of the equipment, machinery, and/or other materials that the provider is required to supply to the purchaser under the contract.

**“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 provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as land 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.

**“Letter of acceptance”** means the written communication by ECPTA to the contractor recording the acceptance by ECPTA of the contractor’s tender subject to the further terms and conditions to be itemized in the contract;

**“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.



**“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

**“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.

**“Project site,”** where applicable, means the place indicated in bidding documents.

**“Purchaser”** means the organization purchasing the goods.

**“Republic”** means the Republic of South Africa.

**“SCC”** means the Special Conditions of Contract.

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

**“Signature date “** means the date of the letter of acceptance;

**“Tender”** means an offer to supply goods/services to ECPTA at a price;

**“Tenderer”** means any person or body corporate offering to supply goods/services to ECPTA;

**“Written”** or **“in writing”** means hand-written in ink or any form of electronic or mechanical writing.

## **2. Application**

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise 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, ECPTA shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 Invitations to bid are usually published in locally distributed news media and on the institution's website.

### **4. Standards**

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

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

The provider shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

The provider 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.

Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the provider's performance under the contract if so required by the purchaser.

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



## **6. Patent rights**

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

When a provider develops documentation/projects for ECPTA, the intellectual, copy and patent rights or ownership of such documents or projects will vest in ECPTA.

## **7. Performance security**

Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the ECPTA the performance security of the amount specified in SCC.

The proceeds of the performance security shall be payable to ECPTA as compensation for any loss resulting from the service provider's failure to complete his obligations under the contract.

The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to ECPTA and shall be in one of the following forms:

a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in South Africa or abroad, acceptable to ECPTA, in the form provided in the bidding documents or another form acceptable to ECPTA; or a cashier's or certified cheque.

The performance security will be discharged by ECPTA and returned to the provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.



## 8. Inspections, tests and analyses

### **All pre-bidding testing will be for the account of the bidder.**

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 purchaser or an organization acting on behalf of the purchaser.

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.

If the inspections, tests and analyses referred to in clause 8.2 & 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.

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 provider.

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.

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 provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.

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. Packaging**

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

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

## **10. Delivery and documents**

Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the provider in accordance with the terms specified in the contract.

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental services**

The provider may be required to provide any or all of the following services, including additional services, if any:

Performance or supervision of on-site assembly and/or commissioning of the supplied goods; furnishing of tools required for assembly and/or maintenance of the supplied goods; furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;



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 provider of any warranty obligations under this contract; and

Training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

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

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

such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract, and in the event of termination of production of the spare parts:

Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

The provider 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 provider 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 provider, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.



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.

The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.

Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.

## **16. Payment**

The method and conditions of payment to be made to the provider under this contract shall be specified

The provider 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.

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 provider.

Payment will be made in Rand unless otherwise stipulated.

## **17. Prices**

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



## **18. Increase/decrease of quantities**

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

## **19. Contract amendments**

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

## **20. Assignment**

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

## **21. Subcontracts**

The provider 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 provider from any liability or obligation under the contract.

## **22. Delays in the provider's performance**

22.1 Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract.

22.2 If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider 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 provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider'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.



22.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.

Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider 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.

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 provider'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 provider.

## **23. Penalties**

23.1 Subject to GCC Clause 25, if the provider 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 good 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.

## **24. Termination For Default**

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

if the provider 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; if the provider fails to perform any other obligation(s) under the contract; or

if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

24.2 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 provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.

## **25. Anti-Dumping and Counter-Vailing Duties and Rights**

25.1 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 provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider 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.

## **26. Force Majeure**

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

26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider 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.

## **27. Termination For Insolvency**

27.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, 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,



## **28. Settlement of Disputes**

28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider 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.

28.2 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 provider 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.

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

28.4 Notwithstanding any reference to mediation and / or court proceedings herein, the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and the purchaser shall pay the provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

## **29. Limitation of Liability**

29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6; the provider 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 provider to pay penalties and / or damages to the purchaser; and the aggregate liability of the provider 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.

## **30. Governing Language**

30.1 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.



**31. Applicable Law**

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

**32. Notices**

32.1 Every written acceptance of a bid shall be posted to the provider 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.

**33. Taxes and Duties**

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

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

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

**34. Transfer of Contracts**

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

**35. Amendment of Contracts**

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

---

**DATE**

---

**SIGNATURE OF BIDDER**





## **BIDDERS SHALL TAKE NOTE OF THE FOLLOWING SPECIAL CONDITIONS OF THE BID:**

In addition to those (The Conditions) stipulated in any other sections of the bid documents, potential bidders should be especially aware of the following terms and conditions:

- The current use of land must be strictly office use and building must be currently zoned for office use.
- The ECPTA's Supply Chain Management policy will apply.
- The ECPTA does not bind itself to accept the highest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Bids which are late, incomplete, unsigned, or submitted by facsimile or electronically will not be accepted.
- The following documents must be submitted with the bid document:
  - A copy of the CSD report must be submitted with bid.
  - Company Registration Certificate and Shareholder's Certificate showing ownership details of the company
  - Company Profile
  - Certified Copy or an original B-BBEE STATUS LEVEL CONTRIBUTOR CERTIFICATE OR SWORN AFFIDAVIT.
- Bids submitted are to hold good for a period of 120 days.
- A service level agreement shall be signed with the successful service provider.
- ECPTA will not be held responsible for any costs incurred by the service provider in the preparation and submission of the bid. Identity documents of the owners of the company and credentials of the company and team to be involved in the project, to be included with the bid as they will be subjected to vetting ECPTA reserves the right to terminate the contract if not satisfied with the work produced by the service provider.
- Only bidders that have met the requirements of the bid specification shall be considered during the adjudication process.
- No bids will be considered if the bidder did not fully complete and sign all the relevant pages in the bid documents. If the bidder does not meet this requirement it will be automatically disqualified.
- Companies that bid as joint venture must submit a signed business agreement by both parties. If the service provider does not meet this requirement it will be automatically disqualified.
- The ECPTA Bid Committee and the Supply Chain Management Unit may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid documents.



- Bids will be subjected to an Initial screening process. During this phase, bid documents will be reviewed to determine compliance with tax matters and whether original and valid tax clearance certificates have been submitted with the bid documents at closing date and time of bid.
- Bidders must accurately complete the entire document as well as SBD Forms and make necessary declarations.



## CENTRAL SUPPLIER DATABASE (CSD SUMMARY REPORT)

It is a condition of bid that the bidder is registered with the National Treasury Central Supplier Database (CSD) register.

ATTACH CSD SUMMARY REPORT HERE



## PRICING SCHEDULE

Name of bidder..... Bid number.....

Closing Date: 30 March 2021

Closing Time 11:00

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

**Please complete this form and provide a detailed pricing in your bid proposal****All bidders must complete the following Table:**

<b>Tendered “dry rate” per hour</b> (Dry rate is the hourly rate excluding fuel cost - which will be reimbursed as outlined in the Terms of Reference)	
<b>Calendar Year</b>	<b>Dry Rate per hour in Rands (including VAT)</b>
2021	
2022	
2023	

**Please Note:** The tendered dry rate is to include all potential expenses that may be incurred by the bidder excluding fuel costs. Fuel costs will be re-imbursed as outlined in the terms of reference. ECPTA reserves the right to not utilize the full quota of hours per annum.

In order to estimate the total value of this bid, bidders must also complete the following table:

<b>Calendar Year</b>	<b>Dry Rate per hour</b> (as quoted above)	<b>Fuel rate per hour*</b>	<b>Total Hourly Rate</b> (dry rate + fuel rate)	<b>Hours Required</b>	<b>Total Cost</b> (total hourly rate x hours required)
2021				60	
2022				60	
2023				60	
<b>ESTIMATED TOTAL BID VALUE FOR A PERIOD OF THREE (3) YEARS</b>					<b>R</b>



Calendar Year	Dry Rate per hour (as quoted above)	Fuel rate per hour*	Total Hourly Rate (dry rate + fuel rate)	Hours Required	Total Cost (total hourly rate x hours required)
2024 (Optional)				60	
2025 (Optional)				60	
<b>ESTIMATED TOTAL BID VALUE FOR A PERIOD OF TWO (2) YEARS (OPTIONAL)</b>					<b>R</b>

\* Where:

- a) Average fuel consumption is as specified in the bid document
- b) Price per liter is R13.61 for 2021, R14.97 for 2022 and R16.47 for 2023 (10% increase per annum)

**Please Note: The fuel rates given here are merely for the purposes of estimating the total bid value.**

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

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

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

SIGNATURE OF BIDDER: \_\_\_\_\_

DATE: \_\_\_\_\_

CAPACITY IN WHICH THE BID IS SIGNED: \_\_\_\_\_



**DECLARATION OF INTEREST**

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

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

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

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

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

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

<sup>1</sup>“State” means –



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

”Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**  
presently employed by the state?

2.7.1 If so, furnish the following particulars:

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

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

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

Any other particulars: .....

.....

.....

.....

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

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

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

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



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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

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

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

2.10.1 If so, furnish particulars.

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

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





2.11.1 If so, furnish particulars:

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

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

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

**4 DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



**SBD 6.1  
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT  
REGULATIONS 2017**

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

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

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

1.2 Points for this bid shall be awarded for:

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

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

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;



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

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18



3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

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

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

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**7. SUB-CONTRACTING**

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		



**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result



of that person's conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....



## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

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

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

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

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  To access this register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>



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

**CERTIFICATION**

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

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

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

.....

Signature

Date

.....

Position

Name of Bidder





## CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9

1. This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.

Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

2. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.

- b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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



**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder) I have read and I understand the contents of this Certificate; understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.



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>3</sup> will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding: prices; geographical area where product or service will be rendered (market allocation)

- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) Bidding with the intention not to win the bid.

In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

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.

<sup>3</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 am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature Date

.....  
Position Name of Bidder



## JOINT VENTURE DISCLOSURE FORM

### GENERAL

- i. All the information requested must be filled in the spaces provided. If additional space is required, additional sheets may be used and attached to the original documents.
- ii. A copy of the joint venture agreement must be attached to this form, in order to demonstrate the Affirmable, Joint Venture Partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details relating to:
  - a) the contributions of capital and equipment
  - b) work items to be performed by the Affirmable Joint Venture Partner's own forces
  - c) work items to be performed under the supervision of the Affirmable Joint Venture Partner.
- iii) Copies of all written agreements between partners concerning the contract must be attached to this form including those, which relate to ownership options and to restrictions/limits regarding ownership and control.
- iv) ABE partners must complete ABE Declaration Affidavits.
- v) The joint venture must be formalised. All pages of the joint venture agreement must be signed by all the parties concerned. A letter/ notice of intention to formalise a joint venture once the contract has been awarded will not be considered.
- vi) should any of the above not be complied with, the joint venture will be deemed null and void and will be considered non-responsive.



**1. JOINT VENTURE PARTICULARS**

a) Name

b) Postal address

.....  
.....

d) Physical address.....

e) Telephone.....

f) Fax.....

**2. IDENTITY OF EACH NON-AFFIRMABLE JOINT VENTURE PARTNER**

**2.1(a)** Name of the Firm.....

Postal Address.....

Physical Address.....

Telephone.....

Fax.....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

**2.2(a)** Name of Firm.....

Postal Address.....

Physical Address.....



Telephone.....

Fax.....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

*(Continue as required for further non-Affirmable Joint Venture Partners)*

**IDENTITY OF EACH AFFIRMABLE JOINT VENTURE PARTNER**

**3.1(a)** Name of Firm.....

Postal Address.....

Physical Address.....

Telephone.....

Fax.....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

**3.2(a)** Name of Firm.....

Postal Address.....

Physical Address.....

Telephone.....

Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:



3.3(a) Name of Firm.....

Postal Address.....

Physical Address.....

Telephone.....

Fax.....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

**4. BRIEF DESCRIPTION OF THE ROLES OF THE AFFIRMABLE JOINT VENTURE PARTNERS IN THE JOINT VENTURE**

**5. OWNERSHIP OF THE JOINT VENTURE**

a) **Affirmable Joint Venture Partner ownership percentage(s) .....%**

b) Non-Affirmable Joint Venture Partner ownership percentage(s) .....%

c) Affirmable Joint Venture Partner percentages in respect of: \*

(i) Profit and loss sharing

(ii) Initial capital contribution in Rands

\*Brief descriptions and further particulars should be provided to clarify percentages).

(iii) Anticipated on-going capital contributions in Rands

(iv) contributions of equipment (specify types, quality, and quantities of equipment) to be provided by each partner.

**RECENT CONTRACTS EXECUTED BY PARTNERS IN THEIR OWN RIGHT AS PRIME CONTRACTORS OR AS PARTNERS IN OTHER JOINT VENTURES**



	NON-AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		

	AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		

**7. CONTROL AND PARTICIPATION IN THE JOINT VENTURE**

(Identify by name and firm those individuals who are, or will be, responsible for, and have authority to engage in the relevant management functions and policy and decision making, indicating any limitations in their authority e.g. co-signature requirements and Rand limits).

(a) Joint Venture cheque signing

.....

.....

.....





(b) Authority to enter into contracts on behalf of the Joint Venture

.....

.....

.....

(c) Signing, co-signing and/or collateralising of loans

.....

.....

.....

(d) Acquisition of lines of credit

.....

.....

.....

(e) Acquisition of performance bonds

.....

.....

.....

(f) Negotiating and signing labour agreements

.....

.....



.....

**8. MANAGEMENT OF CONTRACT PERFORMANCE**

(Fill in the name and firm of the responsible person).

(a) Supervision of field operations

.....

(b) Major purchasing

.....

(c) Estimating

.....

(d) Technical management

.....

**9. MANAGEMENT AND CONTROL OF JOINT VENTURE**

(a) Identify the “managing partner”, if any,

.....

.....

.....

.....



(b) What authority does each partner have to commit or obligate the other to financial institutions, insurance companies, suppliers, subcontractors and/or other parties participating in the execution of the contemplated works?

.....

.....

.....

.....

(c) Describe the management structure for the Joint Venture’s work under the contract

MANAGEMENT DESIGNATION	FUNCTION /	NAME	PARTNER*

(Fill in “ex Affirmable Joint Venture Partner” or “ex non-Affirmable Joint-Venture Partner”).

**10. PERSONNEL**

(a) State the approximate number of operative personnel (by trade/function/discipline) needed to perform the Joint Venture work under the Contract.





(e) Name of partner who will be responsible for the preparation of Joint Venture payrolls

.....  
.....

**11. CONTROL AND STRUCTURE OF THE JOINT VENTURE**

Briefly describe the manner in which the Joint Venture is structured and controlled.

The undersigned warrants that he/she is duly authorised to sign this Joint Venture Disclosure Form and affirms that the foregoing statements are true and correct and include all material information necessary to identify and explain the terms and operations of the Joint Venture and the intended participation of each partner in the undertaking.

The undersigned further covenants and agrees to provide the Employer with complete and accurate information regarding actual Joint Venture work and the payment therefore, and any proposed changes in any provisions of the Joint Venture agreement, and to permit the audit and examination of the books, records and files of the Joint Venture, or those of each partner relevant to the Joint Venture, by duly authorised representatives of the Employer.

Signature.....

Duly authorised to sign on behalf of.....

Name.....

Address.....

Telephone.....

Date.....

Signature.....

Duly authorised to sign on behalf of.....

Name.....



Address.....

Telephone.....

Date.....

Signature.....

Duly authorized to sign on behalf of.....

Name.....

Address.....

Telephone.....

Date.....

Signature.....

Duly authorized to sign on behalf of.....

Name.....

Address.....

Telephone.....

Date.....



## AUTHORITY TO SIGN BID DOCUMENTS

In the case of a bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to ECPTA at the time of submission of the bid that the bid has been signed by persons properly authorized thereto by resolution of the directors or under the articles of the entity.

Please attach proof to the next page.



## COMPANY DETAILS

The following company details schedule must be completed to ensure that the prerequisite requirements to bidding are met.

Registered Company Name	
Company Registration Number	
VAT Number	
Bank Name	
Branch Name	
Bank Account Number	
Professional Registration Details	
Professional Indemnity Details	





## PREVIOUS EXPERIENCE

Previous experience is an important evaluation criteria and it is therefore important that the following information is provided.

Details of references		
1	Employer	
	Description of work	
	Date	
	Duration of Contract	
	Contact Person	
	Contact No.	
2	Employer	
	Description of work	
	Date	
	Duration of Contract	
	Contact Person	
	Contact No.	
3	Employer	
	Description of work	
	Date	
	Duration of Contract	
	Contact Person	
	Contact No.	

**NB: ATTACH WRITTEN PROOF OF COMPANY EXPERIENCE HERE. PROOF CAN BE IN A FORM OF APPOINTMENT LETTERS, WRITTEN TESTIMONIALS, COPY OF PURCHASE ORDERS E.T.C**



## PILOT, HELICOPTER AND BUSINESS DETAILS

### Name/s of pilot/s

Please indicate the name of the pilot that will be utilized.

Pilots name: .....

### Air Operating Certificate and Pilots license

Please attach certified copies of the following documents at the end of this section:

- Bidders must provide proof of insurance and liability cover.
- Bidders must provide a valid Air Operating Certificate (AOC) issued by the South African Civil Aviation Authority (SACAA). This must be issued in the name of the bidding company.
- Operations Specification issued by the South African Civil Aviation Authority (SACAA) with General Air Service Class III, Aircraft Category H2 and a G10 and G15 endorsement for Types of Air Services.
- Class III Air Services License (Issued by the Air Service Licensing Council of South Africa) with categories of Aircraft H2 and a G10 and G15 endorsement for types of Air Services
- The pilot's commercial pilot's license with game rating and valid sling load rating.
- Copy of valid load test certificate for all slinging/hoisting equipment to be used.
- That the helicopter supplied under the contract shall be fully insured against loss and damage incidental to manufacture or acquisition, transportation and storage.
- That passenger liability insurance is provided, that insurance reference is given and that coverage must include dangerous flying work.
- All hoisting equipment to have valid and up-to-date load test certificates.

### Pilots Experience

Please complete the following table:

Name:	Total helicopter hours	
	Mountain Airlifting/Slinging hours	







**Business Experience**

Please indicate how many years the bidding business has been operational in the aviation industry. In the case of joint ventures please indicate how long each partner has been operational for. In these cases the partner who has been operation for the shortest period of time will be used in the functionality assessment. Any additional information should be provided in the space below.

Business Name: \_\_\_\_\_

Total number of years in business: \_\_\_\_\_ years

Additional Information:

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

