

Bid 376/2024 Provision of Microsoft office 365

Old Government Printers
Building
No.5 Textile Road
Southernwood
Mthatha
5099



Tel : (047) 531 0346
Fax : (047) 531 4121

Postal Address

P.O Box 1134
Mthatha, 5099

BID NO: 376/2024

**NTINGA OR TAMBO DEVELOPMENT AGENCY
(PROVISION OF MICROSOFT OFFICE 365 LICENSE RENEWAL)**

CONTRACT PERIOD: Twelve months contract: From date of appointment

CLOSING DATE: 02 AUGUST 2024

CLOSING TIME: 12:00 PM

BID BOX : RECEPTION

BID FEE: To be downloaded free of charge

BID SERIAL NO.: 376/2024
SIGNATURES OF NTINGA OFFICIALS AT BID OPENING
1
2
3

IMPORTANT NOTES TO BIDDERS

- Bids must be properly received and deposited in the abovementioned bid box on or before the closing date at Ntinga OR Tambo Development Agency, NO.5 Textile Road, Southernwood, Mthatha, 5099
- No late bids will be accepted under any circumstances.
- Bid offers must be submitted in a sealed envelope clearly reflecting the bid number and bid description as indicated above.
- Only original bids will be accepted. No copies will be accepted. For this bid to be valid on the closing date, the Bid Offer (**Part 2**) and the offer part of the *Contract Form* (**Part 3**) must be signed by the bidder and the bid price(s) must be inserted.
- Do not dismember this bid document (do not take it apart, omit pages, change wording or put documents between its pages). All other documents must be attached.
- Initial each and every page. Site meeting not applicable.

BIDDER

NAME of Company/Close Corporation or Partnership /Consortium/ Joint Venture or Sole Proprietor /Individual

TRADING AS (if different from above)

COMPANIES REGISTRATION NUMBER

CSD NUMBER

TENDER AMOUNT

Table of Contents

1.	DETAILS OF BIDDER.....	4
2.	BID OFFER.....	6
3.	CONTRACT FORM	7
5.	BID SPECIFICATIONS.....	9
6.	CONDITIONS OF BID	10
7.	EVALUATION CRITERIA	15
8.	SPECIAL CONDITIONS OF CONTRACT.....	17
9.	GENERAL CONDITIONS OF CONTRACT.....	21
10.	SUPPORTING SCHEDULES	35
10.1	Schedule 1: Resolution by Directors / Members	35
10.2	Schedule 2: Certificate of Authority for Partnerships/Consortiums/Joint Ventures.....	36
10.3	Schedule 3: Declaration for Procurement above R10 million (VAT included)	38
10.4	Schedule 4: Preferencing Schedule	39
10.5	Schedule 5: Declaration of Interest	43
10.6	Schedule 6: Conflict of Interest Declaration	46
10.7	Schedule 7: Declaration of Bidder's Past Supply Chain Management Practices	47
10.8	Schedule 8: Authorisation for the Deduction of Amounts Owed to the Municipality	48
10.9	Schedule 9: Guarantee/Performance Security	49
10.10	Schedule 10: Contract Price Adjustment & Rate of Exchange Variations.....	50
10.12	Schedule 12: Certificate of Independent Bid Determination	51
10.13	Schedule 13: NORTDA Project Labour Report	52
10.14	Schedule 14: List of other documents attached by Bidder	53

**INVITATION OF BIDS FOR THE PROVISION OF MICROSOFT OFFICE 365 LICENSE RENEWAL (12 MONTHS
FIXED TERM CONTRACT)
BID NO: 376/2024**

The Ntinga O.R Tambo Development Agency (NORTDA) SOC LTD invites State Information Technology Agency (SITA) Accredited prospective service providers to submit bids for the provision of Microsoft Office 365 license renewal for the period of 12 months on fixed term contract.

The minimum specifications are detailed in this bid document. Bid documents will be available free of charge when downloaded from www.ntinga.org.za or www.ectreasury.gov.za.

The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000) and the regulations pertaining thereto (2022), as well as the Ntinga OR Tambo Development Agency SOC Ltd Supply Chain Management policy. The 80/20 preference point system will be used as per the NORTDA SCM policy. The bids will be evaluated in two stages, namely:

- Stage 1- Functionality

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Functionality	100
Track Record: <ul style="list-style-type: none"> • Provide a document or proof (agreement / partnership) indicating that the bidder is a registered Microsoft products distributor/authorized reseller. 	60
Contactable References: Attach a minimum of one reference letter as evidence of having provided software licenses in the past two years. Points will be allocated as follows:- <ul style="list-style-type: none"> • One reference letter 10 points • Two or more reference letters 40 points 	40
TOTAL	100

- Stage 2- Price and Specific Goals Points (80/20)

Points	Preferential Procurement Goals	Proof to be Attached to claim full points
80	Price	
20	Specific goal	
Bidders are to score specific goals as follows:		
5	Women	Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more. suppliers or entities holding less, then will be apportioned points in line with the percentage held
5	Youth	Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more. suppliers or entities holding less, then will be apportioned points in line with the percentage held
5	Disabled	Attach proof from a registered doctor/physician for a bidder to obtain full points the percentage of equity held must be 51% or more. suppliers or entities holding less, then will be apportioned points in line with the percentage held
5	Rural	Attach proof of residence of the business/lease agreement: Village. Settlement/Semi-town
100		Total

THE BID WILL BE REJECTED IF THE BIDDER:

- a) Fails to complete fully the bid document or to provide the information requested, or to sign the bid at the appropriate spaces provided or next to errors.
- b) Is found to be a role player or commits criminal act/s including fraud, price rigging, corruption, collusion, or forgery. In the case of an award already made, the award or contract shall be terminated.
- c) Or any of its directors or those of the subcontractor or partner:
 - owe municipal charges/ rates and is in arrears for more than three months,

Where the bidder does not own the property, attach a valid lease agreement between the Lessee and the Lessor that indicates that the lessee is not responsible for property rates and a signed affidavit from the Lessor or Affidavit for Directors who do not own properties.

- had during the last five years failed to perform satisfactory on previous contract with municipality or municipal entity or organ of the state after written notice given to perform satisfactorily;
 - abused the supply chain management of the municipality or municipal entity or organ of state or committed an improper conduct; and
 - has been listed in the register of tender defaulters, and
 - is in the service of the state.
- d) Fails to submit CSD supplier number or CSD Report.
 - e) Fails to submit SARS Tax Pin and/or Tax Clearance Certificate
 - f) Fails to submit certified ID copy's of Directors of the company.
 - g) Fails to submit Joint Venture Agreement or Consortium Agreement, signed and initialed on each page (if applicable).
 - h) Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price bid or any other bid and reserves the right to award the whole or part of the bid.

Completed bid documents are to be placed in a sealed envelope with the relevant bid number and must be deposited in the Bid Box located at Ntinga OR Tambo Development Agency SOC LTD Reception, Old Government Printers No. 5 Textile Road Southernwood Mthatha, 5099, not later than **12:00pm, 02 August 2024**, at which time the bid will close and the bid box will be opened in public. For enquiries please contact Mr M Nongogo on 047 495 0555 (office hours).

L Mbiko
Chief Executive Officer

Name of Company / Close Corporation or Partnership / Consortium / Joint Venture or Sole Proprietor / Individual	
Trading as (if different from above)	
Company / Close Corporation registration number	
Postal address	Postal Code _____
Physical address	Postal Code _____
Contact details of the person duly authorised to represent the bidder	<p>Name: Mr/Mrs _____</p> <p>Telephone:(_____)_____ Fax:(_____) _____</p> <p>Cellular Telephone: _____</p> <p>E-mail address: _____</p>
Income Tax number	
VAT registration number	

2. BID OFFER

I, _____ (duly authorized to represent the bidder for the purpose of this bid), hereby bid to supply all or any of the goods and/or render all or any of the services described in the attached document to the Ntinga on the terms and conditions stipulated in this bid document and in accordance with the specification stipulated in the bid document at the prices reflected in the *Contract Form/Price Schedule*. **BIDDERS TOTAL OFFER for the 12 months (Inclusive of vat and all other charges)**
R.....

The bidder agrees that:

- The bid offer submitted shall remain valid, irrevocable and open for written acceptance by the Ntinga OR Tambo Development Agency(NORTDA) for a period of 90 days from the closing date or for such extended period as may be applicable;
- The bid offer will not be withdrawn or amended during the aforesaid validity period;
- Notwithstanding the above, the bidder may submit a written request to the Ntinga OR Tambo Development Agency after the closing date for permission to withdraw the bid offer. Such withdrawal will be permitted or refused at the sole discretion of the Ntinga OR Tambo Development Agency after consideration of the reasons for the withdrawal, which shall be fully set out by the bidder in the written request for withdrawal;
- Should the bid offer be withdrawn in contravention of the conditions above, the bidder agrees that:
 - a) it shall be liable to the NORTDA for any additional expense incurred by the NORTDA in having either to accept another bid or, if new bids have to be invited, the additional expenses incurred by the invitation of new bids and the subsequent acceptance of any other bid;
 - b) the NORTDA shall also have the right to recover such additional expenses by set-off against moneys which may be due or become due to the bidder under this or any other bid or contract or against any guarantee or deposit that may have been furnished by the bidder or on its behalf for the due fulfilment of this or any other bid or contract. Pending the ascertainment of the amount of such additional expenses, the NORTDA shall be entitled to retain such moneys, guarantee or deposit as security for any loss the NORTDA may suffer due to such withdrawal.

The bidder agrees that this bid and its acceptance shall be subject to the terms and conditions contained in the Ntinga’s Supply Chain Management Policy (‘SCM Policy’).

Signature(s)

Print name(s):
On behalf of the bidder (duly authorised)

Date

<p>3. CONTRACT FORM</p> <p>Bid no. 376/2024 Provision of Microsoft Office 365</p>

PART 1 (TO BE FILLED IN BY BIDDER):

THE BIDDER (delete columns not applicable):

If Company or Close Corporation	If Natural Person/Sole Proprietor	If Partnership/Consortium/Joint Venture
Registered name:	Full names:	Name of Partnership/Consortium/Joint Venture formed:
Registration number:	Identity number:	

AND WHO IS represented herein by: (full names of signatory) _____
duly authorised to act on behalf of the Bidder in his capacity as: (title) _____

HEREBY AGREES THAT by signing the *Contract Form*, the Bidder:

- confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Bid;
- confirms that it has satisfied itself as to the correctness and validity of the bid; that the price(s) and rate(s) quoted cover all the goods and/or services specified in the bid documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;
- offers to supply all or any of the goods and/or render all or any of the services described in the bid document to the Ntinga OR Tambo Development Agency in accordance with the:
 - terms and conditions stipulated in this bid document;
 - specifications stipulated in this bid document; and
 - at the price reflected in the space provided,
- agrees that this bid document, including the following, shall form the Contract between the parties in the event that the Bidder is successful:
 - Price Schedule
 - Bid Specifications
 - All Declarations
 - General Conditions of Contract; and
 - Special Conditions of Contract.
- accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of this Contract.

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20____

Signature(s)

Print name(s):
On behalf of the bidder (duly authorized)

Date

PART BE FILLED IN BY THE NTINGA OR TAMBO DEVELOPMENT AGENCY

Bid NO: 376/2024 Microsoft Office 365

By signing this *Contract Form* the Ntinga OR Tambo Development Agency (also referred to as the 'Purchaser'):

- 1. accepts the offer submitted by, thereby concluding a contract with the Bidder from 2024.
- 2. undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of this Contract.

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20_____

Signature(s)

Print name(s):
(duly Authorized)

Date

MINIMUM BID SPECIFICATIONS FOR THE PROVISION OF MICROSOFT OFFICE 365, and pricing schedule:

Provision of 80 x monthly Microsoft 365 user licenses for 12 months. Minimum Specification:

- 80 x Microsoft 365 Business Standard licenses (Word, Excel, PowerPoint, Outlook, Email Services, Teams, OneDrive, OneNote, SharePoint)
- Monthly Licenses for 12 months
- Appointed bidder will also be expected to move and host the agency domain: Ntinga domain: ntinga.org.za

End.

Pricing Schedule:

Description	Amount
<ul style="list-style-type: none">• 80 x Microsoft 365 Business Standard licenses (Word, Excel, PowerPoint, Outlook, Email Services, Teams, OneDrive, OneNote, SharePoint)• Monthly Licenses for 12 months• Ntinga domain: ntinga.org.za• Provisioning of support services for the duration of the licensing period is expected to be included in the offer.	
Amount for the period of 12 months (and this amount should be taken to page 5 of this document as an offer amount)	

4. CONDITIONS OF BID

ALL BID CONDITIONS AND/OR INSTRUCTIONS SET OUT BELOW MUST BE STRICTLY ADHERED TO, FAILING WHICH THIS BID SUBMISSION WILL BE DECLARED NON-RESPONSIVE.

No bid will be considered unless submitted on this NORTDA bid document.

Any portion of the bid document not completed will be interpreted as 'not applicable'. Notwithstanding the foregoing, failure to complete any compulsory portion of the bid document may result in the bid being declared non-responsive.

Bids must be properly received and deposited, on or before the closing date and before the closing time, in the relevant bid box at the Bid Submission Office situated on the 1ST floor, No.5 Textile Road, Southernwood, Mthatha, 5099. If the bid submission is too large to fit in the allocated box, please enquire at the reception for assistance.

The NORTDA reserves the right:-

- To accept the whole bid or part of a bid or any item or part of any item, or to accept more than one bid (in the event of a number of items being offered),
- Not to accept the lowest priced bid or any bid;
- Reject a bid which is substantially or materially different from the bid Specification.

The NORTDA shall not consider bids that are received after the closing date and time for such a bid.

The NORTDA will not be held responsible for any expenses incurred by bidders in preparing and submitting bids.

The NORTDA may, after the closing date, request additional information or clarification of bids in writing.

A bidder may request information, after the closing date, in accordance with the Promotion of Administrative Justice Act, Act 3 of 2000, and the Promotion of Access to Information Act, Act 2 of 2000.

A bidder may request in writing, after the closing date, that the bid offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the NORTDA after consideration of the reasons for the withdrawal, which shall be fully set out by the bidder in such written request for withdrawal.

A bid submitted:

by a registered company may not be considered unless accompanied by a resolution by the Directors of the company authorising the bid to be made and the signatory to sign the bid on the company's behalf (**Schedule 1** to be completed);

by a registered close corporation may not be considered unless accompanied by written authority from all the members of the close corporation authorising the bid to be made and the signatory to sign the bid on the close corporation's behalf (**Schedule 1** to be completed);

by a partnership/consortium/joint venture may not be considered unless accompanied by written authority from all parties to the partnership/consortium/joint venture authorising the bid to be made and the signatory to sign the bid on the partnership/consortium/joint venture's behalf (**Schedule 2** to be completed).

Partnerships/Consortiums/Joint Ventures

In the case of partnerships/consortiums/joint ventures, a copy of the partnership/consortium/joint venture agreement must be submitted with the bid document (attached to **Schedule 2**). All parties/partners to the partnership/consortium/joint venture agreement must be registered on the Ntinga OR Tambo Development Agency Vendor Database.

Validity Period

Any bid submitted shall remain valid, irrevocable and open for written acceptance by the NORTDA for a period of 90 days from the closing date or for such extended period as may be applicable.

The bid offer will not be withdrawn or amended during the aforesaid validity period.

The aforesaid validity period may be extended by the provided that the original validity period has not expired, and that all bidders are given an opportunity to extend such period. Any such extension shall be agreed to by a bidder in writing.

Bidders who fail to respond to such a request before the validity of their bid expires, or who decline such a request shall not be considered further in the evaluation process.

In the event that an appeal in terms of the Systems Act 32 of 2000, is received, the validity period of the bid shall be deemed to be extended until finalisation of the appeal; unless the bidder has requested in writing that its bid be withdrawn. The provisions in respect of withdrawal as set out in clause 6.9 above will apply to such withdrawal.

Ntinga OR Tambo Development Agency Database of service providers

No awards will be made to a bidder who is not registered on the NORTDA Database of service providers.

Bidders must be registered within 7 days of being requested to do so. Registration forms may be:

- collected from the 1st floor, Office No. A 8 Supply Chain Management Office, No.5 Textile Road,

- can be downloaded from www.ntinga.org.za.

It is each vendor's responsibility to keep all the information on the NORTDA Database updated. If any information required (e.g. tax clearance certificate, proof of CIDB registration, etc.) is not valid or has expired, all transactions with the vendor may, in the sole discretion of the NORTDA, be suspended until such time as the correct, verified information is received.

Tax clearance

No award shall be made to a person whose tax matters have not been declared to be in order by the South African Revenue Service (SARS).

Bidders are therefore required to obtain a valid Tax Clearance Certificate from the local SARS office where such bidder is registered for income tax/VAT purposes.

It is the responsibility of each supplier (successful bidder) to submit updated original tax clearance certificates to the Supplier Management Office (in the Supply Chain Management department) should any current certificate expire during the contract period. Failure to do so may lead to the suspension of transactions with the supplier until a valid tax clearance certificate is received by the Supplier Management Office.

Each party to a consortium/joint venture/partnership must comply with all of the above.

COIDA

Bidders must attach proof of registration/insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993, to **Schedule 11**. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licensed compensation insurer, from either the bidder's broker or the insurance company itself.

Procurement above R10 million (VAT included)

If the value of the transaction is expected to exceed R10 million (VAT included), a bidder shall complete **Schedule 3** and attach the required documents, including audited financial statements.

Inducements, rewards, gifts and other abuses of the Supply Chain Management System

No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of, may directly or indirectly:-

Bid 376/2024 Provision of Microsoft office 365

- influence or interfere with the work of any NORTDA officials involved in the bid process in order to inter alia:
 - a) influence the process and/or outcome of a bid;
 - b) incite breach of confidentiality and/or the offering of bribes;
 - c) cause over- or under-invoicing;
 - d) influence the choice of procurement method or technical standards;
 - e) influence any NORTDA official in any way which may secure an unfair advantage during or at any stage of the procurement process.

Abuse of the supply chain management system is not permitted and may result in the bid being rejected, cancellation of the contract, 'blacklisting' and/or any such remedies as set out in the NORTDA SCM Policy and Abuse Policy.

Declarations and authorization

Bidders are required to complete all statutory declarations and authorizations in the schedules attached to this bid document, failing which the bid may be declared non-responsive.

Samples

If the Specification (**Part 5**) requires the bidder to provide samples, these shall be provided strictly in accordance with the instructions set out in the Specification.

Alternative offers

Alternative bids may be considered, provided that a bid free of qualifications and strictly in accordance with the bid documents is also submitted. The NORTDA shall not be bound to consider alternative bids.

Objections, Complaints, Queries and Disputes / Appeals in terms of Section 62 of the Systems Act / Access to Court

Objections, complaints, queries and disputes

Persons aggrieved by decisions or actions taken by the NORTDA in the implementation of the supply chain management system or any matter arising from a contract awarded in terms of the supply chain management system may, within 14 days of the decision or action, lodge a written objection or complaint or query or dispute against the decision or action.

Section 62 Appeals

- a) In terms of Section 62 of the Systems Act (Municipal Systems Act, Act 32 of 2000), a person whose rights are affected by a decision taken by a political structure, political office bearer, Board of directors

Bid 376/2024 Provision of Microsoft office 365

or staff member of a NORTDA in terms of a power or duty delegated or sub-delegated by a delegating authority may appeal against that decision by giving written notice of the appeal and reasons to the Chief Executive Officer within 21 days of the date of the notification of the decision.

- b) An appeal shall contain the following:
- i. The reasons and/or grounds for the appeal;
 - ii. The way in which the appellant's rights have been affected;
 - iii. The remedy sought by the appellant.

Access to court

The clauses above do not influence any person's rights to approach the High Court at any time or their rights in terms of the Promotion of Administrative Justice Act, Act 3 of 2000 ('PAJA'), or the Promotion of Access to Information Act, Act 2 of 2000 ('PAIA').

5. EVALUATION CRITERIA

Non-Responsive Bids

Bids will be declared non-responsive and eliminated from further evaluation if:

- a) The bidder has been listed on the national Treasury's Register for Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, or has been listed on the national Treasury's List of Restricted Suppliers and who is therefore prohibited from doing business with the public sector.
- b) The bidder is prohibited from doing business with the NORTDA.
- c) The bid does not comply with the Specifications (**Part 5**).
- d) The bid does not comply with the instructions as contained in the Price Schedule (**Part 4**).
- e) Bids will be declared non-responsive if the bidder fails to adhere to a written request (within the specified period set out in such request) to:
 - a) Comply with the general conditions applicable to bids as set out in the NTINGA's SCM Policy;
 - b) Comply with one or more of the provisions contained in the Conditions of Bid (**Part 6**);
 - c) Comply with any other terms and conditions of the bid as contained in the bid document;
 - d) Complete and/or sign any declarations and/or authorisations;
 - e) Register on the NTINGA'S Vendor Database;
 - f) Submit an original and valid tax clearance certificate from the South African Revenue Services (SARS) certifying that the taxes of the bidder are in order, or written confirmation from SARS that suitable arrangements have been made with SARS;
 - g) Comply with any applicable Bargaining Council agreements;
 - h) Submit the information/complete **Schedule 3** in respect of transaction values exceeding R10 million (see Conditions of Bid).

The above list is not exhaustive and requests for submission of documents or items not listed may be made.

Evaluation of Bids

All bids received shall be evaluated in accordance with the Municipal Finance Management Act, Act 56 of 2003 (read with its accompanying supply chain management regulations), the NTINGA's SCM and the Preferential Procurement Policy Framework Act, Act 5 of 2000: Preferential Procurement Regulations, 2017.

EVALUATION AND ADJUDICATION CRITERIA

Points will be awarded to bidders who are eligible for preferences in terms of **Schedule 4:** Preferencing Schedule (where preferences are granted in respect of Specific Goals claimed).

The terms and conditions of **Schedule 4** shall apply in all respects to the bid evaluation process and any subsequent contract.

The following formula must be used to calculate the points for price in respect of bids with a Rand value less than R50 000 000 (all applicable taxes included):

$$Ps = 80 \left[1 - \frac{(Pt - Pmin)}{Pmin} \right]$$

Where :

- Ps = Points scored for comparative price of the bid under consideration;
- Pt = Comparative price (corrected, if applicable, exclusive of VAT) of the bid under consideration; and
- Pmin = Comparative price (corrected, if applicable, exclusive of VAT) of lowest responsive bid.

Points for preference must be awarded to bidders having attained specific goals in accordance with the tables on the advert.

The points for preference scored by a bidder in terms of the above table must then be added to the points for price (Ps) in order to obtain the total number of adjudication points scored for each responsive bid.

6. SPECIAL CONDITIONS OF CONTRACT

THESE SPECIAL CONDITIONS OF CONTRACT (SCC) SUPPLEMENT AND MUST BE READ WITH THE CORRESPONDING PROVISIONS OF THE GENERAL CONDITIONS OF CONTRACT (GCC) ISSUED BY THE NATIONAL TREASURY.

WHENEVER THERE IS A CONFLICT BETWEEN THE SCC AND THE GCC, THE PROVISIONS OF THE SCC SHALL PREVAIL.

Standards

Failure to comply with the standards and Specification as set out in the bid document shall constitute a material breach of this Contract, in which case the CCT reserves the right to cancel the Contract.

Guarantee /Performance Security – Clause 7 of the GCC

NOT APPLICABLE

Payment – Clause 16 of the GCC

A monthly payment cycle will be the norm.

Suppliers do not have the right to more frequent payments. Requests for such payments will be considered at the sole discretion of the Ntinga's Supply Chain Management department.

The actual payment run dates will be dependent on the number of days in the month and the influence of public holidays.

Prices/Price Adjustment – Clause 17 of the GCC

The Contract Price shall be SUBJECT TO CONTRACT PRICE ADJUSTMENT

The bidder shall complete **Schedule 10**.

Failure to complete **Schedule 10** may result in the bid being declared non-responsive, or prices will be deemed to be subject to zero-rated contract price adjustment.

Contract prices will be subject to price adjustment strictly in accordance with **Schedule 10**.

If the Contract price is subject to variations in rate of exchange the bid SHALL complete the appropriate section in **Schedule 10**, failing which no claim for contract price adjustment on the basis of rate of exchange variations will be granted.

The NORTDA reserves the right to withhold payment of any claim for contract price adjustment while only

When submitting a claim for contract price adjustment a supplier shall indicate the actual amount claimed for each item. A mere notification of a claim for contract price adjustment without stating the new price claimed for each item shall, for the purpose of this clause, not be regarded as a valid claim.

The NORTDA reserves the right to request the supplier to submit auditor's certificates or such other documentary proof as it may require in order to verify a claim for contract price adjustment. Should the supplier fail to submit such auditor's certificates or other documentary proof to the NORTDA within a period of 30 (thirty) days from the date of the request, it shall be presumed that the supplier has abandoned his claim.

Contract Amendments – Clause 18 of the GCC

The NORTDA, in its sole discretion, shall be entitled to increase the contract period or the contract sum, subject to the relevant provisions of the SCM Policy and Section 33 of the Municipal Finance Management Act, Act 56 of 2003.

Penalties – Clause 22 of the GCC

NOT APPLICABLE

Settlement of Disputes – Clause 27 of the GCC

Should the parties fail to resolve any dispute by way of mutual consultation as contemplated in clause 27.1 of the GCC, either party shall be entitled to refer the matter for mediation before an independent and impartial person appointed by the CEO in accordance with regulation 50(1) of the Local Government: Municipal Finance Management Act, Act 56 of 2003 – Municipal Supply Chain Management Regulations (Notice 868 of 2005). Such referral shall be done by way of notice to the other party in accordance with clause 27.2 of the GCC. The mediator's ruling shall become final and binding on the parties only to the extent that it is correctly recorded as being agreed by the parties in writing. Save for reference to any portion of any settlement or decision which has been agreed to be final and binding on the parties, no reference shall be made by or on behalf of either party, in any subsequent court proceedings, to any outcome of an amicable settlement by mutual consultation, or to the fact that any particular evidence was given, or to any submission, statement or admission made in the course of amicable settlement by mutual consultation or mediation.

Should it not be possible to settle a dispute by means of mediation, it shall be settled in a South African court of law as contemplated in clause 27.3 of the GCC.

Limitation of Liability- Clause 28 of GCC

Without detracting from, and in addition to, any of the other indemnities in this Contract, the supplier shall be solely liable for and hereby indemnifies and holds the NORTDA harmless against all claims, charges, damages, costs, actions, liability, demands and/or proceedings and expense in connection with:-

Bid 376/2024 Provision of Microsoft office 365

- a) personal injury or loss of life to any individual;
- b) loss of or damage to the property of any individual;

Arising from, out of, or in connection with the provisions by the supplier in terms of this Contract, save to the extent caused by the gross negligence or willful misconduct of the NORTDA.

The supplier and/or its employees, agents, concessionaires, suppliers, contractors or customers shall not have any claim of any nature against the NORTDA for any loss, damage, injury or death which any of them may directly or indirectly suffer, whether or not such loss, damage, injury or death is caused through the negligence of the NORTDA or its agents or employees.

Notwithstanding anything to the contrary contained in this Contract, under no circumstances whatsoever, including as a result of its negligent (including grossly negligent) acts or omissions or those of its employees, agents or contractors or other persons for whom in law it may be liable, shall any party or its servants (in whose favour this constitutes a *stipulatio alteri*) be liable for any indirect, extrinsic, special, penal, punitive, exemplary or consequential loss or damage of any kind whatsoever (whether the loss was actually foreseen or reasonably foreseeable) sustained by the other party, its directors and/or servants, including but not limited to any loss of profits, loss of operation time, corruption or loss of information and/or loss of contracts.

Applicable Law – Clause 30 of the GCC

The supplier, by completing **Schedule 11**, hereby indemnifies the NORTDA in respect of the provisions of the Occupational Health and Safety Act, Act 85 of 1993 ('OHAS Act'), in accordance with the provisions of the OHAS Act.

The supplier shall ensure compliance with the provisions of the OHAS Act and all applicable regulations, by all employees of the supplier and other contractors on the site. The supplier shall provide a suitable health and safety plan appropriate for the contract bided for.

The supplier shall comply with all laws relating to wages and conditions generally governing the employment of labour in the NORTDA and any applicable Bargaining Council agreements.

If the supplier is an employer as defined in the Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993 ('COIDA'), the supplier shall attach proof of registration/insurance in terms of COIDA to **Schedule 11**. This may take the form of either a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the supplier's broker or the insurance company itself.

Value Added Tax – Clause 32 of the GCC

Where a supplier, in the course of carrying on business, delivers taxable supplies exceeding R1 million, the supplier must be registered with the South African Revenue Service for value added tax (VAT) purposes. The supplier's attention is drawn to Section 23 of the Value Added Tax Act, Act 89 of 1991. Failure to comply

Bid 376/2024 Provision of Microsoft office 365

with Act 89 of 1991 shall constitute a material breach of the Contract.

It is a requirement of this Contract that the amount of VAT must be shown clearly on each invoice. The supplier's attention is drawn to Section 40 of the Value Added Tax Act, Act 89 of 1991.

The VAT registration number of the Ntinga OR Tambo Development Agency 4940252010.

It is the responsibility of the supplier to submit updated original tax clearance certificates to the Supplier Management Office (in the Supply Chain Management or Finance department should any current certificate expire during the contract period. Failure to do so may lead to the suspension of transactions with the supplier until a valid tax clearance certificate is received (during which time the NORTDA reserves the right to obtain the relevant goods or services from alternative sources).

7. GENERAL CONDITIONS OF CONTRACT

(National Treasury - General Conditions of Contract (revised July 2010))

TABLE OF CLAUSES

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

1. Definitions

1. 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.

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

‘Contract price’ means the price payable to the supplier under the contract for the full and proper performance of his or her 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 in which an enterprise abroad is subsidised 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 recognised 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 with the conditions of the contract or order.

‘Delivery ex stock’ means immediate delivery directly from stock actually on hand.

‘Delivery into consignee’s store or to his site’ means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

‘Dumping’ occurs when a private enterprise abroad markets its goods on its own initiative in the RSA at lower prices than that of the country of origin, and which action has the potential to harm the local industries in the RSA.

‘Force majeure’ means an event beyond the control of the supplier, not involving the supplier’s fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

Bid 376/2024 Provision of Microsoft office 365

'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 supplier 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 supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

'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 organisation 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 supplier covered under the contract.

'Written' or 'in writing' means handwritten in ink or any form of electronic or mechanical writing.

2. Application

These general conditions are applicable to all bids, contracts and orders, including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

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

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

The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1, except for purposes of performing the contract.

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

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

6. Patent rights

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

7. Performance Security

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

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

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

- a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- b) a cashier's or certified cheque

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

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 Department or an organisation acting on behalf of the Department.

If there are no inspection requirements indicated in the bidding documents and no mention of such 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 clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

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 supplier, who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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 the GCC.

9. Packing

The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand,

without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where

Bid 376/2024 Provision of Microsoft office 365

appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

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

10. Delivery and documents

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

Documents to be submitted by the supplier are specified in the SCC.

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 in the SCC.

12. Transportation

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

13. Incidental Services

The supplier may be required to provide any or all of the following services, including additional services (if any) specified in the SCC:

- a. performance or supervision of on-site assembly, and/or commissioning of the supplied goods;
- b. furnishing of tools required for the assembly and/or maintenance of the supplied goods;
- c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- d. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- e. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. Spare parts

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

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications), or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

This warranty shall remain valid for 12 (twelve) 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 18 (eighteen) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in the SCC.

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

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

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

16. Payment

The method and conditions of payment to be made to the supplier under this contract shall be specified in the SCC.

The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon

fulfillment of any other obligations stipulated in the contract.

Payments shall be made promptly by the purchaser, but in no case later than 30 (thirty) days after submission of an invoice or claim by the supplier.

Payment will be made in Rand unless otherwise stipulated in the SCC.

17. Prices

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

18. 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.

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

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

If at any time during the performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his or her discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national

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

Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

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

22. Penalties

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

23. Termination for default

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

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a

If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than 14 (fourteen) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated 14 (fourteen) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

Any restriction imposed on any person by the Accounting Officer/Authority will, at the discretion of the Accounting Officer/Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person is or was, in the opinion of the Accounting Officer/Authority, actively associated.

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

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

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

If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Bid Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period of not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction, and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

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 subsidised import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall, on demand, be paid forthwith by the contractor to the State, or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he or she 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 or her.

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

If a force majeure situation arises, the supplier shall notify the purchaser promptly, in writing, of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

If, after 30 (thirty) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

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

Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

Notwithstanding any reference to mediation and/or court proceedings herein,

- a. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- b. the purchaser shall pay the supplier any monies due to the supplier.

28. Limitation of Liability

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

Bid 376/2024 Provision of Microsoft office 365

Clause 6:

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

29. Governing language

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

30. Applicable Law

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

31. Notices

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

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

32. Taxes and Duties

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

A local supplier shall be entirely responsible for all taxes, duties, licence 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 the Department must be in possession of a tax clearance certificate submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts

34 Prohibition of Restrictive practices

In terms of section 4 (1) (b) (iii) of the Competition Act, Act 89 of 1998, as amended, an agreement between or concerted practice by firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/are or a contractor(s) was/were involved in collusive bidding (or bid rigging).

If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act, Act 89 of 1998.

If a bidder(s) or contractor(s) has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding 10 (ten) years and/or claim damages from the bidder(s) or contractor(s) concerned.

8. SUPPORTING SCHEDULES

8.1 Schedule 1: Resolution by Directors / Members

RESOLUTION for completion by Directors (if the bidder is a (Pty) Ltd or Ltd) or Members (if the bidder is a CC)

NAME OF BIDDER:_____

Meeting held at _____(place)

On _____(date)

RESOLVED THAT:

1. The Bidder submits a bid to the Ntinga in respect of Bid no. 376/2024 Provision of Microsoft Office.
2. Mr/Mrs/Ms _____ in his/her capacity as _____ and who will sign as follows:

(SPECIMEN SIGNATURE) _____

be, and is hereby, authorised to sign the bid and any and all other documents and/or correspondence in connection with and relating to the bid, as well as to sign any contract and or all documentation resulting from the award of the bid to the Bidder.

Note: The resolution must be signed by all the directors /members of the Bidder. Should the space provided below not be sufficient for all directors/members to sign, please attach a separate sheet to this schedule in the same format.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			

8.2 Schedule 2: Certificate of Authority for Partnerships/Consortiums/Joint Ventures

This returnable schedule is to be completed if the bid is submitted by a partnership/consortium/joint venture.

1. We, the undersigned, are submitting this bid offer as a partnership/consortium/joint venture and hereby authorise Mr/Ms _____, of the authorised entity _____, acting in the capacity of lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on the partnership/consortium/joint venture's behalf.
2. By signing this schedule the partners to the partnership/consortium/joint venture:
- warrant that the bid submitted is in accordance with the main business and objectives of the partnership/consortium/joint venture;
 - agree that the NORTDA shall make all payments in terms of this Contract into the following bank account:

Account Holder: _____

Financial Institution: _____

Branch Code: _____

Account No.: _____

- agree that in the event that there is a change in the partnership/consortium/joint venture and/or should a dispute arise between the partnership/consortium/joint venture partners, that the NORTDA shall continue to make any/all payments due and payable in terms of the Contract into the aforesaid bank account until such time as the NORTDA is presented with a Court Order or an original agreement (signed by each and every partner of the partnership/consortium/joint venture) notifying the NORTDA of the details of the new bank account into which it is required to make payment.
- agree that they shall be jointly and severally liable to the NORTDA for the due and proper fulfilment by the successful Bidder/supplier of its obligations in terms of the Contract as well as any damages suffered by the NORTDA as a result of breach by the successful Bidder/supplier. The partnership/consortium/joint venture partners hereby renounce the benefits of excussion and division.

SIGNED BY THE PARTNERS OF THE PARTNERSHIP/CONSORTIUM/JOINT VENTURE		
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....

Note: A copy of the Joint Venture Agreement shall be appended to **Schedule 14**.

8.3 Schedule 3: Declaration for Procurement above R10 million (VAT included)

If the value of the transaction is expected to exceed R10 million (VAT included) the bidder shall submit the following information by completing the fields below, attaching the necessary documentation and signing this schedule:

- 1. If the Bidder is required by law to prepare annual financial statements for auditing, the audited annual financial statements –
 - (i) for the past three years, or
 - (ii) since the Bidder’s establishment (if established during the past three years) must be attached to this schedule.
- 2. The Bidder hereby certifies that it has no undisputed commitments for municipal services towards the OR Tambo District Municipality or other service provider in respect of which payment is overdue for more than 30 (thirty) days.
- 3. Particulars of any contracts awarded to the Bidder by an organ of state during the past 5 (five) years, including particulars of any material non-compliance or dispute concerning the execution of such contract shall be listed in the table below; alternatively, attached to this schedule in the same format as the table below:

Organ of State	Contract Description	Contract Period	Non-compliance/dispute (if any)

- 4. Any portion of the goods or services which are expected to be sourced from outside the Republic and any portion of payment from the NORTDA which is expected to be transferred out of the Republic shall be recorded below:

The Bidder hereby certifies that the information set out in this schedule and/or attached thereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in the bid being disqualified, and/or (in the event that the Bidder is successful) the cancellation of the contract.

Signature
Print name:
On behalf of the bidder (duly authorised)

Date

8.4 Schedule 4: Preferencing Schedule

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

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

Bid 376/2024 Provision of Microsoft office 365

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.
Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety

Bid 376/2024 Provision of Microsoft office 365

- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

8.5 Schedule 5: Declaration of Interest

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES / NO

3.8.1 If yes, furnish particulars.
.....

¹MSCM Regulations: “in the service of the state” means to be –

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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

3.9 Have you been in the service of the state for the past twelve months?YES / NO

3.9.1 If yes, furnish particulars.....
.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.10.1 If yes, furnish particulars.
.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars
.....
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.
.....
.....

3.13 Are any spouse, child or parent of the company’s directors
trustees, managers, principle shareholders or stakeholders
in service of the state?

YES / NO

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers,
principle shareholders, or stakeholders of this company
have any interest in any other related companies or
business whether or not they are bidding for this contract.

YES / NO

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

8.6 Schedule 6: Conflict of Interest Declaration

1. The bidder shall declare whether it has any conflict of interest in the transaction for which the bid is submitted. (Mark the appropriate box with 'X'.)

YES	NO
-----	----

If yes, the bidder is required to set out the particulars in the table below:

2. The bidder shall declare whether it has directly or through a representative or intermediary promised, offered or granted:-

- any inducement or reward to the NORTDA for or in connection with the award of this contract; or
- any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy. (Mark the appropriate box with 'X'.)

YES	NO
-----	----

If yes, the bidder is required to set out the particulars in the table below:

The bidder hereby certifies that the information set out in this schedule and/or attached thereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in the bid being disqualified, and/or (in the event that the bidder is successful) cancellation of contract.

Signature

Print name:

Date

On behalf of the bidder (duly authorised)

8.7 Schedule 7: Declaration of Bidder's Past Supply Chain Management Practices

Where the entity bidding is a partnership/consortium/joint venture, each party to the partnership/consortium/joint venture must sign a declaration in terms of the Municipal Finance Management Act, Act 56 Of 2003, and attach it to this schedule.

Item	Question	Yes	No
1.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (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).	<input type="checkbox"/>	<input type="checkbox"/>
1.1.1	If so, furnish particulars:		
1.2	Is the bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004? (To access this Register, enter the National Treasury's website, www.treasury.gov.za, and click on the icon 'Register for Bid Defaulters', or submit your written request for a	<input type="checkbox"/>	<input type="checkbox"/>
1.2.1	If so, furnish particulars:		
1.3	Was the Bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/>	<input type="checkbox"/>
1.3.1	If so, furnish particulars:		
1.4	Does the Bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality/municipal entity, or to any other municipality/municipal entity, that is in arrears for more than three months?	<input type="checkbox"/>	<input type="checkbox"/>
1.4.1	If so, furnish particulars:		
1.5	Was any contract between the Bidder and the municipality/municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<input type="checkbox"/>	<input type="checkbox"/>
1.5.1	If so, furnish particulars:		

CERTIFICATION

The bidder hereby certifies that the information set out in this schedule and/or attached thereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in the bid being disqualified, and/or (in the event that the bidder is successful) the cancellation of the contract.

Signature
Print name:
On behalf of the bidder (duly authorised)

Date

8.8 Schedule 8: Authorisation for the Deduction of Amounts Owed to the Municipality

Authorisation to deduct outstanding amounts

To: THE CEO, NTINGA OR TAMBO DEVELOPMENT AGENCY

From: _____
(Name of Bidder)

RE: AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE OR TAMBO DISTRICT MUNICIPALITY

The Bidder:

- a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the Accounting Officer may reject the bid of the bidder if any municipal rates and taxes or municipal service charges owed by the Bidder or any of its directors/members/partners to the OR TAMBO MUNICIPALITY, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and
- b) therefore hereby agrees and authorises the NORTDA to deduct the full amount outstanding by the bidder or any of its directors/members/partners from any payment due to the bidder; and
- c) confirms the following information for the purpose of giving effect to b) above;
- d) hereby certifies that the information set out in this schedule and/or attached thereto is true and correct. The bidder acknowledges that failure to properly and truthfully complete this schedule may result in the bid being disqualified, and/or (in the event that the bidder is successful) the cancellation of the contract.

Physical Business address(es) of the bidder	Municipal Account

If there is not enough space for all the names, please attach the information to this schedule in the same format:

Name of Director / Member / Partner	Identity Numb	Physical residential address of Director / Member / Partner	Municipal Account number/

Signature _____ Date _____

Print name: _____

On behalf of the bidder (duly authorised)

8.9 Schedule 9: Guarantee/Performance Security

NOT APPLICABLE

10.10 Schedule 10: Contract Price Adjustment & Rate of Exchange Variations

- 10.1 Where prices are subject to adjustment, only the method prescribed in this bid document shall apply. If a Bidder proposes any alternative method of price adjustment, its bid offer will be considered to be non-responsive and may for that reason be disqualified at the sole discretion of the NORTDA.
- In the **first year** of the period contract, the Contract Price/s **shall be fixed** and not be subject to any contract price adjustment. The **first year** of the period contract shall be the 12 months from the date of bid award.

10.11 Schedule 12: Certificate of Independent Bid Determination

I, the undersigned, in submitting this bid 376/2024 (Provision of Microsoft office 365) in response to the bid invitation made by THE NORTDA, do hereby make the following statements, which I certify to be true and complete in every respect.

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

That:

1. I have read and I understand the contents of this Certificate;
2. I understand that this bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the bidder to sign this Certificate, and to submit this bid, on behalf of the bidder;
4. Each person whose signature appears on this bid has been authorised by the bidder to determine the terms of, and to sign, the bid on behalf of the bidder;
5. For the purposes of this Certificate and this bid, I understand that the word 'competitor' shall include any individual or organisation 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.
6. The bidder has arrived at this bid independently from and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive price quoting.
(Consortium: 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.)
7. In particular, without limiting the generality of paragraphs 5 and 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the contract.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of this bid have not been and will not be disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, Act 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 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, or any other applicable legislation.

Signature
Print name:
On behalf of the bidder (duly authorised)

Date

10.12 Schedule 13: NORTDA Project Labour Report

NOT APPLICABLE

10.13 Schedule 14: List of other documents attached by Bidder

The bidder has attached to this schedule the following additional documentation:		
	Date of Document	Title of Document or Description
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Approved by:

L Mbiko
Chief Executive Officer