



TENDER DOCUMENT: HPCSA 06/2019

REQUEST FOR PROPOSAL FOR

PRINTING SOLUTION FOR PERIOD OF THREE (3) YEARS

ON BEHALF OF THE HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

Situated at: 553 Madiba Street, Arcadia, Pretoria

**Deadline for tender submission: 11 September 2019 at 12H00
(South African Standard Time)**

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1. PART 1 – GENERAL TENDER INFORMATION

TENDER ADVERTISED	10 August 2019
TENDER CLOSING DATE/TIME	11 September 2019 (12h00 – Local SA Time)
BRIEFING SESSION / SITE VISIT	[N/A]
VENUE FOR BRIEFING SESSION / SITE VISIT	[N/A]
TENDER BOX & ADDRESS	Tender Box, Reception Area HPCSA Main Building 553 Madiba Street Arcadia, Pretoria 0001 If the tender offer is too large to fit into the above-mentioned box or the box is full, please enquire at the Reception.
HPCSA TENDER REPRESENTATIVES	Ms. Livhuwani Makhanthisa Tel No: +27 12 338 3919 email: Tenders@hpcsa.co.za
TENDER FEE:	R200.00 Non-refundable tender fee payable to HPCSA for the tender document.
OPENING OF TENDERS: PLACE TIME	HPCSA Main Building, 553 Madiba Street 11 September 2019 @ 12:00
PREFERENCE SYSTEM (Preferential Procurement Regulations, 2017)	80/20

2. PART 2 - DETAILS OF TENDERER

2.1 Type of Entity (Please tick one box)

- Individual / Sole Proprietor
 Close Corporation Company
 Partnership or Joint Venture or Consortium
 Trust
 1. Other:

2.2 Required Details (Please provide applicable details in full):

Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor	
Trading as (if different from above)	
Company / Close Corporation registration number (if applicable)	
Postal address	Postal Code _____
Physical address (Chosen domicilium citandi et executandi)	Postal Code _____
Contact details of the person duly authorised to represent the tenderer	Name: Mr/Ms _____ (Name & Surname) Telephone:(____) _____ Fax:(____) _____ Cellular Telephone: _____ E-mail address: _____
Income tax number	
VAT registration number	
SARS Tax Compliance Status PIN	

3. PART 3 – FORM OF OFFER AND ACCEPTANCE

TENDER NO: HPCSA 06/2019 PRINTING SOLUTION

PART A (TO BE FILLED IN BY TENDERER):

Required Details (Please provide applicable details in full):

Name of Tendering Entity* ("the tenderer")	
Trading as (if different from above)	

AND WHO IS represented herein by:(full names of signatory) _____

duly authorised to act on behalf of the tenderer in his capacity as: (title/ designation) _____

HEREBY AGREES THAT by signing the *Form of Offer and Acceptance*, the tenderer:

4. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
5. confirms that it has received and incorporated any and all notices issued to tenderers issued by the HPCSA;
6. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender 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;
7. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the HPCSA in accordance with the:
 - a. terms and conditions stipulated in this tender document;
 - b. specifications stipulated in this tender document; and
8. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

Signature(s)

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

Date

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER NO: HPCSA 06/2018 PRINTING SOLUTION

PART B (TO BE FILLED IN BY THE HPCSA)

By signing this *Form of Offer and Acceptance* the HPCSA (also referred to as the 'Purchaser'):

1. accepts the offer submitted by **(DETAILS OF SUCCESSFUL TENDERER, ALSO REFERRED TO AS THE "SUPPLIER")** _____, thereby concluding a contract with the supplier for a contract period from date of commencement of contract not exceeding 60 months;
2. undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of the Contract.

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20____
(PLACE) (DD) (MM) (YY)

Signature(s) and stamp of
Executive Director or his/ her delegated authority

Print name(s):
(duly authorised in terms of the
System of Delegations as approved
by Council)

Schedule of Deviations

Notes:

- a) The extent of deviations from the tender documents issued by the HPCSA before the tender closing date is limited to those permitted in terms of the conditions of tender.
- b) A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
- c) Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
- d) Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

a) Subject

 Details

.....

.....

.....

b) Subject

 Details

.....

.....

.....

c) Subject

 Details

.....

.....

.....

d) Subject

 Details

.....

.....

.....

By the duly authorized representatives signing this agreement, the HPCSA and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the HPCSA during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

4. PART 4 - ADMINISTRATIVE INFORMATION

4.1 Purpose

HPCSA would like to invite prospective service providers who will supply, delivery, installation, configuration, maintenance and support. The HPCSA intends to appoint a suitably qualified service provider for a period of 3 years.

To be considered for the next steps after the RFP's. Suppliers must submit a complete response that substantially satisfies all requirements as stated in this RFP.

In addition, suppliers must meet the requirements of this RFP with standard, currently available products and services.

4.2 HPCSA Terms & Conditions of the Tender

The HPCSA reserves the right without furnishing any reasons whatsoever, to cancel, withdraw or re-advertise, or to award or not to award this service/tender(s).

The HPCSA reserves the right not to accept the lowest tender or any tender, in part or in whole.

Successful applicants will be required to enter into service level agreements with the HPCSA in addition to contractual obligations.

Tenders should be submitted in a sealed package marked, "**HPCSA 06/2019**"

All applications should consist of one (1) original document as well as five (5) copies of Tender and HPCSA supplier declaration form. The sealed envelope must be placed in the tender box at the Main Reception area of the HPCSA Building, 553 Madiba Street, Arcadia, 0002, South Africa.

Note: This Tendering Process will use a two-envelope system i.e. Bidders must submit the Administrative Requirements (Mandatory) and functional proposal in one envelope (together with relevant copies) and pricing and preference points proposals in a separate envelope (together with the relevant copies). BOTH ENVELOPES MUST BE CLEARLY MARKED.

No tender received by telegram, mail, e-mail or facsimile will be considered.

Where a tender is not submitted at the time of the tender closing, such a tender will not be assessed.

The HPCSA is entitled to amend any tender condition, validity period, specification, or extend the return date of such a tender before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendment or of extensions, promptly.

4.3 Confidentiality

Both parties shall keep all information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other party.

4.4 Retention of Tenders

All tenders submitted shall become the property of the HPCSA. The HPCSA will make all reasonable efforts to maintain tenders in confidence. Proprietary information should be identified in each tender.

4.5 Cancellation and re-invitation of bids

The decision to cancel a bid will be published in the same media in which the original bid invitation was advertised.

4.6 Vendor Communications

During the tendering period, communications between vendors and the HPCSA will only be in writing through email for any queries and questions. All communications, correspondence, documentation, manuals, tenders, presentations, demonstrations etc., must be in English. All questions concerning the Tender must refer to the Tender page number, section number and paragraph number. All questions and correspondence must only be directed to the authorised HPCSA Tender Representatives, listed in PART 1 of the tender.

4.7 Prime Contractor Relationship

The HPCSA intends to contract only with an identified vendor known as the Prime Contractor when the Tender is issued. Subcontracting assignments will be allowed. The subcontractors should adhere to the same requirements as set out for the Prime Contractor. In the event of a subcontracting arrangement, the Prime Contractor assumes all responsibility for delivery,

installation, maintenance and any support service including documentation that is supplied by the subcontractor.

4.8 Response Validity Period

Tender responses will be valid for a period of 90 days after the closing date.

4.9 Pricing Section

These guidelines are to assist you in submitting pricing data.

Provide a summary description of your standard estimating methods bearing the following in mind:

- Prices based on currencies other than the South African Rand, the exchange rate utilised, and the date of the exchange rate must be clearly indicated;
- Prices are to be inclusive of all applicable tax. An indication of those prices to which tax does not apply is also required.

Pricing Areas	Pricing Components	Quantity	Cost Estimate
CAPITAL			
Software:	Application software		Xxx, xxx. xx
Hardware installation and commissioning: (Rental)	Multifunctional production machines	9 Black & white 1 colour printer	Xxx, xxx. xx
	High Volume multifunctional production machines	2 Black & white	Xxx, xxx. xx
	Document storage server		Xxx, xxx. xx
Implementation:	Onsite technicians		Xxx, xxx. xx
	Training		Xxx, xxx. xx
VAT 15%			Xxx, xxx. xx
TOTAL A			Xxx, xxx. xx
ONGOING			
Usage Cost: per rate (Printing and copy)	Multifunctional production machines		Xxx, xxx. xx
	High Volume multifunctional production machines		Xxx, xxx. xx
TOTAL B			Xxx.xxx.xx

4.9.1 Capital Costs

For the proposed hardware configuration provide details for each of the following hardware capital costs:

- Summary information for the individual as well as total cost of equipment or hardware (eg. multifunctional machines, servers, disks, tapes, etc.);
- Summary information for the individual cost of any optional and or accessories (eg. paper binder, hole puncher, faxing module, etc.)

For the proposed software configuration provide details for each of the following software capital costs:

- Form development software;
- Print managements system/software;
- Any additional software that can be of great importance or of value to the HPCSA's printing solution;
- Any other software capital costs payable but not itemized above.

The implementation, conversion, change management and installation costs of your proposed solution should at this stage be your best estimate based on the HPCSA's implementation requirements.

4.9.2 Ongoing Costs

Provide details for each of the following ongoing costs:

- Application software cost;
- Service costs;
- Print costs;
- Maintenance costs; and
- Any other ongoing software costs not itemized above.

Ensure that all ongoing costs are quoted on a uniform basis throughout your proposal (e.g. month or annually) and state the dates on which each of these costs become payable, and the length of the warranty period for each item.

5. PART 5 – TERMS OF REFERENCE (SPECIFICATION)

5.1 Background

The Health Professions Council of South Africa (HPCSA) is a statutory body established under the Health Professions Act 56 of 1974 and is mandated to regulate the health professions in the Republic of South Africa and functions through 12 Professional Boards operating under its auspices. The Professional Boards control the professions falling within their ambit under the overarching coordination and guidance of the HPCSA and are responsible for:

- Setting standards for the Education, training and registration and practice of all health professions registered under the Act;
- Fostering compliance with the standards set;
- Ensure ongoing continuing professional development by practitioners; and
- Investigate complaints lodged against practitioners registered under the Act.

The HPCSA has commissioned the Printing Solution project to streamline printing, faxing, scanning, copying and aligning to recently implemented document management technologies.

While HPCSA has its unique requirement, management has decided that the best approach would be to select a reputable company which will be responsible for implementing multifunctional machines to meet the printing requirements of the HPCSA.

5.2 Current HPCSA Solution

The following information is provided to give an indication of the overview to the current solution.

5.2.1 Printing system

This consist of –
fifty-seven (57) HP LaserJet/Inkjet, fifteen (15) bizhub 283 28 ppm B & W A3 MFP, three (3) bizhub 363 36 ppm B & W A3 MFP, one (1) Develop ineo+ 364e 36 ppm A3 MFP, three (3) bizhub 1250 125 ppm B & W printers in print room.

5.2.2 Copying system

This consists of +- nine (9) copiers distributed in the floor office and users can use them.

5.2.3 Faxing system

This consists of +- nine (9) fax machines distributed in the floor office and users can use them. Several standalone faxes are also available. A PC faxing solution is also in use as part of the HPCSA's customer interaction solution.

5.2.4 Scanning system

This consists of +- nine (9) scanning machines distributed in the floor office and users can use them.

5.3 SCOPE OF WORK

Bidder is required to provide managed print services and do the following, but not limited to:

- Provide rented/leased multi-function printers
- Provide rented/leased High Volume multifunctional machines
- Supply cartridges as and when needed and this should be included in the monthly rental agreement.
- Managed services and provision of consumables
- 3-year warranty of hardware with break fix and spares
- Full implementation of the printing.
- Printing management software and upgrades
- Maintenance and support.

5.4 PROPOSED SOLUTION AND TECHNICAL REQUIREMENTS/MINIMUM COMPLIANCE REQUIREMENTS

5.4.1 Solution Principles

		Requirement
1.	Modular	The solution should be modular and componentized in its support of application areas with the option to phase in the implementation of new modules if required.
2.	Flexibility	The solution should be flexible in structure to allow the easy introduction of new functions to support new business products and the simple amendment of existing functions, terms and conditions.
3.	Back office users	The Back-office processing must be integrated and encapsulated within the same solution.
4.	Security	The security to the solution should provide the users with the ability to authenticate through login credentials.
5.	Integration	The integration with other products must be seamless and complete such as emails, Office 365 and fax to email.

6.	Compatibility	The solution should be compatible with any operating system or application (e.g.Windows, Oracle Linux, Red Hat Linux, Solaris) being 64 bit.
7.	Availability of print drivers	Drivers for the machines should be easily obtainable for different operating systems (64 bit) i.e. Windows, Red Hat Linux, Oracle Linux, Solaris etc.

5.4.2 System Service Level Principles

		Requirement
1.	On-line access	The machines should be available to users on-line all times, 24/7 and should be available for access at all time.
2.	Downtime	The machines should be available to users within the following tolerances: <ul style="list-style-type: none"> • Each period of system down time must not exceed 24 hours period. • The total period of system down time must never exceed 24 hours period.
3.	General performance	The machines should not suffer degradation in on-line performance due to multiple users.

5.4.3 System Recovery Principles

		Requirement
1.	Backup	The solution should provide the facility to make backups of system software at user defined intervals with minimal operator intervention. The solution should allow these backups to be both: <ul style="list-style-type: none"> • Full - a complete image of the data and/or software • Incremental - a backup of transactions or changes that have been made since the last full, differential or incremental backup. • Differential - a backup of all files that have changed since the last Full backup
2.	Recovery	The solution should provide capability of being able to be restored to a secure and adaptable point in event of system failure: <ul style="list-style-type: none"> • to a backup point (either incremental, differential or full) or • the solution should be on the virtualised environment.
3.	Disaster recovery	It should be possible, using off-site backups, to recover the entire system on an alternative machine in the event of a catastrophic event occurring.

5.4.4 System Updates and Upgrades

Upgrades to another version of the system must follow CAB (internal change management process) for system patching and updates. The system version should always be in line with the HPCSA system upgrades.

5.4.5 Functional Requirements

5.4.5.1 Multifunctional Machines

		Requirement
1.	Available default options	The machines should have the following function as defaults: <ul style="list-style-type: none"> • Printing; • Scanning; (Scan to email) • Copying; • Traditional faxing and fax to email and • Any other feature will be an added advantage.
2.	Tray selection	The machines should have the following facility: <ul style="list-style-type: none"> • to be able to choose a paper tray apart from the default tray; (2 and 3 trays). A4 and A3 • to be able to choose an out tray apart from the default.
3.	Document management features	Integration with external document storage should be a standard feature for both scanning and for faxing.

5.4.5.2 High Volume multifunctional machines

		Requirement
1.	Available default options	The machines should have the following function as defaults: <ul style="list-style-type: none"> • Printing; • Scanning; (Scan to email) • Copying; • Fax to email
2.	Document Printing	User should be able to do amongst others the following: <ul style="list-style-type: none"> • Split document to insert chapter or section breaks from different trays; • Insert page numbers. • Empty tray detection and paper level indicators • Automatic paper tray selection • Paper tray refillable during production • Stapling and punching

3.	Document management features	Integration with external document storage should be a standard feature for both scanning and for faxing will an added advantage.
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5.4.6 System software

		Requirement
1.	OCR	The system software should be able to perform OCR by default where scanned document can be recreated.
2.	Document creation	Users should be able to create documents from different sources e.g. Office suite, PDF, tiff, etc.
3.	Availability of print drivers	Drivers for the machines should be easily obtainable for different operating systems (64 bit) i.e. Windows, Red Hat Linux, Oracle Linux, Solaris etc.

5.4.7 Technical Requirements

5.4.7.1 Multifunctional machines

		Requirement
1.	Prints Per Minute	The machines should be capable of minimum of 36 pages per minute.
2.	Supported Protocols	It should support the industry protocols (TCP/IP,FTP,SMTP,UTP,SNMP) by defaults:
3.	Interface	It should have the following: <ul style="list-style-type: none"> • IEEE1284, 10/100/1000 Base-TX by default; • Wireless LAN and mobile connectivity
4.	Accessories	Different accessories should be available as additional e.g. Finishers units, stacker units, paper feeds, etc.

5.4.7.2 High Volume multifunctional machines

		Requirement
1.	Print per minute	The machines should be capable of minimum of 125 ppm.
2.	Print Resolution	Capable of doing at least 600dpi
3.	Supported Protocols	It should support the industry protocols (TCP/IP, FTP,SMTP,UTP,SNMP) by defaults:
4.	Interface	It should have - <ul style="list-style-type: none"> • IEEE1284 and 10/100/1000 Base-TX by default; • wireless LAN and mobile connectivity

		<ul style="list-style-type: none"> Option to be connected in tandem.
5.	Accessories	Different reprographic accessories should be available as additional e.g. finishers units, stacker units, paper feeds, etc.

5.5 Solution Profile

5.5.1 Solution Description

Description of applications for which solution will be used.

5.5.2 Client base

- List all existing clients (name, type of institution and size) worldwide;
- List all clients implemented (name, type of institution and size) in the last 2 years;
- List current implementations (name, type of institution and size) in progress; and
- Number of serious prospects (apart from this proposal).

5.5.3 Hardware

- The hardware in which the solution will run and any special configuration if there is any.

5.5.4 Software

- The operating software on which your solution will run; and
- The development tools and software that will be used to customize any forms and other services provided by the proposed solution.

5.5.5 Solution Details

- Solution architecture;
- List of all components, with descriptions;
- Schematic diagram of the solution showing how the components are linked;
- The process by which new components and enhancements may be added to the system (eg. binders, tandem printing etc. scanning to ftp server, faxing to ftp server);

5.5.6 User tools

- The development tools used by the system (eg. report generator, screen formatter) and whether these are available to the user;
- The HELP facilities available to the user;
- Whether all terminal functions are menu driven or icon driven (i.e selection of displayed functions as opposed to entering coded commands).

5.5.7 Validation

- Whether full "English" error messages are produced for all error conditions on screen (please provide examples).

5.5.8 Backup

- The automatic rollback, restart and recovery built into the (if relevant) built into the system.

5.5.9 Proposed Hardware and Software

5.5.9.1 Proposed hardware

Please provide an overview of the proposed hardware configuration that includes:

- A detailed list of all components required to support the application at both multifunctional machines, servers and workstation level (eg. CPU, memory, storage devices, etc.).
- Details of any limitations on hardware use eg. connectivity protocols, maximum number of lines, maximum number and types of work stations.

Specify the relationship between volumes and their impact on hardware components to show the rate at which hardware upgrades would be required to support increased business volumes.

5.5.9.2 Proposed software

List all the proposed operating and system software products that are required to support the proposed solution whether they are mandatory or optional.

Provide details of any software development tools supplied with the software (eg. report generators, form designer, configuration management, etc.)

List all supported platforms that are compatible with the solution.

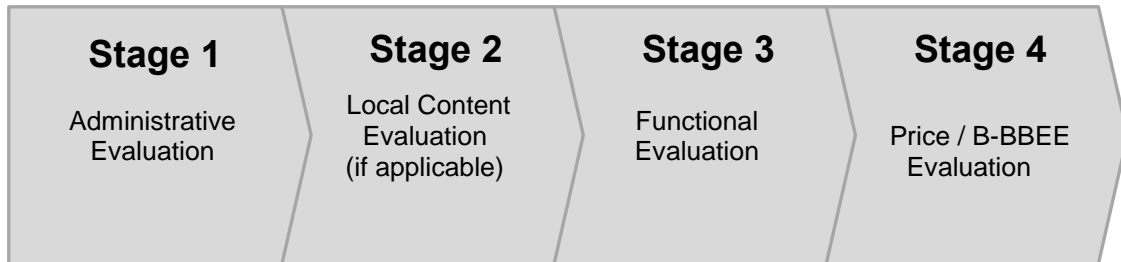
All relevant pricing information for these tools must be included in the pricing section.

5.6 Duration of contract

The Service Provider would be required to enter into a service level agreement for period of three (3) years.

6. PART 6 - EVALUATION PROCESS

- This tender will be evaluated in accordance with the Preferential Procurement Regulations of 2017. The HPCSA will use a staged approach to evaluate the bids. The requirements of any given stage must be complied with prior to progression to the next stage. The HPCSA reserves the right to disqualify bidders without requesting any outstanding document/information.
- The stages are outlined in the diagram below and further detailed in the paragraphs that follow.



6.1 Stage 1: Administrative Evaluation

During this stage of the evaluation the bidders will be evaluated on whether or not they comply with the following:

- Complied with all the conditions of tender; and
- Submitted all mandatory documentation required;

A bidder who fails to comply with all the criteria below will be disqualified at this stage and will not be considered any further

The required mandatory administrative documentation includes the following:

Mandatory Document	Checklist
Duly completed HPCSA supplier declaration form (Certified by Commissioner of Oath)	
Proof of payment of the bid document to be included in the tender	
Company Registration Certificates	
A Company Profile	
Valid updated Workman’s Compensation Certificate (Certified)	
Copy of audited financial Statements	

Proof that the bidder's tax affairs are in order with SARS (e.g. Tax Clearance Certificate/ Status Pin number document)	
SBD4 – Declaration of Interest see Annexure B	
SBD8 – Declaration of bidders past Supply Chain Management Practices Annexure C	
SBD9 – Declaration of Independent Bid Determination Annexure D	

6.2 Stage 2: Local Content

Local Content is **not** applicable for this Tender. Hence, all bidders who qualify for the Administrative Evaluation will be evaluated on Functionality.

6.3 Stage 3: Functional Evaluation

Bidders who qualified for the previous stage(s) of the Evaluation will then be evaluated in terms of the functional requirements.

Scoring Criteria

All bidders who met all the mandatory functional requirements will now be evaluated further on functionality.

A *minimum score of 70 points out of 100* will be required to pass the Functional Evaluation stage.

The HPCSA will analyse and assess functional capability and therefore the bidder should demonstrate the following:

FUNCTIONAL EVALUATION CRITERIA		MINIMUM POINT	MAX POINTS
CRITERIA			
<p>Company Experience: List contactable references where the managed print services projects were undertaken and successfully implemented. The managed print services project must have been for a period longer than 36 months. State the following:</p> <ul style="list-style-type: none"> ✓ Name of the client; ✓ Contact Details; ✓ Dates when work performed; and ✓ The value of the contract. 		50	50
3 years	Above 3 years		
30	50		

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

B-BBEE Status Level of Contributor	Number of points (80/20 system) For procurement, up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{\min} = Price of lowest acceptable tender

7. PART- 7 SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract are applicable to this Contract:

- The agreement shall remain in force for period of three (3) years.
- The HPCSA shall have the right to re-evaluate the agreement with a view to consider renewing the agreement for further period or not.
- The fees/charges agreed upon in this contract and any other monies owing by the HPCSA to the Service Provider shall be payable within thirty days of receipt of invoices.
- A Service Level Agreement to ensure that optimal service levels are maintained throughout the duration of the contract will be required to be signed by the service provider. In terms of this agreement, punitive measures shall be applicable in the event of non-satisfactory, delayed service or non-adherence to agreed time limits.
- Apart from the contractual maintenance visits, the supplier will be called out on an adhoc / emergency basis to attend to problems encountered with units.
- At all times provide the client with advice concerning technical aspects to ensure that a cost effective service is maintained.
- Should the HPCSA be of the opinion that the Service Provider does not deliver services of an acceptable standard, the Council may cancel the agreement by notice in terms of a cancellation clause and the Service Provider shall have no recourse thereafter.

8. PART - 8 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
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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**

The following terms shall be interpreted as indicated:

- 1.1 'Closing time' means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 'Contract' means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 'Contract price' means the price payable to the supplier under the contract for the full and proper performance of his or her contractual obligations.
- 1.4 'Corrupt practice' means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 'Countervailing duties' are imposed in cases in which an enterprise abroad is subsidised by its government and encouraged to market its products internationally.
- 1.6 'Country of origin' means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 'Day' means calendar day.
- 1.8 'Delivery' means delivery in compliance with the conditions of the contract or order.
- 1.9 'Delivery ex stock' means immediate delivery directly from stock actually on hand.
- 1.10 'Delivery into 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.
- 1.11 '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.
- 1.12 '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.
- 1.13 ‘Fraudulent practice’ means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 ‘GCC’ means the General Conditions of Contract.
- 1.15 ‘Goods’ means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 ‘Imported content’ means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 ‘Local content’ means that portion of the bidding price which is not included in the imported content, provided that local manufacture does take place.
- 1.18 ‘Manufacture’ means the production of products in a factory using labour, materials, components and machinery, and includes other, related value-adding activities.
- 1.19 ‘Order’ means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 ‘Project site’, where applicable, means the place indicated in bidding documents.
- 1.21 ‘Purchaser’ means the organisation purchasing the goods.
- 1.22 ‘Republic’ means the Republic of South Africa.
- 1.23 ‘SCC’ means the Special Conditions of Contract.
- 1.24 ‘Services’ means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance, and other such obligations of the supplier covered under the contract.

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

2. **Application**

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

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

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

3. **General**

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

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za.

4. **Standards**

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

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

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

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

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

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

6. **Patent rights**

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

7. **Performance Security**

7.1 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.

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

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

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

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than 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.

8. **Inspections, tests and analyses**

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

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the

premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organisation acting on behalf of the Department.

- 8.3 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.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier, who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of the GCC.

9. **Packing**

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

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

10. **Delivery and documents**

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

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

11. **Insurance**

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

12. **Transportation**

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

13. **Incidental Services**

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

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

14. **Spare parts**

14.1 As specified in 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**

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

15.2 This warranty shall remain valid for 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.

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

15.4 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.

15.5 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**

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

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of any other obligations stipulated in the contract.

16.3 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.

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

17. **Prices**

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices tendered 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**

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

19. **Assignment**

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

20. **Subcontracts**

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

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

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

21.2 If at any time during 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.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure, outside of the contract, small quantities 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.

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

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

22. **Penalties**

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

23. **Termination for default**

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

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

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

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than 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.

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

23.6 If a restriction is imposed, the purchaser must, within 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.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period 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

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or 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.

25. Force majeure

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

25.2 If a force majeure situation arises, the supplier shall 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

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

27. Settlement of Disputes

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

27.2 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.

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

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

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

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due to the supplier.

28. **Limitation of Liability**

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

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

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

29. **Governing language**

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

30. **Applicable Law**

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

31. **Notices**

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

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

32. Taxes and Duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, licence fees, and other such

levies imposed outside the purchaser's country.

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

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

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

34. Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act, 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).

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

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

ANNEXURE A



SUPPLIER DECLARATION FORM

Health Professions Council of South Africa

This form must be completed and submitted with TENDER:

**Health Professions Council of South Africa
P O Box 205
PRETORIA
0001**

**553 Madiba (previously known as Vermeulen) Street
Arcadia
PRETORIA
0007**

Please complete the form fully and use a black pen. Illegible or incomplete forms will be rejected.

Direct enquiries to Procurement Officer

Tel 012 338 3919

Email: Tenders@hpcsa.co.za

**PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED FOR
YOUR RECORDS AS NO COPIES WILL BE MADE BY THE COUNCIL**

Are you actively involved in the management and daily business operations of the business? (please provide a written breakdown e.g. company profile).

First name

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Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Capacity

D	P	M	R	O
---	---	---	---	---

M F (sex)

--	--

HDI status

H	W	D

First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Identification number

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Capacity

D	P	M	R	O
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M F (sex)

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HDI status

H	W	D

SUPPLIER QUESTIONNAIRE

In assessing the company's tender, the HPCSA tender committee will consider the information provided as outlined in all the sections of this tender document.

ANNEXURE B. SERVICES		
1.	Where are your offices located?	
2.	Number of years in business?	
3.	Are you involved in any community development programmes – if yes, please give details	
4.	Are you prepared to negotiate on price?	
5.	Do you accept payment <i>via</i> EFT?	
6.	Acceptance of the practise that the HPCSA will pay within an agreed time frame (30 Days term) as per the agreed price with the successful bidder upon receipt of a valid tax invoice	

QUESTIONNAIRE COMPLETED BY:

NAME:

SIGNATURE:

DATE:

COMPANY STAMP

ANNEXURE B SBD 4

ANNEXURE C SBD 8

ANNEXURE D SBD 9

ANNEXURE E SBD 6.1