



DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

DUT 2025/623

**APPOINTMENT OF A CHEMICAL WASTE SERVICE
PROVIDER (S) AT DURBAN UNIVERSITY OF
TECHNOLOGY (DBN AND PMB) FOR A PERIOD OF
FIVE (5) YEARS**

Volume I

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TENDER DOCUMENT RELATED QUERIES SHOULD BE SENT TO: PROCUREMENT DEPARTMENT

Ernest Dlali **EMAIL ADDRESS:** ernestd@dut.ac.za

Closing date	Friday, 24 October 2025
Closing time	11h00
Non-Compulsory Information session	Thursday, 16 October 2025 Time: 10h00 to 11h00 Venue: Ms. Teams link Non-compulsory Chemical waste briefing session Meeting-Join Microsoft Teams
Tender Submissions	Bidders will be provided with a link to which they need to upload their tender submissions by the closing date and time. Bidders must confirm the email address that the tender submission will be submitted from by the bidder to (ernestd@dut.ac.za) The tender submission link will only be sent to the one email address confirmed by the bidder. The onus is on Bidders to ensure they have received the link at least six (6) days prior to the above closing date. The last date of requesting the submission link will be on the 22 October 2025 at 15h00 No late, paper or emailed submissions will be accepted.

Appeals Process

- Outcome of the tender will be advertised on www.dut.ac.za under quick links, under Tenders, where the original bid was advertised.
- Persons aggrieved by the decisions or actions taken by DUT, may lodge their query in a form of an appeal within five (5) working days of the date of the outcome advertisement.
- The appeal must be specific and clear and directed to the following e-mail address: appeals@dut.ac.za

- NB: Appeals falling outside the seven-day period and not addressed to the above-mentioned e-mail address will not be considered.

Procurement Strategy

DUT reserves the right to award or not award this bid, to split the tender, accept any tender or any part of a tender and any decision by the University regarding the award of the tender shall be final.

NOTE:

- Respondents need to ensure that they are in possession of a full set of bid documents when attending the Information session.
- Participants are requested to ensure that the person who would be authorized to complete the bid documents also attends the Information session.

It is the responsibility of the bidder to attend the non- compulsory information sessions. It is furthermore upon the bidder, when registered, to attend the briefing session at the specific time indicated by the Institution. DUT shall not be held responsible for late attendance at such briefings as a reason for lack of proper completion of tender documents

Introduction:

The Occupational Safety, Health and Environment (OSHE) Section in the Department of Protection Services at the Durban University of Technology (DUT) is also responsible for the on-site Waste Management services. It is against this background that the Executive Management of DUT is tasked with the responsibility of appointing a reputable company to provide Hazardous Chemical Waste Removal service to DUT for a period of three years and two years based on the supplier's performance. DUT produces hazardous chemical waste from the various departments located within the Main Campus in Durban and the Indumiso Campus in the Midlands.

We therefore require an authorized and registered company to collect, transport and dispose of hazardous chemical waste generated from the premises of DUT.

Additionally, this proposal is aligned with the Institutional Strategic Objective for the Environmental Sustainability in DUT ecosystem "An ecologically friendly institution supporting environmental sustainability through teaching, innovation and partnerships" that will be realized when we dispose our chemical waste according to legislature, in line with DUT's **ENVISION2030**.

Scope:

This Tender will assist the university in complying with the handling of chemical waste according to The National Environmental Management: Waste Act (Act No. 59 of 2008):

- A holder of waste must not be in possession of waste that has not been classified in terms of Regulation 4 for a period of more than ninety (90) days.
- Waste managers shall not store waste for more than eighteen (18) consecutive months from generation.

What is hazardous chemical waste:

- Hazardous Chemical waste is a waste that contains organic or inorganic elements or compounds that may, owing to the inherent physical, chemical or toxicological properties of that waste, have a detrimental impact on health or the environment.
- Hazardous Chemical waste must be handled with precaution and must be disposed at authorized hazardous waste management facilities.
- When hazardous chemical waste is released into the environment, it can spread and contaminate all environmental media (i.e. air, water, and land) and pose a threat to human health and the environment.

Legislation and associated regulations and norms and standards:

- National Environmental Management Waste Act (Act No. 59 of 2008)
- Waste Classification and Management Regulations Government Notice No. R. 634, 23 August 2013
- National Waste Information Regulations Government Notice No. R. 625, 13 August 2012
- National Norms and Standards for Assessment of Waste for Landfill Disposal Government Notice No. R. 635, 23 August 2013
- National Norms and Standards for Disposal of Waste to Landfill Government Notice No. R. 636, 23 August 2013
- National Norms and Standards for Storage of Waste Government Notice No. 926, 29 November 2013

Source of hazardous waste in university:

Hazardous waste may be generated from laboratory operations during teaching and research, facilities operations, equipment and materials used by the university and many other activities.

Types of waste to be collected:

COLLECTION POINT	TYPE OF WASTE	FREQUENCY
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All Departments that generate chemical waste in all DUT Campuses	DUT normally generate different types of laboratory waste, the norms are: - Organic waste chemicals - Inorganic waste chemicals - Expired chemicals -Unchlorinated solvents -Chlorinated solvents -Lead acetate filter paper -Contaminated lab glassware - Different redundant chemicals -Contaminated PPE -Clean up waste that is generated from specific lab	As and when the waste is been generated
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Chemistry, Nursing Departments: Indumiso Campus	Redundant Chemicals	As and when required
	Redundant Chemicals	As and when required
	Batteries	As and when required
	Solvents and chlorides	As and when required
	Fuels, motor oils, antifreeze	As and when required
	Paints	As and when required
	Aerosol cans	As and when required
	Empty toner cartridges	As and when required

The service provider will be required to comply with all the rules and regulations, Municipal by-laws and Acts, Hazardous Substance Acts, 1973, the Occupational Health and Safety Act, 1993(Act 85 of 1993), the National Road Traffic Act, 1996, The Fire Brigade Services Act, 1987 (Act 99 of 1987), and any regulations promulgated under these Acts or not mentioned here but relevant to Hazardous Waste.

There are strict requirements for service providers to comply with all the legal regulations to ensure conformance. It is against this background that the service provider is required to provide process flow, indicating step by step process from types of transport to be used, where and how will each category of waste be disposed, and action plan to ensure that all the legal disposal requirements are covered.

HAZARDOUS CHEMICAL WASTE REMOVAL

The following criteria must be followed when removing the hazardous chemical waste:

- When a person or department have chemical waste that needs to be removed the person must complete a Chemical Waste Disposal Form and send it via email to the DUT Chemical Waste Disposal Representative
- The service provider must supply the waste containers for different classification of waste
- The containers must be correctly labeled according to their UN number and class
- No abbreviations of chemical must be used on containers, full name must be written
- For collection purposes, the chemicals in different classes must be stored separately
- Should the container be a mixture, the highest concentration constituent must be used for classification
- All chemicals for disposal must be kept in a safe place until the service provider comes to collect such chemicals
- Chemicals containers must be properly sealed, and no leaks must be allowed
- Upon collection the service provider will ensure that only those chemicals that appears on the Purchase Order are removed and no extra containers are loaded

- The container and its contents will be checked by both the service provider and the DUT Chemical Waste Representative before the box is sealed with the relevant tape.
 - Please note that the service provider will not verify the contents but only the number of bottles in the container, this is to ensure that volumes requested to be collected corresponds with the total containers within the “box or container”
- The service provider will be responsible for the packing of all waste into suitable containers for removal
- Only Purchase Orders sent to the service provider by the DUT Chemical Waste Disposal Representative\Health and Safety Specialist will be accepted and booked by the service provider

Laboratory Glass Waste:

- Departments may sterilize biologically contaminated glass waste by autoclave or other approved methods, as described in the laboratory’s standard operating procedure, and then dispose of as non-contaminated glass waste
- When a person or department has non-contaminated glass waste that needs to be removed the person must complete the Glass Waste Disposal Form and send it via email to the DUT Chemical Waste Disposal Representative
- The Department or person should request the placement of a 210Lt drum for the purposes of safe non-contaminated glass waste disposal.
- Once the 210Lt drum is full the lid should be sealed and the request submitted for removal of the glass waste drum
- The person or department should very clearly indicate that the drum contains glass with contaminated laboratory glass waste.

PROPOSAL RELEVANCE AND PROFESSIONALISM

The new service provider will be required to submit Environmental plan and Health and Safety Plan for their company.

State appropriate Acts, Regulations in line with South African law, provide your company `s commitment and process flow in complying with these requirements from the point of investigating the hazardous waste, transportation and disposal.

Proof of compliance and registration with local municipality as accredited Hazardous waste removal service provider, Proof of industry membership and any achievement or recognition.

GENERAL REQUIREMENTS THAT WILL FORM PART OF THE SLA

TRANSPORT EQUIPMENT, CONTAINERS, MATERIALS AND LEGAL CERTIFICATIONS

Transport equipment:

It is the Contractor's responsibility to ensure that transport equipment is adequate to render the service levels required and that all are maintained in an acceptable and working condition.

The Contractor is to:

- Supply all vehicles required to perform the removal of Hazardous Waste operations on site.
- Be responsible for the registration and comprehensive insurance of all its vehicles and equipment used on the site, in accordance with the provision of the service.
- Be responsible for the maintenance and provision of fuel for its vehicles and equipment. The vehicles to be used must comply with the regulations in the NATIONAL ROAD TRAFFIC ACT (93 OF 1996) for the transportation of Hazardous and /or Dangerous goods and must be displayed as stipulated in SABS 0232/1. All vehicles that are to be used on the campus, whether the Contractor or the Contractor's employees own them, should be registered with the Protection Services Department, and its use on campus should be in accordance with the general traffic ordinance and the University regulations. Contractor's vehicles must bear the Contractor's logo. The driver of the vehicles to be used to perform the transportation of Hazardous Waste must be in possession of a Professional Driving Permit (PDP) and all the relevant permits and documentation regarding the hazardous substances to be transported. (In accordance to regulation 281 of the above-mentioned act) The following basic conditions and specifications apply with respect to the provision of materials and containers.

Service Provider:

- Submit a proof of delivery to landfill site or the site of incineration, and safe discarding of chemicals must be submitted to DUT.
- Needs to be a member of the Institute of Waste Management of South Africa
- Must have a letter of good standing with the Compensation Commissioner
- Be able to be available 24hours a day 7 days a week to deal with emergency situations regarding waste.
- Contract Manager to have approved training (Certificates that are up to date) in dealing with HAZMAT Procedures.

EVALUATION PROCESS

To ensure that all respondents are afforded the opportunity to compete on an equal footing and also to enable Durban University of Technology to evaluate the bids received on an equal basis, the bid evaluation process described below will be followed by DUT.

This tender will be evaluated in a 3-phase approach.

- **PHASE ONE:** Compliance with Minimum requirements
- **PHASE TWO:** Quality and Functionality (100 points)
- **PHASE THREE:** Determination of percentage for Price/BBBEE – 80/20 principle

PHASE ONE: Compliance with Minimum requirements

All submissions will be examined to determine compliance with procurement requirements and conditions. Incomplete submissions and respondents that do not meet the minimum requirements in terms of the submission of compulsory documentation, as per below, will be eliminated from further evaluation.

Kindly refer to the relevant TRS in Volume 2 to complete and attach the relevant documentation in the relevant TRS reference number.

Prequalification/ Compliance Mandatory Documents

	TRS reference number
Form of tender duly completed with pricing table	TRS1
The Tax compliance status PIN (TCS PIN) must be submitted. Your tax affairs must be in order i.e. compliant at the time of award.	TRS2
Valid Company registration (CIPC) document	TRS3
The latest set (2024 or 2025 only) of financial statements with comparative figures which are compiled, independently reviewed or audited as per the requirements of the Companies Act 71	TRS4
Initialed General and Special Conditions of tender	TRS5
Proper completion and signing of the tender document Form 5 - 8	TRS6

Technical Mandatory Documents:

	TRS
COIDA letter of good standing for chemical waste removal	TRS7

Administrative Documents

	TRS
A valid B-BBEE Certificate (SANAS/ Affidavit) Non-submission of a BEE certificate or an affidavit will not lead to disqualification at phase 1 of the evaluation. However, it will award a zero point at phase 3 when price and preference is scored	TRS8

PHASE TWO: Quality and Functionality (100 points)

With regards to quality / functionality, the following criteria are applicable. The maximum points of each criteria are indicated in the table below:

Attach the relevant documentation in the relevant TRS reference number in Volume 2.

ASPECTS	AREA OF EVALUATION	Max. Sub points	MAXIMUM POINTS
Certification TRS9	The bidder should have the following certification or should obtain the necessary certification upon signing of the contract: • Membership with IWMSA (Institute of Waste Management in Southern Africa)/similar • Registration/permit to transport chemical/environmental waste/similar • Waste management certificate with The Department of Environmental Affairs/similar	3 points 4 points 3 points	10 points
Company Experience TRS10	Experience of Company in collection and disposal of chemical waste. Disposal certificates required. List to be attached to TRS12 • Minimum 10 collections and disposal of chemical waste in the last 5 years • Minimum 6 to 9 collections and disposal of chemical waste in the last 5 years • Minimum 3 collections and disposal of chemical waste in the last 5 years • Minimum 1 to 2 collections and disposal of chemical waste in the last 5 years	10 points 7 points 4 points 1 point	10 points
Experience of a Contract Manager in the chemical waste management TRS11	Detailed CVs with qualifications with minimum experience in chemical waste collection and disposal. Personnel who will be coming on-site: Qualifications of the Contract Manager • Qualification: B-Tech degree or Bachelors/ National Diploma/Diploma in Environmental Science/Chemistry/Chemical Engineering/Waste Management/Environmental Management, Chemical Engineering/Environmental Health or similar = 5 points Years's of Experience of the Contract Manager in the Chemical Waste environment • Minimum 5 years' experience Contract Manager in the Chemical waste environment = 5 points • Minimum 2 to 4 years' experience Contract Manager – 3 points • Less than 2 years' experience Contract Manager = 0 points	5 points 5 points	10 points

Local Presence TRS12	Bidders to submit a Utility Bill / Lease agreement / any other proof of address (not older than three months) • Within KZN = 10 Points • Outside KZN = 5 points • Outside South Africa = 0 points	10 points	
Track Record TRS13	Bidders to submit Reference letters with a minimum of four (4) signed and dated reference letters of chemical waste removal on the client's letterhead. Each reference letter should have the following: • Description of the contract • Total value of the contract • Duration (Start and End date) • Performance rating • Contact details (office telephone and email) Each of the above criteria will be awarded 1 point each with maximum 5 points per reference letter. N.B: Reference letters to be attached onto customers' letterhead, signed by the customer and contact details to be provided for verification. The Reference letters must be within the last Five (5) Years	5 points each letter	20 points
Methodology TRS14	Provide a detailed method statement on the process of chemical waste removal from DUT site to the disposal site: • SOP standard operating procedure (from collecting, handling, treatment, disposal and disposal certification of chemical waste with a 24 hours response time) • Details of the chemical waste disposal site • OHS, (plan, risk assessment, emergency Evacuation)	15 points 5 points 10 points	30 Points
Financial Standing: Financial Statements which were submitted in Phase I will be utilized to calculate the ratios below. The calculations will be based on the two years, and the points will be awarded based on the average.		TRS 4	10 points
Gearing ratio (Total debt to Total equity):			
If the ratio is < 0,5 = 5 points			
If the Gearing Ratio is between > 0.5 and ≤ 1 = 4 points		5 points	
If the Gearing ratio is between > 1 and ≤ 1,5 = 3 points			
If the ratio is between > 1,5 and ≤ 1,8 = 2 points			
If the ratio is between > 1,8 and ≤ 2 = 1 point			
If ratio > 2 = 0 points			

Liquidity “Current ratio”:	5 points		
If ratio > than 2,5 = 5 points			
If the ratio is > 2 ≤ 2,5 = 4 points			
If the ratio > 1,5 ≤ 2 = 3 points			
If the ratio > 1 ≤ 1,5 = 2 points			
If the ratio > 0,5 ≤ 1 = 1 point			
If the ratio is ≤ 0,5 = 0 points			
TOTAL POINTS FOR QUALITY AND FUNCTIONALITY			100 points

(Proof of compliance with each Aspect above must be attached and clearly indicated)

The minimum qualifying threshold for further evaluation in Phase 2 is 75 points (75%)

The percentage scored for functionality should be calculated as follows:

- Each panel member shall award values for each individual criteria on a score sheet.
- The value scored for each criteria shall be added and divided by the number of BEC members to obtain the marks scored for the various criteria.
- These marks should be added to obtain the total score.
- The following formula should then be used to convert the total points to a percentage for functionality:

$$Ps = \frac{So}{Ms} \times Ap$$

Where:

Ps = percentage scored for functionality by tender/proposal under consideration

So = total score of tender/proposal under consideration

Ms = maximum possible score

Ap = percentage allocated for functionality

PHASE THREE: Determination of percentage for Price/BBBEE – 80/20 principle

DETERMINATION OF PERCENTAGE FOR PRICE

The following formula will be used to determine the contribution of price towards the total score

$$Ps = \frac{80 (1 - \frac{Pt - Pmin}{Pmin})}{Pmin}$$

Where

Ps = points scored for price by tender/proposal under consideration

Pt = the price of the responsive tender under consideration

Pmin = the price of the lowest tenderer/proposal under consideration

The lowest priced offer shall be allocated 80 points. All other offers shall be allocated a prorated point value based on the lowest priced offer.

Evaluation criteria		Points
1.	Price	80
2.	BBBEEE	20
Total		100

BROAD BASED BLACK EMPOWERMENT ENTERPRISE – 20 points

The points allocated to each tenderer for Broad Based Black Economic Empowerment shall be based on the Broad Based Black Economic Empowerment scorecard. In this regard, the points score for this criteria for each tenderer, shall be determined as follows:

N.B. Bidders to submit valid BBBEE Certificate, none submission will be awarded zero (0) points

Specific Goal		80/20		Bidders must complete this section
		Sub-points	Total Points	
	Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE)	3	3	
Black-owned Enterprises	100% Black owned enterprise	3	3	
	Minimum 51% black-owned enterprise	2		
	Minimum 25% black-owned enterprise	1		
Black Women owned Enterprise	100% Black Women owned enterprise	5	5	
	Minimum 51% black women-owned enterprise	4		
	Minimum 25% black women-owned enterprise	3		
	Less than 25% of black women-owned enterprises but not less than 10%	2		
	100% Black Youth owned enterprise	5		

Enterprise owned by Youth	Minimum 51% black Youth owned enterprise	4	5	
	Minimum 25% black Youth owned enterprise	3		
	Below 25% black youth owned enterprises but not less than 10%	2		
Enterprises owned by people with disabilities	Minimum of 51% owned by people with disabilities	2	2	
	Minimum of 10% owned by people with disabilities	1		
Additional Specific goals	An entity which is at least 51% owned by black people living in rural or underdeveloped areas or townships	1	1	
	A cooperative which is at least 51% owned by black people	1	1	
Total Points Scored for BBBEE:				

SPECIFIC/ADDITIONAL CONDITIONS GOVERNING THE PRICING AND FORM OF TENDER OFFER

- Bill of Quantity may be on formal letterhead but final amount **MUST** be carried over to the Form of Tender. (Formal offer must accompany this document).
- Prices entered *must include VAT*.
- The lowest or only offer would not necessarily have to be accepted by DUT, as such, DUT reserves the right to accept any or no offer at all.
- All Bidders will be subjected to due diligence.
- Participants must furnish the full, registered name of the parties that is/are quoting on Company Detail. The authorised representative who is tasked with the responsibility to complete this Offer is requested to initial each page of their submission.

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TERMS OF REFERENCE:

Volume 2 – Returnable submission

All returnable must be attached in the relevant returnable reference.

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TRS I - FORM OF TENDER (COMPLETED BY BIDDER)

I/We _____ undertake to provide the service as described in the Bid documents.

I/We further undertake that my/our Bid shall remain valid for a period of 120 days, after the time and date of opening of Bid responses. I/We accept liability for damages as may be suffered by the employer should the Bid validity period not be honoured.

I/We understand and accept that the University is not bound to accept any response to the Bid, nor are they bound to provide any reasons for selecting or not selecting any response including the selection on one response in lieu of another.

The persons executing this agreement warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the Party for which they have signed below.

Name of Service Provider/s : _____

Physical Address : _____

Telephone Number : _____

Email address : _____

Date : _____

Vat number : _____

Company registration number : _____

CSD details (if registered on CSD):

CSD MAAA number:

CSD 36 digit unique reference number:

Name of Signatory : _____

Capacity of Authorised Signatory : _____

Signature : _____

A letter of authority (e.g. Board Minute) authorising signatory to sign / commit the company.

PRICING SUMMARY

Kindly state if you will be supplying for (Mark with “x”)

- Durban☐
- Pietermaritzburg☐
- Both Durban and Pietermaritzburg☐

HAZARDOUS WASTE			
DESCRIPTION	Cost Per Item Excl. VAT	VAT	Cost Per Item Incl. VAT
Lab report cost per sample for unknown hazardous waste			
Disposal 210L drum identified hazardous waste solid			
Disposal 210L drum identified hazardous waste liquid			
Disposal 210L drum identified hazardous waste sludge			
Encapsulation of unknown hazardous waste sludge			
Organic, Inorganic, metal, analytical waste 25L containers			
Incineration at a disposal site			
Cost per 25 Kg lime bag/similar			
Cost per 25kg ferro sulphate/similar			
Disposal of florescent tubes per 210L drums			
Other costs			

Annual Escalation	Year 1	Year 2	Year 3	Year 4	Year 5
Insert Percentage %					

TRS 2 Tax clearance pin

The Tax compliance status PIN (TCS PIN) must be attached here. Your tax affairs must be in order i.e. compliant at the time of award

TRS3 - Valid Company registration (CIPC) documents

TRS4 – Financial information

The latest set (2023,2024 or 2025) of financial statements with comparative figures which are compiled, audited or independently reviewed as per the requirements of the Companies Act 71 of 2008



GENERAL CONDITIONS OF CONTRACT FOR GOODS AND SERVICES

1. DEFINITIONS

- 1.1 In the GENERAL CONDITIONS the words defined shall have the meanings assigned to them hereunder, except where the context indicates to the contrary: -
- 1.1.1 the "SUPPLIER" the person, firm, partnership, association, company, close corporation, trust or other trading entity supplying the goods and/or providing the services to the UNIVERSITY;
 - 1.1.2 the "UNIVERSITY" Durban University of Technology;
 - 1.1.3 the "SUPPLIES" the goods and/or services to which this document relates;
 - 1.1.4 the "TENDER" the SUPPLIER'S written tender, which shall be on the form supplied by the UNIVERSITY for the SUPPLIES;
 - 1.1.5 the "ORDER" the UNIVERSITY'S written order on its official order form placed by the PROCUREMENT DEPARTMENT with the SUPPLIER for the DELIVERY of the SUPPLIES;
 - 1.1.6 the "PROCUREMENT DEPARTMENT" the division of the UNIVERSITY responsible for accepting the Tender and/or issuing the ORDER to which this document relates;
 - 1.1.7 "DELIVERY" the delivery of goods and/or the rendering of services;
 - 1.1.8 "DULY AUTHORISED RECEIVING CLERKS" those persons, designated by the UNIVERSITY from time to time, who are the only persons authorised by the University to accept DELIVERY of SUPPLIES to the UNIVERSITY and such persons shall include, in the case of a DELIVERY made to a student's residence at the UNIVERSITY, the residence manager at that residence;
 - 1.1.9 "SPECIAL CONDITIONS" where applicable, those conditions stipulated by the UNIVERSITY which pertain to and form a part of the TENDER and/ or the ORDER;
 - 1.1.10 "STIPULATED DELIVERY PERIOD" the period stipulated by the UNIVERSITY within which the SUPPLIES shall be DELIVERED by the SUPPLIER and, if no period is stipulated, then it shall mean a reasonable period of time;
 - 1.1.11 "VAT" means Value-Added Tax payable in terms of the Value-Added Tax Act, no 89 of 1991, as amended or substituted from time to time;
 - 1.1.12 "EXTRAORDINARY INCREASE" an increase in the cost to the SUPPLIER of providing the SUPPLIES arising out of State or Government imposition of charges which are of an extraordinary nature in that they arose due to circumstances beyond the control of the SUPPLIER which could not reasonably have been contemplated by it at the time the TENDER was submitted or the ORDER was accepted and which have not been taken into account in the determination of the price.
- 1.2 The headings in this agreement are for convenience only and are not to be taken into account when interpreting the agreement.
- 1.3 Unless the context indicates to the contrary, words importing one gender shall include the other gender and words importing the singular shall include the plural and

vice versa.

2. CONSTITUTION OF CONTRACT

- 2.1 The contract between the UNIVERSITY and the SUPPLIER is constituted by the acceptance by the UNIVERSITY of the TENDER submitted by the SUPPLIER and/or the acceptance by the SUPPLIER of the ORDER and is upon the terms and conditions which are set out in the TENDER and/or the ORDER and in these GENERAL CONDITIONS.
- 2.2 The SPECIAL CONDITIONS, if any, will also form part of the contract between the UNIVERSITY and the SUPPLIER.
- 2.3 No person other than the duly authorised person of the PROCUREMENT DIVISION has authority to place an order and/or to accept a tender.

3. PRICE

- 3.1 The price shall be as stated in the TENDER and/or ORDER, as the case may be, and is an all-inclusive price in that it includes VAT, delivery costs, custom charges (duty and surcharge), royalties and any other costs incurred in connection with the SUPPLIES.

4. EXTRAORDINARY INCREASE

- 4.1 If, after of one (1) year service, there has been an EXTRAORDINARY INCREASE, the SUPPLIER may apply to the UNIVERSITY in writing to increase its price so as to be able to cover such EXTRAORDINARY INCREASE. In doing so it shall provide proof that such increase is an EXTRAORDINARY INCREASE.
- 4.2 The UNIVERSITY shall not be obliged to consider any application for an increase which is not an EXTRAORDINARY INCREASE.
- 4.3 After considering the application relating to an EXTRAORDINARY INCREASE, the UNIVERSITY shall be entitled to: -
- 4.3.1 accept the increase in the price in whole or, if agreed with the SUPPLIER, in part; or
 - 4.3.2 to refuse to accept the price increase in whole or in part and, should the SUPPLIER refuse to DELIVER the SUPPLIES at the price originally accepted by the UNIVERSITY, then the UNIVERSITY shall have the right to immediately cancel the contract in whole or in part.
 - 4.3.3 The extraordinary increase will be decided on the CPI at the time of the request.
- 4.4 In the event of the UNIVERSITY cancelling this contract in accordance with the provisions of this paragraph 4: -
- 4.4.1 then the SUPPLIER shall have no claim whatsoever against the UNIVERSITY; and
 - 4.4.2 the UNIVERSITY may obtain the SUPPLIES elsewhere and any additional expenditure so incurred will be claimed from the SUPPLIER.

5. IMPORTED SUPPLIES

- 5.1 Where the SUPPLIES are imported then, subject to the provisions of the SPECIAL CONDITIONS, the SUPPLIER shall: -
- 5.1.1 when submitting the TENDER or offer or quotation, specify the price in the foreign currency and the rate of exchange which shall have been fixed immediately before the aforesaid submission;
 - 5.1.2 not later than 7 (SEVEN) days after the SUPPLIER receives notification of acceptance of his TENDER and/or receives the ORDER, as the case may be, the SUPPLIER shall arrange through its bankers for the foreign commitment to be covered forward down to the rand, in order to fix the rate of exchange, exercising due care in consultation with the said bankers to ensure that the forward exchange is taken out on such terms as will provide the best possible exchange rate;
 - 5.1.3 the UNIVERSITY shall then be notified in writing of the rate of exchange which has been fixed on such forward exchange.
- 5.2 Should the SUPPLIER fail to arrange the aforesaid cover within a period of 7 (SEVEN) days after receiving notification of acceptance of his TENDER or accepting the ORDER, as the case may be, then the UNIVERSITY shall be entitled to elect the rate of exchange, most favourable to it, from the following rates of exchange, namely: -
- 5.2.1 the rate of exchange specified in the SUPPLIER'S TENDER or offer or quotation; or
 - 5.2.2 the rate of exchange specified in the notice referred to in sub-paragraph 5.1.3, if any; or
 - 5.2.3 the rate of exchange which the UNIVERSITY'S bankers may fix as being the rate existing at any time within a period of 7 (SEVEN) days after notification of acceptance of the TENDER and/or after receipt of the ORDER.

The UNIVERSITY shall not be obliged to make its election of the rate of exchange until the date of DELIVERY.

6. PAYMENT

- 6.1 Payment by the UNIVERSITY to the SUPPLIER shall be made in accordance with the conditions of payment prescribed in the TENDER or ORDER. Where no conditions of payment are prescribed therein, payment for SUPPLIES DELIVERED to and accepted by the UNIVERSITY shall be made within THIRTY (30) days from the date upon which a statement and, where applicable, a tax invoice is received by the UNIVERSITY, provided that all the terms of the contract shall have been duly observed by the SUPPLIER and that the relevant invoices are addressed to and received by the UNIVERSITY'S Finance Department, P O Box 1334, Durban, 4000, Republic of South Africa.
- 6.2 It is also a condition of payment by the UNIVERSITY to registered VAT vendors that no payment for SUPPLIES DELIVERED shall be processed unless a tax invoice (complying with Section 20 of the Value Added Tax Act, No.89 of 1991, as amended), is received from the SUPPLIER.
- 6.3 For the purposes of this paragraph and the provisions of Section 20 of the Value Added Tax Act, No. 89 of 1991, as amended, the SUPPLIER shall be deemed to have received a request for tax invoices upon the date that the SUPPLIES have been DELIVERED.

7. DELIVERY

- 7.1 Each DELIVERY shall be deemed to be a separate contract in respect of the SUPPLIES forming the subject matter of such DELIVERY. 7.2 All SUPPLIES shall be DELIVERED in terms of the contract.
- 7.3 Time is of the essence of this contract and SUPPLIES must accordingly be DELIVERED within the STIPULATED DELIVERY PERIOD. Should the SUPPLIES not be DELIVERED within that period, then the UNIVERSITY shall be entitled to cancel the contract in whole or in part.
- 7.4 If any DELIVERY by the SUPPLIER to the UNIVERSITY has not been made within the STIPULATED DELIVERY PERIOD, then the UNIVERSITY shall also have the right, until such DELIVERY has been made, to suspend payment of any amount due and payable under this and/or any other contract then in force between the UNIVERSITY and the SUPPLIER.
- 7.5 Where the contract relates to the purchasing of goods by the UNIVERSITY, the risk in the goods shall only pass to the UNIVERSITY upon: -
- 7.5.1 the goods being DELIVERED to a DULY AUTHORISED RECEIVING CLERK at the place of delivery as stipulated in the TENDER or ORDER and, if not stipulated therein, to the UNIVERSITY at 41/43 Centenary Road, Durban; and
 - 7.5.2 the delivery note being signed by a DULY AUTHORISED RECEIVING CLERK on behalf of the UNIVERSITY.

The person making delivery of the GOODS shall be responsible for ensuring that only a DULY AUTHORISED RECEIVING CLERK accepts delivery of the GOODS and signs the Delivery Note. The person making delivery shall be entitled to request identification or make any other enquiries at the UNIVERSITY in order to establish that such person is a DULY AUTHORISED RECEIVING CLERK. The UNIVERSITY shall not be liable for any loss or damage arising from a failure to deliver the GOODS to a DULY AUTHORISED RECEIVING CLERK.

8. CLAIMS FOR LOSS OR DAMAGE

- 8.1 It shall be the obligation of the SUPPLIER, and not the UNIVERSITY, to make any claims against any carrier for loss of the whole or part of any consignment of SUPPLIES or for damage to goods accepted by the carrier for DELIVERY or for a delay by the carrier in effecting DELIVERY. The SUPPLIER shall ensure that any claims are made within the period prescribed by law and in accordance with the appropriate regulations and the SUPPLIER shall notify the UNIVERSITY of the claim which is being made by delivering to the UNIVERSITY a copy of the claims sent to the carrier.

- 8.2 The SUPPLIER shall pay all royalties and expenses and be liable for all claims in respect of the use of patent rights, trade

marks or other protected rights, and the SUPPLIER indemnifies the UNIVERSITY against all claims (including legal costs) arising therefrom.

8.3 The SUPPLIER shall be liable to the UNIVERSITY or to any third party for death of, or injury to, or illness sustained by any person (hereinafter referred to as "INJURY") or loss of, or damage to property (hereinafter referred to as "DAMAGE") caused by or arising from the SUPPLIES, any defect in the SUPPLIES or the DELIVERY of the SUPPLIES. The SUPPLIER indemnifies the UNIVERSITY against any claims for INJURY or DAMAGE (including legal costs) of whatsoever nature arising from or caused by the SUPPLIES, any defect in the SUPPLIES or the DELIVERY of the SUPPLIES.

9. DIFFERENCE OR DISCREPANCIES

9.1 Where the UNIVERSITY has provided specifications, which will describe the principal feature of the goods and/or services, the SUPPLIES must be delivered exactly in accordance with those specifications. It is recorded that the specifications do not purport to indicate every detail of construction or arrangements of goods and services necessary to meet the UNIVERSITY's requirements and any such omissions shall not relieve the SUPPLIER of his responsibility for carrying out the work as required under the contract.

9.2 Where samples or patterns have been provided, then the SUPPLIES which are DELIVERED shall be equal in all respects to those samples or patterns.

9.3 The PROCUREMENT DIVISION shall determine, in its sole discretion, whether the SUPPLIES have been DELIVERED either exactly in accordance with the specifications or exactly equal in all respects to samples or patterns which were provided, and the decision of the PROCUREMENT DIVISION shall be *prima facie* binding on the parties and the onus shall be on the SUPPLIER to prove otherwise.

9.4 Tests and analysis of the SUPPLIES may be made as deemed necessary by the UNIVERSITY, and the cost thereof shall be borne by the SUPPLIER if the SUPPLIES which have been DELIVERED are not of the specified quality.

9.5 The SUPPLIER shall not be relieved of his obligations with respect to the sufficiency of the materials and workmanship and the specified quality of the SUPPLIES which have been DELIVERED by reason of no objection having been taken thereto by the UNIVERSITY's representative at the time the SUPPLIES were DELIVERED, or by reason of the acceptance of samples in sound condition.

9.6 If, at any time after DELIVERY of the SUPPLIES, the UNIVERSITY shall be dissatisfied with the SUPPLIES whether in whole or in part on account of a decision of the PROCUREMENT DIVISION referred to in sub-paragraph 9.3 above or on account of materials being faulty or of inferior quality or inferior workmanship or of bad design, then, where the defect is capable of being remedied, the UNIVERSITY shall notify the SUPPLIER immediately and require that the defect be remedied free of charge within a reasonable time. Should the SUPPLIER be unable or unwilling or fail to remedy the defect within the reasonable time stipulated by the UNIVERSITY, then the UNIVERSITY may have the necessary remedial work carried out by any third party. The costs of the remedial work shall be borne by the SUPPLIER and such costs may be deducted from any amounts which may be due and payable to the SUPPLIER.

9.7 Where the defect referred to in sub-paragraph 9.6 above is not capable of being remedied, the UNIVERSITY shall notify the SUPPLIER that the SUPPLIES have been rejected and the contract cancelled. The SUPPLIER shall, immediately upon receipt of such notification, arrange for the SUPPLIES to be removed and until the time of their removal, the SUPPLIES shall be held at the risk and expense of the SUPPLIER. The SUPPLIER shall, immediately upon receipt of such notification, also refund all payments made by the UNIVERSITY for those SUPPLIES together with interest thereon at the prime overdraft rate, charged by the UNIVERSITY'S bankers from time to time, from the date of receipt of such notification to the date of payment.

9.8 Where goods are being sold by mass or measure, same shall be supplied by nett mass and/or metric measure.

9.9 Any quantities which are stated in the order form are based upon estimated probable requirements of the UNIVERSITY during the period of the contract and the UNIVERSITY accordingly reserves the right, at any time prior to DELIVERY of the full quantity stated, to reduce the quantities it requires to be DELIVERED in which case only the reduced quantities shall be DELIVERED and charged for by the SUPPLIER. The SUPPLIER shall have no claim whatsoever against the UNIVERSITY after it has reduced the quantities to be

DELIVERED. 10. DEFAULT

- 10.1 The UNIVERSITY shall have the right forthwith to cancel this contract, in whole or in part, under any of the following circumstances: -
- 10.1.1 if the SUPPLIER fails to DELIVER any SUPPLIES to the UNIVERSITY within the STIPULATED DELIVERY PERIOD; 10.1.2 if the SUPPLIER fails to fulfil any of its obligations in terms of this contract;
 - 10.1.3 if the SUPPLIER is sequestered, liquidated or placed under judicial management, provisionally or finally, voluntarily or compulsorily;
 - 10.1.4 if the SUPPLIER commits any act of insolvency or enters into any compromise or arrangement with or assignment for the benefit of its creditors or fails to satisfy any final judgment granted against it within TEN (10) days after the date of the judgment;
 - 10.1.5 if the SUPPLIER changes the identity of its owner;
 - 10.1.6 if the SUPPLIER disposes of any of its assets other than in the ordinary course of its business.
- 10.2 If it appears to the PROCUREMENT DIVISION that the SUPPLIER is not executing the contract in accordance with the true intent and meaning thereof or that it is refusing or delaying to execute the contract or that it is not carrying on the contract at such rate of progress as to ensure DELIVERY within the STIPULATED DELIVERY PERIOD, then in any of such events the PROCUREMENT DIVISION may give written notice to the SUPPLIER of the cause of complaint. Should the SUPPLIER fail, within a reasonable time stipulated in the notice, to satisfy the PROCUREMENT DIVISION, in its reasonable discretion, that the contract is being and will be properly executed as agreed and/or that DELIVERY will be made within the STIPULATED DELIVERY PERIOD, then the UNIVERSITY shall have the right forthwith to cancel this contract.
- 10.3 Any cancellation by the UNIVERSITY, whether in whole or in part, shall be without prejudice to any accrued claims against the SUPPLIER and claims which the UNIVERSITY may have for damages arising out of such cancellation. The SUPPLIER shall have no claim whatsoever against the UNIVERSITY after the contract has been cancelled.

11. LIQUIDATED DAMAGES

- 11.1 It is recorded that time is of the essence of this contract and the SUPPLIES must be DELIVERED and all work completed by the SUPPLIER within the STIPULATED DELIVERY PERIOD.
- 11.2 If the SUPPLIER fails to DELIVER the SUPPLIES or any part thereof within the STIPULATED DELIVERY PERIOD, the SUPPLIER shall pay such sum as is stated in the SPECIAL CONDITIONS as liquidated damages to the UNIVERSITY. The UNIVERSITY shall be entitled to deduct such liquidated damages

from any monies which may be due and payable to the SUPPLIER. The provisions of this paragraph shall be without prejudice to any other remedies or claims which the UNIVERSITY may have against the SUPPLIER arising out of this contract or at law and the UNIVERSITY may have recourse to such claims or remedies in addition to or in lieu of its rights to liquidated damages.

12. VAT

Where the SUPPLIER is a registered VAT vendor, the SUPPLIER shall: -

12.1 state the amount of VAT separately on the invoice; and

12.2 state its VAT

registration number.

13. APPLICABLE

LAW

The law of the Republic of South Africa shall be applicable to and govern in every respect this contract and the relations between the parties and, without in any way

limiting the generality of the foregoing, the law of the Republic of South Africa shall be applied when this contract is construed, interpreted or implemented in any way and for the purpose of resolving any dispute which may arise between the parties.

14. ATTORNEYS CHARGES

In the event of the UNIVERSITY instructing its attorneys to institute legal proceedings against the SUPPLIER for any claim arising out of these GENERAL CONDITIONS or upon their cancellation, the SUPPLIER shall pay the costs of the UNIVERSITY'S attorneys on the attorney and own client scale, including collection commission.

15. CONFLICTING CONDITIONS

15.1 In the event of there being any conflict between the terms and conditions of the SPECIAL CONDITIONS and these GENERAL CONDITIONS, then the ~~terms~~ ^{terms} of the SPECIAL CONDITIONS shall prevail.

15.2 In the event of there being any discrepancy or conflict between any of these GENERAL CONDITIONS and any conditions contained in or printed or

written on any contract, stationery or document used by the SUPPLIER for the purpose of or in connection with the conclusion of this contract or the DELIVERY of SUPPLIES, then these GENERAL CONDITIONS shall prevail. The SUPPLIER acknowledges that the UNIVERSITY would not have entered into this contract with it unless these GENERAL CONDITIONS were to prevail and the SUPPLIER accordingly waives, renounces and abandons any conflicting conditions printed or written upon any contract, stationery or documents used by it, regardless of whether such contracts, stationery or documents contain a similar condition to this paragraph 15 in favour of the SUPPLIER. For the purposes of this sub-paragraph 15.2, reference to "these GENERAL CONDITIONS" shall be deemed to include the SPECIAL CONDITIONS.

16. ENTIRE CONTRACT AND NON-VARIATION

This contract records the entire agreement entered into between the parties and no alteration, variation or cancellation of this contract or waiver of rights or obligations by either party shall be of any force and effect unless committed to writing and signed by both parties.

17. CESSION AND ASSIGNMENT

Since this contract is personal to the SUPPLIER, the SUPPLIER shall not be entitled to cede or assign its rights or obligations under the contract or to transfer this contract to any third party without the prior consent of the UNIVERSITY and subject to such conditions as the UNIVERSITY may approve.

18. SEVERABILITY

Should any portion or provision of this contract be held to be void, invalid or unenforceable, for any reason whatsoever, then such provision or portion shall be deemed to be severable and excluded from this contract, and all the remaining terms shall continue to remain in full force and effect.

19. BEE Policy

A Comprehensive BBBEE policy and SANAS approved BBBEE certificate of the tenderer must accompany the tender documents.

SPECIAL CONDITIONS OF CONTRACT FOR GOODS AND/ OR SERVICES

1) TENDER FORM AND CLOSING DATE

- a) Tenders must be made out on the enclosed Tender Form which shall be signed by or on behalf of the Tenderer, addressed to the Tender Committee and marked with the appropriate tender number. Tenders must be submitted in duplicate, be properly sealed and placed in the tender box at the Protection Department, 41/43 Centenary Road, Durban, 4001 not later the time and date stated in the public advertisement inviting tenders or closed tender documents.
- b) There will be a non-refundable fee charged for tender documents and to be paid in the form of cash, bank guaranteed cheques or money orders as stated in the advertisement.
- c) The Tender Committee shall not accept tenders for consideration if: -
 - i) the tenders have been submitted by telegram, telex or telefax; or
 - ii) the tenders have not been submitted in duplicate; or
 - iii) the tender is received after the closing date and time advertised for the receipt thereof (in which case same shall be returned to the Tenderer by the Procurement Department); or
 - iv) alterations have been made to the tender documents in pencil, erasable ink or if alterations have been overwritten on alteration fluid (that is, any alteration shall be neatly made in ink and signed by the Tenderer in order that the Tender Committee accept the tender for consideration).
- d) If any person who has been invited to submit a tender is unable to tender for any reason, then a nil return should be submitted.

2) ACCEPTANCE OF TENDER

- a) The University reserves the right to accept any tender and any decision by the University on regarding the award of a tender shall be final. The University shall not be obliged to accept the lowest or any tender and the University shall also not be obliged to assign any reason for the acceptance or rejection of a tender.
- b) The tender shall be based upon drawings and/or specifications which shall be contained in a separate document, which document shall be deemed to be incorporated in and form part hereof.
- c) Where specifications, SABS/CKS standards, specifications, codes of practice or standard methods are referred to in the separate document referred to in sub-paragraph 2.2, these, together with any drawings, must be strictly adhered to:
 - i) Clause 14(1) states that if any requirements in respect of any or safety equipment or for the use or application thereof by employers or users of machinery have been prescribed, no person shall sell such machinery or safety equipment unless it complies with these requirements;
 - ii) for the purpose of this Section and Section 31(5) any part of machinery or safety equipment shall be deemed to be machinery or safety equipment.
- d) Tenders must be valid for a period of 120 working days after the closing date.
- e) The tenderer will be notified of the University's acceptance of a tender, whether in whole or in part, either by notice in writing from the University or by the University placing a written order on its official order form.

3) DIFFERENCE OR DISCREPANCIES

- a) Should there be any difference or discrepancy between the prices or price contained in the official Tender Form and those contained in any covering letter or other document from the Tenderer, the prices or price contained in the official Tender Form shall prevail.
- b) Any alteration effected upon any of the tender documents submitted to the Tender Committee must be clearly shown by means of a handwritten entry in ink and such alteration must be signed by the Tenderer.

4) PREFERENCES

In order to assist the University in determining the degree of preference to be accorded to supplies produced, manufactured or assembled within the Republic of South Africa, Tenderers are required to state: -

- a) the country of origin of the goods;
- b) the country in which the goods are manufactured or assembled; and
- c) the industrial development points and the concentration points under the State Incentive Scheme or Industrial Development in which the goods are manufactured or assembled, where applicable.

5) SPECIAL CONDITIONS OF TENDER

If there are any further special conditions pertaining to this tender, then a document containing those special conditions will be attached to this document, marked Annexure "A", and will be deemed to form part hereof. In the event of there being any conflict between the terms and conditions of this document or the GENERAL CONDITIONS OF CONTRACT FOR GOODS AND/OR SERVICES and Annexure "A", then the terms and conditions of Annexure "A" shall prevail.

6) OTHER INFORMATION

The Tenderer shall also provide the following information, namely: -

- a) full details of all discounts and whether such discounts are trade or settlement;
- b) a comprehensive company profile must accompany the tender, including banking details; and
- c) a full-service backup must be provided as indicated on the original tender and should advise, *inter alia*, whether: -
 - i) the Tenderer is the accredited agent in the Republic of South Africa for the manufacturer of the equipment offered;
- d) the Tenderer has supplied the type of equipment offered to other institutions in the Republic of South Africa and, if so, a list of the names of those other institutions should be provided;
 - i) a full range of spares is carried for the equipment offered; and
 - ii) service facilities by factory trained staff are available and, if so, where such services are available and on what conditions.

7) LEGAL STATUS OF TENDERER AND AUTHORITY OF SIGNATORY

- a) All Tenderers shall state, on the Tender Form under "Name and Address of Tenderer": -
 - i) their full legal status, that is, whether they are a natural person, firm, partnership, association, company, close corporation, trust or other trading entity;
 - ii) in the case of a juristic person, its full registered name(s), its registration number and its trading name(s), if any, must be stated;
 - iii) in the case of a natural person, the full names must be stated together with that person's identity number, the trading name of the business, if any, and an indication as to whether that person is the owner, proprietor, partner etc; and
 - iv) the addresses of its registered office and principal place of business in the case of a juristic person or the residential address and business address in the case of a natural person.

The signatory shall indicate in what capacity and under what authority the tender documents were signed by him or her. Documentary proof of the authority to sign the tender document shall also be submitted, for example, in the case of a company or close corporation, a certified copy of the resolution of that company or close corporation authorising the signatory to sign the tender documents on behalf of the company or close corporation, shall be submitted.

TRS6 – Form 5 to 8 to be completed and signed

FORM 5: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying proposal:

in response to the invitation for proposals made by:

DURBAN UNIVERSITY OF TECHNOLOGY

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.

I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.

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

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

2. For the purposes of this Certificate and the accompanying 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.

3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive bidding.

¹ 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.

In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding

- a) prices;
- b) geographical area where product or service will be rendered (market allocation)
- c) methods, factors or formulas used to calculate prices;
- d) the intention or decision to submit or not to submit, a bid;
- e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- f) bidding with the intention not to win the bid.

4. 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.
5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
6. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

11. I note that the following terms of this Expression of Interest have the following meaning:

- a. Bid means Submission
- b. Bidder means Respondent
- c. Bidding means Submission
- d. ectors means directors/shareholders/partners/sole proprietors

Name of Bidder/Respondent	Signature	Date	Position

FORM 6: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

[THIS IS A NATIONAL TREASURY SCM REQUIREMENT WHICH DUT ADOPTS AS IT IS PARTLY FUNDED FROM PUBLIC FUNDS]

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being produced, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the DUT supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. Failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the Bidder or any of its directors listed on the National Treasury's database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied). The database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the Bidder (Respondent) or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the Bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars.		

5.	I note that the following terms of this Expression of Interest have the following meaning: a. Bid means Submission b. Bidder means Respondent c. Bidding means Submission d. Directors means directors/shareholders/partners/sole proprietors

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

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

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

Signature

Date

Position

Name of Bidder

FORM 7: CONFIDENTIALITY AND INDEMNITY UNDERTAKING

- 1) The Bidder hereby undertakes to abide by and adhere to the undertaking set out in this agreement.
- 2) Reference to the Bidder shall include its directors, officers, employees, agents, sub-contractors, advisors or any other person appointed by it in connection with the submission of its bid).
- 3) The Bidder undertakes to ensure that each party, to whom confidential information is disclosed, is made aware of and is bound by the terms of this confidentiality undertaking.
- 4) This undertaking must be read together with the disclaimers contained in the Bid Document.
- 5) In order to regulate the disclosure to the Bidder of confidential information, the Bidder:-
 - a) acknowledges and undertakes that all information of whatsoever nature (whether oral, written or in any other form), including information to the generality of the a foregoing data, know how, trade secrets, software techniques, procedures, unpublished financial statements and information, licenses, price lists, policies, marketing techniques, suppliers and customers, planning, business and financial documents, as well as intellectual property at any kind (which information is referred to collectively and individually as “confidential information”) which is disclosed by the DUT or any other Bidder participating in this process, shall be held in complete confidence by the Bidder and shall not, without the DUT prior written consent, be disclosed to any other person, nor used for any other purposes, other than in connection with the submission of its bid;
 - b) acknowledges that the confidential information is being made available to it solely for the authorised bid process purpose and for no other purpose whatsoever, and that such information would not have been made available to it but for this confidentiality undertaking;
 - c) acknowledges that all such confidential information is valuable proprietary information to which the DUT retains exclusive rights of dissemination and reproduction, and that all copyrights and such confidential information vests in DUT;
 - d) agrees that any documentation or records relating to the confidential information which comes into the possession of the Bidder shall:
 - i) be deemed to form part of the confidential information of DUT;
 - ii) be deemed to be the property of DUT;
 - iii) not be copied, produced, published or circulated by the Bidder unless otherwise agreed to in writing by DUT;
 - iv) be surrendered to the DUT and/or destroyed on demand in the event that the Bidder no longer participates in the proposed transaction;
 - e) undertakes that, save as required by law, it will not disclose, or permit to be disclosed, confidential information to any persons other than those persons authorised in terms of this undertaking and then only to the extent necessary for the authorised purpose;

- f) warrants that it has adequate procedures in place for the protection of all confidential information; and,
- g) Warrants that it shall keep accurate and up to date records of the confidential information furnished to it, and of the location of such confidential information, as well as the list of names of all persons receiving or entitled to access of confidential information.

This undertaking shall not apply to any confidential information which was lawfully in the Bidder's possession prior to the disclosure by DUT, or which lawfully becomes available to the Bidder from the source other than DUT. If proceedings are commenced or action taken which could result in the Bidder becoming compelled to disclose confidential information, it undertakes to immediately advise the DUT of such proceedings, and to take all reasonable steps to resist or avoid such proceedings or actions, including such steps that the DUT may reasonably request the Bidder to take.

The Bidder undertakes not to request the confidential information submitted as part of any other bid submission by any other Bidder whether such information has been designated as confidential or not, and for the purposes of this clause, the entire contents of any competing Bidder's bid submission will be regarded as confidential. This undertaking shall also apply, with the necessary changes, to the confidential information of any other Bidder and its Bid Submissions

This undertaking shall survive the termination of any negotiations or contractual relationship between the DUT and the Bidder

I note that the following terms of this declaration have the following meaning:

- a. Bid means Submission
- b. Bidder means Respondent
- c. Bidding means Submission
- d. Directors means directors/shareholders/partners/sole proprietors

INDEMNITY UNDERTAKING

I/We _____

(Insert Bidder's name) (Herein known as the Bidder) hereby indemnify and hold DUT harmless in respect of all costs that may be incurred by my/us for the submission or performance of this bid.

I/We further indemnify DUT in respect of all legal and other expenses as they are incurred by DUT in examining, resisting or settling any damages, injuries or loss that may be occasioned by work necessary in terms of this bid.

Signed at _____ this _____ day of _____ 20____.

Name of Bidder : _____

Name of Bidder's representative : _____

Title of Bidder's representative : _____

Signature : _____

Signature of Witness : _____

Name of Witness : _____

FORM 8: DECLARATION OF INTEREST

- I. Any legal person, including persons employed² by DUT, or persons having a kinship with persons employed by DUT, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an, advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by DUT, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/ adjudicating authority where –

I.1. The bidder or any of its members or employees are employed by DUT; and/or

I.2. The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

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

2.2. Identity Number:

2.3. Position occupied in the Company (director, trustee, shareholder³):

2.4. Company Registration Number:

2.5. Tax Reference Number:

2.6. VAT Registration Number:

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

2.7.	Are you or any person connected with the bidder presently employed by DUT?		
		YES	NO

2.7.1. If so, furnish the following particulars

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

☐ Name of DUT institution or department at which you or the person connected to the bidder is employed:

¹ "Employed" in this context is a broad term and it includes members of DUT council, the auditors from time to time or any other advisors or tribunal associated with DUT.

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

☐ Position occupied in the institution or department:

Any other particulars:

2.7.2. If you are presently employed by DUT, did you obtain the appropriate authority to undertake remunerative work outside employment?

YES	NO

2.7.2.1. If yes, did you attach proof of such authority to the bid document?

YES	NO
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(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

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

2.8. Did you or your spouse, or any of the company's directors/ trustees/ shareholders/ members or their spouses conduct business with DUT in the previous twelve (12) months?

YES	NO
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2.8.1. If so, furnish the particulars.

2.9. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by DUT and who may be involved with the evaluation and or adjudication of this bid?

YES	NO
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2.9.1. If so, furnish particulars.

2.10. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by DUT who may be involved with the evaluation and or adjudication of this bid?

YES

NO

2.10.1. If so, furnish particulars.

2.11. Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES

NO

2.11.1. If so, furnish particulars.

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

Full Name	Identity Number	Personal Tax Reference No	State Employee Number/ PERSAL Number

3.1. Note that the following terms have the following meaning:

- Bid means Submission
- Bidder means Respondent
- Bidding means Submission
- Directors means directors/shareholders/partners/sole proprietors

DECLARATION

I, THE UNDERSIGNED (NAME) _____

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT FOR EACH OF THE JOINT VENTURE/CONSORTIUM PARTNERS OF THIS SUBMISSION. I ACCEPT THAT DUT MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Bidder

TRS7 – COIDA Letter of good standing for Chemical Waste

Bidder to attach the necessary certification here:

TRS8 – A valid B-BBEE Certificate (SANAS/ Affidavit)

Bidder to attach the necessary certification here:

TRS9– Certification (10 points)

The bidder should have the following certification or should obtain the necessary certification upon signing of the contract:

- Membership with IWMSA (Institute of Waste Management in Southern Africa)/similar
- Registration/permit to transport chemical/environmental waste/similar
- Waste management certificate with The Department of Environmental Affairs/similar

TRS10 Company Experience (10 Points):

Documents to be submitted here;

TRSI I – Experience of a Contract Manager in the Chemical Waste Management (10 Points):

Detailed CV with qualifications of suitably qualified personnel where they have removed asbestos to be attached.

	Complete Name of a Contract Manager	Qualification Required:	Minimum years' relevant experience in Built Environment	Total Points

TRS12 – Local Presence (10 Points):

- Documents to be submitted here;

TRSI3 – Track Record (20 Points):

Attach four signed Customer reference letters with contact details where the bidder **has provided chemical waste removal** in the last five years. Each letter of reference will be evaluated according to the criteria in phase 2.

The following tables must be completed:

Customer reference 1	
Name of client	
Value of contract	
Duration of contract	
Services rendered	
Contact person, email and number	

Customer reference 2	
Name of client	
Value of the contract	
Duration of contract	
Services rendered	
Contact person, email and number	

Customer reference 3	
Name of client	
Value of the contract	
Duration of contract	
Services rendered	
Contact person, email and number	

Customer reference 4	
Name of client	
Value of the contract	
Duration of contract	
Services rendered	
Contact person, email and number	

TRSI4 – Methodology (30 Points):

- Method statement of Chemical waste